

- AGENDA -

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON MONDAY, JULY 17, 2017 BEGINNING AT **6:00 P.M.**

[PLEASE NOTE: All guests and parties in attendance are asked to sign in. Public comments are limited to 3 minutes in length while matters from the floor are limited to 10 minutes. All in attendance are asked to please remove hats and/or sunglasses during meetings and to silence all cell phones and other electronic devices. Those in attendance are also asked to **please refrain from having private conversations while meetings are in progress.**]

[DISCLAIMER: Views or opinions expressed by City Council Members or City employees during City Council Meetings are those of the individuals speaking and do not necessarily represent the views or opinions of the City Council as a whole or the City at large.]

[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 Hearings
- V. Additions to the Agenda
- VI. Public Comment – Agenda Items Only – 3 Minute Limit (general rule)
- VII. Scheduled Matters from the Floor
 - A. Heather Neuhaus – Chamber update
- VIII. Bids
 - A. Homeowner Rehabilitation bids
- IX. Unfinished Business
 - A. Waiver of First Right of Refusal for foreclosed property
 - B. Schedule work session for noise ordinance
- X. New Business
 - A. Bills
 - B. Approval of Gaming License for Soldiers First Aid
 - C. Renewal of Assessor contract

- D. Resolution 17-12 Water/Sewer rates
- XI. Approval of minutes and summary from July 5, 2017
- XII. Consent Agenda (Consent Agenda items are considered routine and can be enacted by one motion.)
 - A. Treasurers Report and Investment Summary.
 - B. Planning Commission meeting held June 27, 2017
 - C. Police Report for June 2017
- XIII. Communications
 - A. Charter emergency contact
 - B. MML medical marijuana discussion
 - C. US Fish & Wildlife Service lamprey treatment
 - D. MML Workers Compensation ballot
- XIV. Reports and/or comments
 - A. Mayor
 - B. Council Members
 - C. City Manager
- XV. Public Comment – Any Topic – 3 Minute Limit (general rule)
- 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

Bids

Accumulative Bids

Bids Reviewed: June 28, 2017

Client B

Items	Inspector Estimate	Shepard Construction	Restore All
1 Upgrad Electrical	\$2,500.00	\$2,250.00	\$2,900.00
2 Install bathroom fan/light	\$400.00	\$600.00	\$900.00
3 Install attic insulation	\$1,250.00	\$450.00	\$1,500.00
4 Insulate exterior wall switches	\$300.00	\$275.00	\$400.00
5 Insulate crawl space	\$775.00	\$950.00	\$2,400.00
6 Install visqueen in crawl space	\$325.00	\$500.00	\$700.00
7 Buildt 20' X 22' bedroom, bath. Laundry	\$35,800.00	\$45,950.00	\$52,800.00
8 Lead base paint interium control	\$2,000.00	\$800.00	\$800.00

Total Bid	\$43,350.00	\$51,775.00	\$62,400.00
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Bid Awarded to: Shepard Construction for Itema #1-8 in the amount of
\$51,775.00

Bids were reviewed and awarded by:

Lee Ann Fischer
Program Manager

John Adrain
Clerk/Treasurer

Homeowner Rehabilitation

CITY OF WEST BRANCH
121 N. Fourth Street
West Branch, MI 48661

INSPECTOR: Gary Robinson
INSPECTION DATE: 4/5/2017
Project # West Branch 2

DATE: 4/11/2017

GENERAL SPECIFICATIONS

ALL WORK SHALL MEET STATE AND LOCAL BUILDING CODES, AND CONFORM TO THE O.C.H.I.P. METHODS AND MATERIAL MANUAL. OBTAIN PERMITS AS REQUIRED BY STATE OR LOCAL OFFICIALS.

DO NOT COMBINE BID SPECS. ITEMIZE EACH CALLED OUT BID SPEC SEPARATELY. THE SCOPE OF WORK MAY CHANGE DUE TO FUNDING AVAILABILITY. SHOULD THIS OCCUR SOME LINE ITEMS MAY BE REMOVED FROM THE PROJECT.

ALL FINISH CARPENTRY SHALL BE NEAT AND PERFORMED IN A WORKMANLIKE MANNER. ALL INSTALLATIONS SHALL BE PLUMB, TRUE, AND FREE OF VISUAL CRACKS. DOORS AND WINDOWS SHALL OPERATE SMOOTHLY. ALL TRIM SHALL BE FINGER JOINTED AND INSTALLED WITH COUNTERSUNK FINISH NAILS. ALL MATERIALS SHALL BE NEW UNLESS OTHERWISE NOTED.

REMOVE ALL FOREIGN MATERIAL WITHOUT DAMAGE TO THE ORIGINAL SURFACE(S). LEAVE ADJOINING SURFACES FREE OF SPILLS, SPLATTERS AND MARKS. FLOORS SHALL BE VACUUMED OR WET MOPPED. GLASS AND MIRRORS SHALL BE CLEANED AND LEFT WITHOUT PAINT OR FILM. YARDS SHALL BE RAKED AND FREE OF ALL NAILS. DISPOSE OF ALL DEBRIS FROM WORKSITE IN A LEGAL DUMP/LANDFILL.

THIS SPECIFICATION WILL/MAY ALSO INCLUDE REQUIRED REPAIRS FOUND THROUGH A LEAD BASE PAINT ASSESSMENT OF WHICH THE REPORT WILL BE PROVIDED. IF LEAD BASED PAINT IS FOUND TO BE IN PLACES OF WORK OR IN HAZARDOUS CONDITION IT WILL NEED TO BE ADDRESSED BY THIS PROGRAM AND THE CONTRACTOR WILL NEED ALL PROPER CERTIFICATIONS BY THE STATE OF MICHIGAN TO CONDUCT THE WORK.

BID SPECIFICATION

INTERIOR

1. Update and increase electric service size. Dispose of old electric service to legal dump. Install a 200 amp, main disconnect, 110/220 volt, 20 or 30 opening circuit panel. Include weather-head, entrance cable, meter socket, breakers, ground rod and ground cable. In the garage, cover all exposed wiring above and below the main electrical panel. Caulk entry to structure. Include all interior work including painting, wall repair or trim. Contractor is to obtain the permit and provide a copy to this agency. This bid is for a complete panel replacement job.

Labor		Material		Lead Paint		
Costs:	\$1400. ⁰⁰	Costs	\$850. ⁰⁰	Costs:	\$	Total: \$2250. ⁰⁰

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Client:
April 19, 2017

2. In existing bathroom replace the existing ceiling mounted fixture. Install a fixture containing a single or dual bulb light and an exterior ducted exhaust fan. The fan must be rated for the room size and a minimum of 80cfm. Also fish wire and patch all tear out. Terminate vent according to code. Repair all cracks/holes with matching materials.

Labor Costs: \$350.⁰⁰ Material Costs: \$250.⁰⁰ Lead Paint Costs: \$ Total: \$600.⁰⁰

3. This home has been previously insulated, air seal all penetrations (plumbing, electrical, drop soffits, exhaust vents, etc) in the attic with foam sealant before adding insulation. Install depth markers throughout attic. Install R-49 cellulose insulation (not fiberglass insulation) blown in place, per manufacturer's specifications. Add protection around the attic access opening to ensure an R-49 is achieved in the immediate area of the opening (access from garage). Replace all material removed or cut to gain access for insulation, match existing materials. Report to home owner and agency amount of insulation used.

Labor Costs: \$250.⁰⁰ Material Costs: \$200.⁰⁰ Lead Paint Costs: \$ Total: \$450.⁰⁰

4. At all exterior wall switches and outlets remove the cover and add closed cell spray foam insulation to air seal. Add spray foam to all four edges of the outside of the electrical box, filling all voids and connecting the existing insulation with the spray foam. Small holes may have to be drilled next to the box, and still covered by the switch/outlet cover to allow access. Ensure that foam adheres to both surfaces creating a positive seal.

Labor Costs: \$200.⁰⁰ Material Costs: \$75.⁰⁰ Lead Paint Costs: \$ Total: \$275.⁰⁰

5. In the crawl space and the cantilevered basement walls remove all existing insulation. Insulate crawl space walls. Ensure the crawl space vents are closed. Apply closed cell foam to a minimum of 1.5" to walls including the interior of the crawl space vents and include the doors. Spray up to subfloor and down to poly sheet making sure to adhere foam to both surfaces creating a positive seal. All surfaces must be dry before applying foam. While contractor is spraying crawl walls, apply a thin layer of spray foam to the ductwork that is covered with asbestos paper in order to encapsulate all exposed asbestos paper. In rim joist area insulate to a minimum R-23.

Labor Costs: \$600.⁰⁰ Material Costs: \$350.⁰⁰ Lead Paint Costs: \$ Total: \$950.⁰⁰

6. In the crawl space remove existing vapor barrier and all debris and objects that may puncture plastic. Install 6 mil plastic/Visqueen on the crawl space floor/ground. Install so that all seams overlap 12" & up the walls 12". At all piers and penetrations seal with caulk or foil tape and create a positive seal. Use foil tape to seal seams. Earth surface must be dry before installing vapor barrier.

Labor Costs: \$400.⁰⁰ Material Costs: \$100.⁰⁰ Lead Paint Costs: \$ Total: \$500.⁰⁰

Exterior

Build and completely finish a 20' x 22' bedroom, bathroom, and laundry area addition

- Excavate below frost line and pour 2500 psi concrete footing 18" wide by 9" deep including two #4 rebar, all form work and screen finish. Construct an 8" x 16" x 8" thick, non-reinforced cement block wall with trowel joints and 1/8" thick exterior parging.
- In the crawl space remove all debris and objects that may puncture plastic. Install 6 mil plastic/visqueen on the crawl space floor/ground. Install so that all seams overlap 12" & up the walls 12". Use foil tape to seal seams and provide air tight seal at all penetrations.
- Insulate Crawl space walls. Apply closed cell foam to a minimum of 1.5" to walls. Spray up to floor and down to poly sheet making sure to adhere foam to both surfaces creating a seal. Insulate rim joist to an R-19. **All surfaces must be dry before applying foam. While contractor is spraying crawl walls, apply a thin layer of spray foam to the duct connections in order to seal.
- All lumber material and items shall be suitable for the intended end use. Framing boards and plywood shall be grade marked. Framing lumber shall be #2 grade or better with a moisture content of 19% or less at the time of installation. New lumber in contact with masonry, and all lumber exposed to the weather, shall be preservative treated.
- All finish carpentry shall be neat and performed in a workmanlike manner. All installations shall be plumb, true, and free of visual cracks. Doors and windows shall operate smoothly. All trim shall be fingered jointed and installed with countersunk finish nails. All materials shall be new unless otherwise noted.
- Remove existing roofing in area affected by new addition down to sheathing and replace defective sheathing (up to 150 square feet) with equivalent material. Install new drip edge, install 15lb. Felt, ice and water shield in valleys, along eaves around chimney's, next to dormers and wherever necessary, install new boots around plumbing stacks, install storm collars around vent pipes. Install new 30 year or better self-sealing, minimum weight 200 lb. per square, fiberglass/asphalt strip shingles to match existing. Vent roof as required for proper ventilation, with ridge and soffit vents. Install new chimney cap(s). Dispose of all debris at an appropriate dumpsite and provide a signed receipt of disposal.
- On the addition and the existing home prepare wall surfaces for siding. Replace defective, missing and/or rotten materials, including studs, plates and nailers. Install vinyl siding around entire exterior of addition, complete with all trim for cornices, corners, doors and windows. Also install coil stock to protect area at the bottom of siding and insulation. Include all necessary starters, channels, and trims, including window and door trims. Extend hose bibs and other fixtures as necessary. Siding is match existing exposure and texture close as possible.

- On the addition match the existing home cover soffits, fascia and overhang with formed baked enamel aluminum. Include appropriate bends or perforated units. Caulk all joints with vinyl caulk. Install new white, formed & baked enamel aluminum fascia and white vinyl soffit around entire addition, include appropriate bends or perforated units. Cover all the soffit area, fascia and overhang with new material. This includes replacing any and all damaged or rotten material.
- In the addition and the existing home, field measure, order and install 3-inch vinyl windows and jamb. New windows in addition to be of equal size of windows in existing home and must meet egress per code. Field measure, order and install two (2) bedroom new welded sash, low-e glass, argon filled double hung or double slide, energy star rated, vinyl windows and jambs (minimum 3 inch frame, 5/8 inch insulated glass include full screen. Install a vinyl 60x68 two panel, single operating panel sliding patio door, welded sash, low-e glass, argon filled energy star rated, vinyl windows and jambs (minimum 3 inch frame, 3/4" tempered insulated glass include heavy duty screen). Insulate area between window/door frame and rough opening with window and door low expanding spray foam ONLY. Other types of insulating this area will not be accepted. Trim exterior with aluminum or composite material with minimum caulk used. All bathrooms to have frosted/obscure glass, when requested by the homeowner. All wood interior trim painted or stained (2 coats then 2 clear coats of poly or varnish when stained used). Replace all interior trim and apply caulk to all interior perimeters to accomplish air sealing. Match existing trim when possible otherwise use modern or colonial casing and clear pine jambs. Maximum allowance per window opening for materials is \$300.00.
- In the addition air seal all penetrations (plumbing, electrical, drop soffits, exhaust vents, etc.) with foam sealant before adding insulation. Install proper vents or air channels for air flow at soffit area, do not block soffit ventilation. Install depth markers throughout attic. Install R-49 fiberglass or cellulose insulation blown in place, per manufacturer's specifications. Add protection around the attic access opening to ensure an R-49 is achieved in the immediate area of the opening. Replace all material removed or cut to gain access for insulation, match existing materials. Install fiberglass insulation to all access areas and ensure of no cold spots or air infiltration. Seal and insulate attic hatch. Install multiple layers of foam board to the back side of the attic access to achieve 4" of insulation and adhere with construction adhesive or equivalent. Install adhesive backed foam gasket to perimeter of hatch opening as to air seal the access to the attic. Report to home owner and agency amount of insulation used. Seal with caulk areas where ceiling meets the wall in entire house.
- Hang, tape and finish 1/2" drywall on walls and 5/8" drywall on ceilings, install type x where required by code. Applying a minimum of 3 coats of compound feathered out at least 8". Install moisture resistant drywall in wet areas. Glue each framing member and screw or nail 8" on center. Run board with long dimension horizontal. Prime with new drywall primer, 1 coat. Spot fill all holes/cracks with drywall mud. Spot prime again as needed with primer. Cover walls with 2 coats of interior latex paint (one color) eggshell finish. Cover ceiling with 2 coats of interior latex paint (one color) flat finish.
- In the bathroom, hallway, and laundry areas install underlayment per manufacturer's recommendations and fasten 6" on center in all directions. Install vinyl sheet goods with a minimum of seams, per manufacturer's recommendations. Install metal edge strips in doorways

and shoe if needed around perimeter. Homeowner has choice of pattern and color. Allowance for vinyl is \$15.00 per square yard. Provide total yard in your bid. Provide total yard in your bid. Total YARDAGE= 74 @ \$15 YARDS.

- In bedroom and walk-in closet install homeowner and FHA approved polyester carpet over padding with a minimum of seams. Padding for level loop type carpeting should be 3/8" thick with a density of approx. 8.5#, padding for pile type carpeting should be 1/2" thick with a density of approx. 6.5#. Install carpet according to manufactures recommendations including stretching carpet to eliminate puckers, scallops and ripples. Include tackless strips, metal edge strips, and mending tape to cover entire floor including closet. On stairs, fasten carpet and pad at top and bottom of each riser. Material allowance for only the carpeting is \$15.00 per square yard. Provide total yard in your bid. TOTAL YARDAGE= 74 @ \$15 YARDS.
- In the addition and the existing home provide and install smoke detectors. An electric smoke detector w/ battery backup only. Only hard wired smoke detectors will be accepted due to access that is available from above and /or below installation areas. Install according to code, in and adjacent to each bedroom and one must be installed on each level of the home including basement. Install a new appropriate sized ABC type wall hung fire extinguisher per local codes. The home owner is to specify placement of extinguisher. Also, install according to code, a carbon monoxide detector with alarm.
- Inspect existing natural gas forced air heating system to ensure it is properly sized for additional square footage. The furnace needs be of proper size and output to meet heating code requirements. Contractor must conduct manual J load calculation with all efficiency improvements included in calculation. Added requirement for manual J to be completed using the wall, crawl and attic improvements as well as the manual J be submitted to the homeowner and OCHIP prior to the pre-construction meeting. 95% AFUE units only work properly when sized properly. The "rule of thumb calculations do not work. Ensure unit is installed according to manufacturer's specifications including start up procedures. Extend heat runs and cold air returns to new living space. Inspect and correct existing warm air runs to every room in living space with cold air returns of adequate size. Install warm supply in crawl space and basement where needed. Install dampening grilles on all warm air outlets where needed or damaged. Run furnace, damper and balance heat runs. Include all necessary piping, controls, wiring, connections and valves for a complete job. Include a new digital, programmable thermostat (if not present). Install per manufacturer's recommendations/instructions. Instruct owner on operation and leave all warranty and operation manuals with owner. Contractor is to obtain the permit and provide a copy to this agency. This bid is for inspection of existing furnace, adding supplies to addition, and making any and all repairs to existing system as needed. Match all existing materials as close as possible. Note: you must specify Brand _____, Model # _____, Efficiency Rating _____ and BTU Rating _____, on your bid.
- Install a colonist 6 panel, hollow core 1 3/8" pre hung door and jamb in bedroom, bathroom, and closet openings and a colonist 6 panel bi-fold door washer/dryer closet opening. Doors need to include trim and lever handle bed/bath or hall/closet lockset where appropriate. All wood interior trim painted or stained 2 coats of latex or stain then with 2 clear coats (poly or varnish). Paint doors a single color (the homeowner's choice).
- All electrical must be to code.

- Provide phone jack and cable TV outlets.
Install a ground fault interrupt breaker in distribution panel to control all 'wet area' outlets.
- In the addition install a fixture containing a single or dual bulb light and an exterior ducted exhaust fan. The fan must be rated for the room size and a minimum of 80cfm. Also fish wire and patch all tear out. Terminate vent according to code.
- The maximum allowance for finish light fixtures is \$400.00
- In the addition's bathroom, install a 48", 1, 2, 3 or 4 piece, fiberglass shower stall (maximum allowance for unit is \$800.00) complete with PVC waste, single lever shower valve (maximum allowance for the valve is \$150.00) and diverter with shower head. In the laundry closet install a recessed washer box with supply valves and 2" drain and 4" thru the wall dryer venting with exterior wall flashing. New water supplies and drains lines are to be connected to the existing water and drain systems. Install a chrome shower curtain rod. Install per manufacturer's instructions. Install a 48" vanity (maximum allowance for unit is \$400.00) complete with wood cabinet, cultured marble top, single control faucet, supply risers, shut-off valves and all necessary hardware. Install 2 piece vitreous china, water saving commode, (maximum allowance for unit is \$150.00). Include plastic or wood seat, stainless steel supply pipe, stop valve and wax seal. Install surface mounted medicine cabinet with mirror and 2 shelves, (maximum allowance for unit is \$75.00) match color of wood vanity cabinet. Install 2 or 3 bulb light bar above medicine cabinet. Install bathroom accessory consisting of: two towel bars, toilet tissue dispenser (maximum allowance for set is \$40.00)
- Rough and final grade entire area disturbed during construction. Seed lawn by hand, seed all areas disturbed during construction with a construction grade grass seed and cover seeded area with straw.
- Permit allowance is \$500.00
- Disposal to be included
- Review and confirm all brands, colors, type and sizes with the homeowner before ordering.

Labor Costs: \$22,450.⁰⁰ Material Costs: \$23,500.⁰⁰ Lead Paint Costs: \$ Total: \$45,950.⁰⁰

7. Lead based paint interim control or abatement. This specification will also include required repairs found through a lead base paint assessment of which the report has been provided. The items listed represent the lead based paint hazards found at this building/site. For each identified hazard, there are corresponding options for performing abatement fixes and interim control fixes. Follow all recommendations from lead test company. The appropriate fix is regulated by the total project cost. OCHIP will order the lead based paint clearance, when requested by the contractor. Then the scheduling of the lead base paint clearance is the responsibility of the contractor, not OCHIP. OCHIP will be responsible for the payment of the first lead based paint clearance only, it is the responsibility of the contractor to make sure it passes the first time or the contractor will be billed for the added clearances needed.

Labor Costs: \$300 Material Costs: \$350.⁰⁰ Lead Paint Costs: \$150.⁰⁰ Total: \$800.⁰⁰
 Replace Garage Door

Total Labor Costs:	<u>\$25,952.⁰⁰</u>	Total Material Costs	<u>\$25,675.⁰⁰</u>	Total Lead Paint Costs:	<u>\$150.⁰⁰</u>	Bid Total:	<u>\$51,775.⁰⁰</u>
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OGEMAW COUNTY HOME IMPROVEMENT PROGRAM

CONTRACTOR'S BID PROPOSAL

I/We, the undersigned, agree to furnish all materials, equipment, labor and other items of expense (including clean up and removal of all refuse) necessary to complete the work in accordance with the attached Bid Specifications for

1. I agree that with respect to said specifications, there shall be no deviations or alternations for which I may expect compensation beyond costs stated below, except where such changes in the proposal are authorized in writing by both the applicant and the Ogemaw County Home Improvement Program. I agree to accept as payment in full for the work performed the sum of (total the cost to the nearest dollar):

(Written) fifty one thousand seven hundred seventy five Dollars,

(Numerals) \$ 51,775.⁰⁰

Proposed Number of Days to Completion: 4-6 WKS

Additional Remarks: _____

This proposal is effective for ninety (90) days from the date hereof

Date: 6-22-2017

Submitted By: Jeff Shepard

License No.: 2101192840

Title: President

Company Name: Shepard Construction

Company Address: 1880 Pine River Rd Standish, MI 48658

Telephone No: (989) 387-8460

Cell #: (989) 387-1018

List all Sub-Contractors with license numbers: _____

Primary Electric

Richard Dahn Heating & Cooling

Royal Plumbing

Signed: Jeff Shepard



"This institution is an equal opportunity provider and employer." If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 690-7442 or email at program.intake@usda.gov.



Homeowner Rehabilitation

CITY OF WEST BRANCH
121 N. Fourth Street
West Branch, MI 48661

INSPECTOR: Gary
Robinson
INSPECTION DATE: 4/5/2017
Project # West Branch 2

DATE: 4/11/2017

GENERAL SPECIFICATIONS

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REMOVE ALL FOREIGN MATERIAL WITHOUT DAMAGE TO THE ORIGINAL SURFACE(S). LEAVE ADJOINING SURFACES FREE OF SPILLS, SPLATTERS AND MARKS. FLOORS SHALL BE VACUUMED OR WET MOPPED. GLASS AND MIRRORS SHALL BE CLEANED AND LEFT WITHOUT PAINT OR FILM. YARDS SHALL BE RAKED AND FREE OF ALL NAILS. DISPOSE OF ALL DEBRIS FROM WORKSITE IN A LEGAL DUMP/LANDFILL

THIS SPECIFICATION WILL/MAY ALSO INCLUDE REQUIRED REPAIRS FOUND THROUGH A LEAD BASE PAINT ASSESSMENT OF WHICH THE REPORT WILL BE PROVIDED. IF LEAD BASED PAINT IS FOUND TO BE IN PLACES OF WORK OR IN HAZARDOUS CONDITION IT WILL NEED TO BE ADDRESSED BY THIS PROGRAM AND THE CONTRACTOR WILL NEED ALL PROPER CERTIFICATIONS BY THE STATE OF MICHIGAN TO CONDUCT THE WORK.

BID SPECIFICATION INTERIOR

1. Update and increase electric service size. Dispose of old electric service to legal dump. Install a 200 amp, main disconnect, 110/220 volt, 20 or 30 opening circuit panel. Include weather-head, entrance cable, meter socket, breakers, ground rod and ground cable. In the garage, cover all exposed wiring above and below the main electrical panel. Caulk entry to structure. Include all interior work including painting, wall repair or trim. Contractor is to obtain the permit and provide a copy to this agency. This bid is for a complete panel replacement job.

Labor		Material		Lead Paint		
Costs:	\$ 2,000.00	Costs	\$ 900.00	Costs:	\$	Total: \$ 2,900.00

2. In existing bathroom replace the existing ceiling mounted fixture. Install a fixture containing a single or dual bulb light and an exterior ducted exhaust fan. The fan must be rated for the room size and a minimum of 80cfm. Also fish wire and patch all tear out. Terminate vent according to code. Repair all cracks/holes with matching materials.

Labor Costs: \$5.00.00 Material Costs: \$400.00 Lead Paint Costs: \$ Total: \$900.00

3. This home has been previously insulated, air seal all penetrations (plumbing, electrical, drop soffits, exhaust vents, etc) in the attic with foam sealant before adding insulation. Install depth markers throughout attic. Install R-49 cellulose insulation (not fiberglass insulation) blown in place, per manufacturer's specifications. Add protection around the attic access opening to ensure an R-49 is achieved in the immediate area of the opening (access from garage). Replace all material removed or cut to gain access for insulation, match existing materials. Report to home owner and agency amount of insulation used.

Labor Costs: \$1,000.00 Material Costs: \$500.00 Lead Paint Costs: \$ Total: \$1,500.00

4. At all exterior wall switches and outlets remove the cover and add closed cell spray foam insulation to air seal. Add spray foam to all four edges of the outside of the electrical box, filling all voids and connecting the existing insulation with the spray foam. Small holes may have to be drilled next to the box, and still covered by the switch/outlet cover to allow access. Ensure that foam adheres to both surfaces creating a positive seal.

Labor Costs: \$200.00 Material Costs: \$200.00 Lead Paint Costs: \$ Total: \$4.00.00

5. In the crawl space and the cantilevered basement walls remove all existing insulation. Insulate crawl space walls. Ensure the crawl space vents are closed. Apply closed cell foam to a minimum of 1.5" to walls including the interior of the crawl space vents and include the doors. Spray up to subfloor and down to poly sheet making sure to adhere foam to both surfaces creating a positive seal. All surfaces must be dry before applying foam. While contractor is spraying crawl walls, apply a thin layer of spray foam to the ductwork that is covered with asbestos paper in order to encapsulate all exposed asbestos paper. In rim joist area insulate to a minimum R-23.

Labor Costs: \$200.00 Material Costs: \$1200.00 Lead Paint Costs: \$ Total: \$2,400.00

6. In the crawl space remove existing vapor barrier and all debris and objects that may puncture plastic. Install 6 mil plastic/Visqueen on the crawl space floor/ground. Install so that all seams overlap 12" & up the walls 12". At all piers and penetrations seal with caulk or foil tape and create a positive seal. Use foil tape to seal seams. Earth surface must be dry before installing vapor barrier.

Labor Costs: \$ 500.00 Material Costs: \$ 200.00 Lead Paint Costs: \$ Total: \$ 700.00

Exterior

Build and completely finish a 20' x 22' bedroom, bathroom, and laundry area addition

- Excavate below frost line and pour 2500 psi concrete footing 18" wide by 9" deep including two #4 rebar, all form work and screen finish. Construct an 8" x 16" x 8" thick, non-reinforced cement block wall with trowel joints and 1/8" thick exterior parging.
- In the crawl space remove all debris and objects that may puncture plastic. Install 6 mil plastic/visqueen on the crawl space floor/ground. Install so that all seams overlap 12" & up the walls 12". Use foil tape to seal seams and provide air tight seal at all penetrations.
- Insulate Crawl space walls. Apply closed cell foam to a minimum of 1.5" to walls. Spray up to floor and down to poly sheet making sure to adhere foam to both surfaces creating a seal. Insulate rim joist to an R-19. **All surfaces must be dry before applying foam. While contractor is spraying crawl walls, apply a thin layer of spray foam to the duct connections in order to seal.
- All lumber material and items shall be suitable for the intended end use. Framing boards and plywood shall be grade marked. Framing lumber shall be #2 grade or better with a moisture content of 19% or less at the time of installation. New lumber in contact with masonry, and all lumber exposed to the weather, shall be preservative treated.
- All finish carpentry shall be neat and performed in a workmanlike manner. All installations shall be plumb, true, and free of visual cracks. Doors and windows shall operate smoothly. All trim shall be fingered jointed and installed with countersunk finish nails. All materials shall be new unless otherwise noted.
- Remove existing roofing in area affected by new addition down to sheathing and replace defective sheathing (up to 150 square feet) with equivalent material. Install new drip edge, install 15lb. Felt, ice and water shield in valleys, along eaves around chimney's, next to dormers and wherever necessary, install new boots around plumbing stacks, install storm collars around vent pipes. Install new 30 year or better self-sealing, minimum weight 200 lb. per square, fiberglass/asphalt strip shingles to match existing. Vent roof as required for proper ventilation, with ridge and soffit vents. Install new chimney cap(s). Dispose of all debris at an appropriate dumpsite and provide a signed receipt of disposal.
- On the addition and the existing home prepare wall surfaces for siding. Replace defective, missing and/or rotten materials, including studs, plates and nailers. Install vinyl siding around entire exterior of addition, complete with all trim for cornices, corners, doors and windows. Also install coil stock to protect area at the bottom of siding and insulation. Include all necessary starters, channels, and trims, including window and door trims. Extend hose bibs and other fixtures as necessary. Siding is match existing exposure and texture close as possible.

- On the addition match the existing home cover soffits, fascia and overhang with formed baked enamel aluminum. Include appropriate bends or perforated units. Caulk all joints with vinyl caulk. Install new white, formed & baked enamel aluminum fascia and white vinyl soffit around entire addition, include appropriate bends or perforated units. Cover all the soffit area, fascia and overhang with new material. This includes replacing any and all damaged or rotten material.
- In the addition and the existing home, field measure, order and install 3-inch vinyl windows and jamb. New windows in addition to be of equal size of windows in existing home and must meet egress per code. Field measure, order and install two (2) bedroom new welded sash, low-e glass, argon filled double hung or double slide, energy star rated, vinyl windows and jambs (minimum 3 inch frame, 5/8 inch insulated glass include full screen. Install a vinyl 60x68 two panel, single operating panel sliding patio door, welded sash, low-e glass, argon filled energy star rated, vinyl windows and jambs (minimum 3 inch frame, 3/4" tempered insulated glass include heavy duty screen). Insulate area between window/door frame and rough opening with window and door low expanding spray foam ONLY. Other types of insulating this area will not be accepted. Trim exterior with aluminum or composite material with minimum caulk used. All bathrooms to have frosted/obscure glass, when requested by the homeowner. All wood interior trim painted or stained (2 coats then 2 clear coats of poly or varnish when stained used). Replace all interior trim and apply caulk to all interior perimeters to accomplish air sealing. Match existing trim when possible otherwise use modern or colonial casing and clear pine jambs. Maximum allowance per window opening for materials is \$300.00.
- In the addition air seal all penetrations (plumbing, electrical, drop soffits, exhaust vents, etc.) with foam sealant before adding insulation. Install proper vents or air channels for air flow at soffit area, do not block soffit ventilation. Install depth markers throughout attic. Install R-49 fiberglass or cellulose insulation blown in place, per manufacturer's specifications. Add protection around the attic access opening to ensure an R-49 is achieved in the immediate area of the opening. Replace all material removed or cut to gain access for insulation, match existing materials. Install fiberglass insulation to all access areas and ensure of no cold spots or air infiltration. Seal and insulate attic hatch. Install multiple layers of foam board to the back side of the attic access to achieve 4" of insulation and adhere with construction adhesive or equivalent. Install adhesive backed foam gasket to perimeter of hatch opening as to air seal the access to the attic. Report to home owner and agency amount of insulation used. Seal with caulk areas where ceiling meets the wall in entire house.
- Hang, tape and finish 1/2" drywall on walls and 5/8" drywall on ceilings, install type x where required by code. Applying a minimum of 3 coats of compound feathered out at least 8". Install moisture resistant drywall in wet areas. Glue each framing member and screw or nail 8" on center. Run board with long dimension horizontal. Prime with new drywall primer, 1 coat. Spot fill all holes/cracks with drywall mud. Spot prime again as needed with primer. Cover walls with 2 coats of interior latex paint (one color) eggshell finish. Cover ceiling with 2 coats of interior latex paint (one color) flat finish.
- In the bathroom, hallway, and laundry areas install underlayment per manufacturer's recommendations and fasten 6" on center in all directions. Install vinyl sheet goods with a minimum of seams, per manufacturer's recommendations. Install metal edge strips in doorways

and shoe if needed around perimeter. Homeowner has choice of pattern and color. Allowance for vinyl is \$15.00 per square yard. Provide total yard in your bid. Provide total yard in your bid. Total YARDAGE= _____ YARDS. *Homeowner to choose what rooms are*

- In bedroom and walk-in closet install homeowner and FHA approved polyester carpet over padding with a minimum of seams. Padding for level loop type carpeting should be 3/8" thick with a density of approx. 8.5#, padding for pile type carpeting should be 1/2" thick with a density of approx. 6.5#. Install carpet according to manufactures recommendations including stretching carpet to eliminate puckers, scallops and ripples. Include tackless strips, metal edge strips, and mending tape to cover entire floor including closets. On stairs, fasten carpet and pad at top and bottom of each riser. Material allowance for only the carpeting is \$15.00 per square yard. Provide total yard in your bid. TOTAL YARDAGE= _____ YARDS. *Same as above*
- In the addition and the existing home provide and install smoke detectors. An electric smoke detector w/ battery backup only. Only hard wired smoke detectors will be accepted due to access that is available from above and /or below installation areas. Install according to code, in and adjacent to each bedroom and one must be installed on each level of the home including basement. Install a new appropriate sized ABC type wall hung fire extinguisher per local codes. The home owner is to specify placement of extinguisher. Also, install according to code, a carbon monoxide detector with alarm.
- Inspect existing natural gas forced air heating system to ensure it is properly sized for additional square footage. The furnace needs be of proper size and output to meet heating code requirements. Contractor must conduct manual J load calculation with all efficiency improvements included in calculation. Added requirement for manual J to be completed using the wall, crawl and attic improvements as well as the manual J be submitted to the homeowner and OCHIP prior to the pre-construction meeting. 95% AFUE units only work properly when sized properly. The "rule of thumb calculations do not work. Ensure unit is installed according to manufacturer's specifications including start up procedures. Extend heat runs and cold air returns to new living space. Inspect and correct existing warm air runs to every room in living space with cold air returns of adequate size. Install warm supply in crawl space and basement where needed. Install dampening grilles on all warm air outlets where needed or damaged. Run furnace, damper and balance heat runs. Include all necessary piping, controls, wiring, connections and valves for a complete job. Include a new digital, programmable thermostat (if not present). Install per manufacturer's recommendations/instructions. Instruct owner on operation and leave all warranty and operation manuals with owner. Contractor is to obtain the permit and provide a copy to this agency. This bid is for inspection of existing furnace, adding supplies to addition, and making any and all repairs to existing system as needed. Match all existing materials as close as possible. Note: you must specify Brand _____, Model # _____, Efficiency Rating _____ and BTU Rating _____, on your bid. *Heating Guy was that info*
- Install a colonist 6 panel, hollow core 1 3/8" pre hung door and jamb in bedroom, bathroom, and closet openings and a colonist 6 panel bi-fold door washer/dryer closet opening. Doors need to include trim and lever handle bed/bath or hall/closet lockset where appropriate. All wood interior trim painted or stained 2 coats of latex or stain then with 2 clear coats (poly or varnish). Paint doors a single color (the homeowner's choice).
- All electrical must be to code.

- in the addition install a fixture containing a single or dual bulb light and an exterior ducted exhaust fan. The fan must be rated for the room size and a minimum of 80cfm. Also fish wire and patch all tear out. Terminate vent according to code.
- The maximum allowance for finish light fixtures is \$400.00
- In the addition's bathroom, install a 48", 1, 2, 3 or 4 piece, fiberglass shower stall (maximum allowance for unit is \$800.00) complete with PVC waste, single lever shower valve (maximum allowance for the valve is \$150.00) and diverter with shower head. In the laundry closet install a recessed washer box with supply valves and 2" drain and 4" thru the wall dryer venting with exterior wall flashing. New water supplies and drains lines are to be connected to the existing water and drain systems. Install a chrome shower curtain rod. Install per manufacturer's instructions. Install a 48" vanity (maximum allowance for unit is \$400.00) complete with wood cabinet, cultured marble top, single control faucet, supply risers, shut-off valves and all necessary hardware. Install 2 piece vitreous china, water saving commode, (maximum allowance for unit is \$150.00). Include plastic or wood seat, stainless steel supply pipe, stop valve and wax seal. Install surface mounted medicine cabinet with mirror and 2 shelves, (maximum allowance for unit is \$75.00) match color of wood vanity cabinet. Install 2 or 3 bulb light bar above medicine cabinet. Install bathroom accessory consisting of: two towel bars, toilet tissue dispenser (maximum allowance for set is \$40.00)
- Rough and final grade entire area disturbed during construction. Seed lawn by hand, seed all areas disturbed during construction with a construction grade grass seed and cover seeded area with straw.
- Permit allowance is ~~\$500.00~~ 600.00
- Disposal to be included
- Review and confirm all brands, colors, type and sizes with the homeowner before ordering.

Labor Costs: \$26,000 Material Costs: \$26,800 Lead Paint Costs: \$ Total: \$52,800.00

7. Lead based paint interim control or abatement. This specification will also include required repairs found through a lead base paint assessment of which the report has been provided. The items listed represent the lead based paint hazards found at this building/site. For each identified hazard, there are corresponding options for performing abatement fixes and interim control fixes. Follow all recommendations from lead test company. The appropriate fix is regulated by the total project cost. OCHIP will order the lead based paint clearance, when requested by the contractor. Then the scheduling of the lead base paint clearance is the responsibility of the contractor, not OCHIP. OCHIP will be responsible for the payment of the first lead based paint clearance only, it is the responsibility of the contractor to make sure it passes the first time or the contractor will be billed for the added clearances needed.

Labor Costs: \$400.00 Material Costs: \$400.00 Lead Paint Costs: \$ Total: \$800.00

Page 6 of 7

Client:
April 19, 2017

**Total
Labor
Costs:**

\$31,800.00

**Total
Material
Costs**

\$31,200.00

**Total
Lead Paint
Costs:**

\$

**Bid
Total:**

\$63,000.00

CONTRACTOR'S BID PROPOSAL

I/We, the undersigned, agree to furnish all materials, equipment, labor and other items of expense (including clean up and removal of all refuse) necessary to complete the work in accordance with the attached Bid Specifications for _____ ect. I agree that with respect to said specifications, there shall be no deviations or alternations for which I may expect compensation beyond costs stated below, except where such changes in the proposal are authorized in writing by both the applicant and the Ogemaw County Home Improvement Program. I agree to accept as payment in full for the work performed the sum of (total the cost to the nearest dollar):

(Written) Don J. Almer Almer 25 Dollars,

(Numerals) \$ 63,000.00.

Proposed Number of Days to Completion: 120

Additional Remarks: _____

This proposal is effective for ninety (90) days from the date hereof

Date: 6-27-17

Submitted By: Kevin Winkler

License No.: on file

Title: owner

Company Name: Restore All

Company Address: 183 E Greenwood Rd Alger MI

Telephone No: 989-836 0078 Cell #: 989-450-0270

List all Sub-Contractors with license numbers: _____

provided up winning Bid

Signed: [Signature]



"This institution is an equal opportunity provider and employer." If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 690-7442 or email at program.intake@usda.gov.



Accumulative Bids

Bids Reviewed: june 28, 2017

Client C

Items	Inspector Estimate	Shepard Construction	Restore All
1 Install GFI's, repair electrical	\$500.00	\$650.00	\$1,700.00
2 Replace all windows	\$9,800.00	\$12,000.00	\$9,000.00
3 Replace basement windows	\$1,200.00	\$2,600.00	\$2,400.00
4 Install new water heater	\$300.00	\$150.00	\$475.00
5 Install attic insulation	\$3,295.00	\$3,650.00	\$3,550.00
6 Spray foam exterior switches & outlets	\$400.00	\$650.00	\$700.00
7 Insulate rim joist	\$350.00	\$750.00	\$800.00
8 Install smoke detectors	\$950.00	\$1,300.00	\$1,750.00
9 Replace exterior doors (3)	\$1,800.00	\$1,950.00	\$2,400.00
10 Install 2 storm doors	\$800.00	\$600.00	\$600.00
11 New roof on house, garage, breezeway	\$9,225.00	\$9,950.00	\$10,500.00
12 Repair/replace missing fascia & soffit	\$300.00	\$650.00	\$1,000.00
13 New gutter & downspouts	\$675.00	\$1,100.00	\$700.00
14 Install siding & insulation	\$8,775.00	\$13,300.00	\$14,350.00
15 Lead Base Paint Interior Control	\$3,830.00	\$650.00	\$7,000.00
Permit fee			\$300.00
Total Bid	\$42,200.00	\$49,950.00	\$57,225.00

Bid Awarded to: Shepard Construction for Item #1-15 in the amount of
\$49,950.00

Bids were reviewed and awarded by:

Lee Ann Fischer
Program Manager

John Adrain
Clerk/Treasurer

Ogemaw County

Homeowner Rehabilitation

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

INSPECTOR: Gary
Robinson
INSPECTION DATE: 4/5/2017
Project # West Branch 1

DATE: 4/7/2017

GENERAL SPECIFICATIONS

ALL WORK SHALL MEET STATE AND LOCAL BUILDING CODES, AND CONFORM TO THE METHODS AND MATERIAL MANUAL. OBTAIN PERMITS AS REQUIRED BY STATE OR LOCAL OFFICIALS.

DO NOT COMBINE BID SPECS. ITEMIZE EACH CALLED OUT BID SPEC SEPARATELY. THE SCOPE OF WORK MAY CHANGE DUE TO FUNDING AVAILABILITY. SHOULD THIS OCCUR SOME LINE ITEMS MAY BE REMOVED FROM THE PROJECT.

ALL FINISH CARPENTRY SHALL BE NEAT AND PERFORMED IN A WORKMANLIKE MANNER. ALL INSTALLATIONS SHALL BE PLUMB, TRUE, AND FREE OF VISUAL CRACKS. DOORS AND WINDOWS SHALL OPERATE SMOOTHLY. ALL TRIM SHALL BE FINGER JOINTED AND INSTALLED WITH COUNTERSUNK FINISH NAILS. ALL MATERIALS SHALL BE NEW UNLESS OTHERWISE NOTED.

REMOVE ALL FOREIGN MATERIAL WITHOUT DAMAGE TO THE ORIGINAL SURFACE(S). LEAVE ADJOINING SURFACES FREE OF SPILLS, SPLATTERS AND MARKS. FLOORS SHALL BE VACUUMED OR WET MOPPED. GLASS AND MIRRORS SHALL BE CLEANED AND LEFT WITHOUT PAINT OR FILM. YARDS SHALL BE RAKED AND FREE OF ALL NAILS. DISPOSE OF ALL DEBRIS FROM WORKSITE IN A LEGAL DUMP/LANDFILL

THIS SPECIFICATION WILL/MAY ALSO INCLUDE REQUIRED REPAIRS FOUND THROUGH A LEAD BASE PAINT ASSESSMENT OF WHICH THE REPORT WILL BE PROVIDED. IF LEAD BASED PAINT IS FOUND TO BE IN PLACES OF WORK OR IN HAZARDOUS CONDITION IT WILL NEED TO BE ADDRESSED BY THIS PROGRAM AND THE CONTRACTOR WILL NEED ALL PROPER CERTIFICATIONS BY THE STATE OF MICHIGAN TO CONDUCT THE WORK.

BID SPECIFICATION

INTERIOR

1. Install ground fault interrupting outlets or breakers (in distribution panel) to control all "wet areas". This includes all exterior outlets. Exterior outlets need to have proper weather covers installed. In the main electrical panel, replace one 40 amp 220 volt breaker with a 30 amp 220 volt breaker for proper sizing of 10 gauge wires. Thru-out the home install cover plates on all switches and outlets where missing. Repair all walls, floors, ceilings damaged because of electrical repairs. Repair all cracks/holes with matching materials.

Labor		Material		Lead Paint		
Costs:	<u>\$400.⁰⁰</u>	Costs	<u>\$250.⁰⁰</u>	Costs:	<u>\$</u>	Total: <u>650</u>

Page 1 of 5

Client:
April 10, 2017

2. Replace all the windows in the house. Field measure, order and install fifteen (15) new welded sash, low-e glass, argon filled double hung or double slide, energy star rated, vinyl windows and jambs (minimum 3 inch frame, 5/8 inch insulated glass include full screen). A double slide unit can be used to replace the dual double hung openings. Insulate area between window frame and rough opening with window and door low expanding spray foam ONLY. Other types of insulating this area will not be accepted. Trim exterior with aluminum or composite material with minimum caulk used. All bathrooms to have frosted/obscure glass, when requested by the homeowner. All wood interior trim painted or stained (2 coats then 2 clear coats of poly or varnish when stained used). Replace all interior trim and apply caulk to all interior perimeters of window and casing to accomplish air sealing. Match existing trim when possible otherwise use modern or colonial casing and clear pine jambs. Maximum allowance per window opening for materials is \$300.00.

Labor Costs: \$6000.⁰⁰ Material Costs: \$4500.⁰⁰ Lead Paint Costs: \$1500.⁰⁰ Total: \$12,000.⁰⁰

3. Dispose of all basement window units and install four (4) vinyl units with screens. Basement windows are to be set plumb and level. Insulate area between window frame and rough opening with spray foam ONLY. Other types of insulating this area will not be accepted. Minimal caulk is to be used. Install windows and provide a masonry sill. Repair surrounding masonry as necessary to complete installation. Trim as necessary matching surroundings inside and outside. Hopper style windows are acceptable.

Labor Costs: \$1400.⁰⁰ Material Costs: \$1200.⁰⁰ Lead Paint Costs: \$ Total: \$2600.⁰⁰

4. In the basement the 50 gallon electric water heater is a newer unit. However the following repairs to water heater are needed. Install an approved discharge tube onto the TPR valve to within 4" of floor (CPVC piping is not allowed). Repair electrical wiring connections so as to eliminate exposed wire connections. Connections need to be installed in a covered junction box that is attached to the basement ceiling with wires to water heater in conduit.

Labor Costs: \$100.⁰⁰ Material Costs: \$50.⁰⁰ Lead Paint Costs: \$ Total: \$150.⁰⁰

5. This home has been previously insulated, air seal all penetrations (plumbing, electrical, drop soffits, exhaust vents, etc) in the attic with foam sealant before adding insulation. Install proper vents or air channels for air flow at soffit area, due to the low pitch two proper vents per bay have to be added to get the clearance needed for the added insulation. Do not block soffit ventilation. Confirm and correct soffit area is communicating with attic area. Install fiberglass insulation to help secure proper vents, prevent wind washing and to protect soffit from filling with blown in cellulose insulation. Install depth markers throughout attic. Install R-49 cellulose insulation (not fiberglass insulation) blown in place, per manufacturer's specifications. Add protection around the attic access opening to ensure an R-49 is achieved in the immediate area of the opening. Replace all material removed or cut to gain access for insulation, match existing

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April 10, 2017

materials. Seal and insulate attic hatch. Install multiple layers of foam board to the back side of the attic access to achieve a minimum 4" of insulation and adhere with construction adhesive or equivalent. Install adhesive backed foam gasket to perimeter of hatch opening as to air seal the access to the attic. Report to home owner and agency amount of insulation used. In the four kneewall attic areas, cut in accesses to each. Air seal all penetrations (plumbing, electrical, drop soffits, exhaust vents, etc) in the attic with foam sealant before insulation. The venting of the roof will be eliminated due to the insulating of the attic rafter area. Eliminate all roof venting and enclose attic area to become air tight. This type of insulating is called the "Hot Roof System". Install spray foam insulation to the underside of the roof sheathing including spraying the attic rafters. Spray four inches (4") of closed cell polyurethane foam to achieve a minimum R rating of 28. Insulate gable ends to R 21. Construct and install four kneewall access doors using 1x4 pine frames, 3/4" CDX plywood doors, w/ hinges and two barrel bolts to secure to opening.

Labor	Material	Lead Paint	
Costs: <u>\$2500.⁰⁰</u>	Costs: <u>\$1150.⁰⁰</u>	Costs: <u>\$</u>	Total: <u>\$3650.⁰⁰</u>

6. At all exterior wall switches and outlets remove the cover and add closed cell spray foam insulation to air seal. Add spray foam to all four edges of the outside of the electrical box, filling all voids and connecting the existing insulation with the spray foam. Small holes may have to be drilled next to the box, and still covered by the switch/outlet cover to allow access. Ensure that foam adheres to both surfaces creating a positive seal.

Labor	Material	Lead Paint	
Costs: <u>\$450.⁰⁰</u>	Costs: <u>\$200.⁰⁰</u>	Costs: <u>\$</u>	Total: <u>\$650.⁰⁰</u>

7. In the basement insulate the rim joist with closed cell foam to a minimum of R-23.

Labor	Material	Lead Paint	
Costs: <u>\$400.⁰⁰</u>	Costs: <u>\$350.⁰⁰</u>	Costs: <u>\$</u>	Total: <u>\$750.⁰⁰</u>

8. Provide and install smoke detectors. Install hardwired electric smoke detector w/ battery backup only. Only hard wired smoke detectors will be accepted due to access that is available from above and /or below installation areas. Install according to code, in and adjacent to each bedroom and one must be installed on each level of the home including basement. Install a new appropriate sized ABC type wall hung fire extinguisher per local codes. The home owner is to specify placement of extinguisher. Also, install according to code and manufactures recommendation, a carbon monoxide detector with alarm.

Labor	Material	Lead Paint	
Costs: <u>\$800.⁰⁰</u>	Costs: <u>\$500.⁰⁰</u>	Costs: <u>\$</u>	Total: <u>\$1300.⁰⁰</u>

Exterior

9. At the front and back doors and the garage to breezeway door install three (3) pre-hung metal insulated, energy star rated exterior doors with ½ lite and keyed alike lever handle lockset, 3" x 4" butt hinges, adjustable sealing threshold and weather-stripping. The garage to breezeway door must be fire-rated. Insulate area between door frame and rough opening with window and door low expanding spray foam ONLY. Other types of insulating this area will not be accepted. Include interior and exterior trim and apply caulk to all interior perimeters to accomplish air sealing. All wood interior trim painted 2 coats or stained with 2 clear coats (poly or varnish). Stain or paint finish coat, inside and out of door. Homeowner is to pick style (garage door to be flush) and color is to be white. The maximum material allowance for the door is \$300.00 each.

Labor Costs: \$1050.⁰⁰ Material Costs: \$900.⁰⁰ Lead Paint Costs: \$ Total: \$1950.⁰⁰

10. Install two (2) self-storing storm and screen doors with white aluminum finish and top chain and closer. The maximum allowance is \$200.00 for door. The homeowner has the choice of style.

Labor Costs: \$200.⁰⁰ Material Costs: \$400.⁰⁰ Lead Paint Costs: \$ Total: \$600.⁰⁰

11. On the entire house, garage, breezeway remove existing roofing down to sheathing and replace defective sheathing with equivalent material. Replace up to 150 square feet of existing sheathing with this bid. Install new drip edge, install 15 lb. Felt, ice and water shield in valleys, along eaves around chimney's, next to dormers and wherever necessary, install new boots around plumbing stacks, install storm collars around vent pipes. Install new 30 year or better self-sealing, minimum weight 200 lb. per square, fiberglass/asphalt strip shingles, not to exceed \$34.00 per bundle, 3 bundles per square. Install new flashing around chimney, using a reglet interlocking two-part flashing method. Replace all flashing with minimum .019 gauge aluminum. Vent roof as required for proper ventilation, add ridge vents per manufacturers specifications (remove can venting). Install new chimney cap(s) where needed. Home owner has choice of shingle color. Dispose of all debris at an appropriate dumpsite and provide a signed receipt of disposal.

Labor Costs: \$6450.⁰⁰ Material Costs: \$3500.⁰⁰ Lead Paint Costs: \$ Total: \$9950.⁰⁰

12. Repair (replace all missing pieces) and fasten all loose or unsecure aluminum fascia and all soffit around entire house. Include all necessary materials. This includes replacing any and all damaged or rotten material.

Labor Costs: \$450.⁰⁰ Material Costs: \$200.⁰⁰ Lead Paint Costs: \$ Total: \$650.⁰⁰

13. Dispose of all existing gutters and install 5", K type, seamless, aluminum gutter and downspout to service entire dwelling. The home owner has the choice of standard color. The homeowner is to have input on downspout location.

Labor Costs: \$650.⁰⁰ Material Costs: \$450.⁰⁰ Lead Paint Costs: \$ Total: \$1100.⁰⁰

14. Prepare wall surfaces for siding by replacing defective, missing or rotten materials, including studs, plates and nailers with dimensional pine stock. Caulk all seams with mildew resistant silicone. Do not remove existing siding. Install 1" polystyrene rigid insulation on house, per manufacturer's specifications including taping joints with an approved tape. Install .042 or thicker vinyl siding over insulation on house. Make sure to seal top and bottom of foam board with foam sealant or caulk to prevent air from entering behind the foam board. Also install coil stock to protect area at the bottom of siding and insulation. Install new siding and include wrapping all cornices, door and window trim. Include all necessary starters, channels, and trims, including window and door trims. Extend hose bibs and other fixtures as necessary. Siding is to be owner's choice of standard color, exposure and texture.

Labor Costs: \$7400.⁰⁰ Material Costs: \$5900.⁰⁰ Lead Paint Costs: \$ Total: \$13,300.⁰⁰

15. Lead based paint interim control or abatement. This specification will also include required repairs found through a lead base paint assessment of which the report has been provided. The items listed represent the lead based paint hazards found at this building/site. For each identified hazard, there are corresponding options for performing abatement fixes and interim control fixes. Follow all recommendations from lead test company. The appropriate fix is regulated by the total project cost. OCHIP will order the lead based paint clearance, when requested by the contractor. Then the scheduling of the lead base paint clearance is the responsibility of the contractor, not OCHIP. OCHIP will be responsible for the payment of the first lead based paint clearance only, it is the responsibility of the contractor to make sure it passes the first time or the contractor will be billed for the added clearances needed.

Vinyl Post covers at installation
Labor Costs: \$450 Material Costs: \$200 Lead Paint Costs: \$ Total: \$650.⁰⁰

Total Labor Costs: \$28,700.⁰⁰ Total Material Costs: \$19,750.⁰⁰ Total Lead Paint Costs: \$1500.⁰⁰ Bid Total: \$49,950.⁰⁰

OGEMAW COUNTY HOME IMPROVEMENT PROGRAM

CONTRACTOR'S BID PROPOSAL

I/We, the undersigned, agree to furnish all materials, equipment, labor and other items of expense (including clean up and removal of all refuse) necessary to complete the work in accordance with the attached Bid Specifications for

I agree that with respect to said specifications, there shall be no deviations or alternations for which I may expect compensation beyond costs stated below, except where such changes in the proposal are authorized in writing by both the applicant and the Ogemaw County Home Improvement Program. I agree to accept as payment in full for the work performed the sum of (total the cost to the nearest dollar):

(Written) forty nine thousand nine hundred fifty Dollars,

(Numerals) \$ 49,950.⁰⁰

Proposed Number of Days to Completion: 3-4 wks

Additional Remarks: _____

This proposal is effective for ninety (90) days from the date hereof

Date: 6-22-2017

Submitted By: Jeff Shepard

License No.: 2101192840

Title: President

Company Name: Shepard Construction

Company Address: 1880 Pine River Rd Standish, MT 48658

Telephone No: (989) 846-0816

Cell #: (989) 387-1018

List all Sub-Contractors with license numbers: _____

Signed: Jeff Shepard



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Ogemaw County

Homeowner Rehabilitation

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

INSPECTOR: Gary
Robinson
INSPECTION DATE: 4/5/2017
Project # West Branch 1

DATE: 4/7/2017

GENERAL SPECIFICATIONS

ALL WORK SHALL MEET STATE AND LOCAL BUILDING CODES, AND CONFORM TO THE METHODS AND MATERIAL MANUAL. OBTAIN PERMITS AS REQUIRED BY STATE OR LOCAL OFFICIALS.

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ALL FINISH CARPENTRY SHALL BE NEAT AND PERFORMED IN A WORKMANLIKE MANNER. ALL INSTALLATIONS SHALL BE PLUMB, TRUE, AND FREE OF VISUAL CRACKS. DOORS AND WINDOWS SHALL OPERATE SMOOTHLY. ALL TRIM SHALL BE FINGER JOINTED AND INSTALLED WITH COUNTERSUNK FINISH NAILS. ALL MATERIALS SHALL BE NEW UNLESS OTHERWISE NOTED.

REMOVE ALL FOREIGN MATERIAL WITHOUT DAMAGE TO THE ORIGINAL SURFACE(S). LEAVE ADJOINING SURFACES FREE OF SPILLS, SPLATTERS AND MARKS. FLOORS SHALL BE VACUUMED OR WET MOPPED. GLASS AND MIRRORS SHALL BE CLEANED AND LEFT WITHOUT PAINT OR FILM. YARDS SHALL BE RAKED AND FREE OF ALL NAILS. DISPOSE OF ALL DEBRIS FROM WORKSITE IN A LEGAL DUMP/LANDFILL

THIS SPECIFICATION WILL/MAY ALSO INCLUDE REQUIRED REPAIRS FOUND THROUGH A LEAD BASE PAINT ASSESSMENT OF WHICH THE REPORT WILL BE PROVIDED. IF LEAD BASED PAINT IS FOUND TO BE IN PLACES OF WORK OR IN HAZARDOUS CONDITION IT WILL NEED TO BE ADDRESSED BY THIS PROGRAM AND THE CONTRACTOR WILL NEED ALL PROPER CERTIFICATIONS BY THE STATE OF MICHIGAN TO CONDUCT THE WORK.

BID SPECIFICATION INTERIOR

1. Install ground fault interrupting outlets or breakers (in distribution panel) to control all 'wet areas'. This includes all exterior outlets. Exterior outlets need to have proper weather covers installed. In the main electrical panel, replace one 40 amp 220 volt breaker with a 30 amp 220 volt breaker for proper sizing of 10 gauge wires. Thru-out the home install cover plates on all switches and outlets where missing. Repair all walls, floors, ceilings damaged because of electrical repairs. Repair all cracks/holes with matching materials.

Labor	Material	Lead Paint	
Costs: <u>\$1,000.00</u>	Costs: <u>\$ 700.00</u>	Costs: <u>\$</u>	Total: <u>1,700.00</u>

Page 1 of 5

Client:
April 10, 2017

2. Replace all the windows in the house. Field measure, order and install fifteen (15) new welded sash, low-e glass, argon filled double hung or double slide, energy star rated, vinyl windows and jambs (minimum 3 inch frame, 5/8 inch insulated glass include full screen). A double slide unit can be used to replace the dual double hung openings. Insulate area between window frame and rough opening with window and door low expanding spray foam ONLY. Other types of insulating this area will not be accepted. Trim exterior with aluminum or composite material with minimum caulk used. All bathrooms to have frosted/obscure glass, when requested by the homeowner. All wood interior trim painted or stained (2 coats then 2 clear coats of poly or varnish when stained used). Replace all interior trim and apply caulk to all interior perimeters of window and casing to accomplish air sealing. Match existing trim when possible otherwise use modern or colonial casing and clear pine jambs. Maximum allowance per window opening for materials is \$300.00.

Labor Costs: \$4,500.00 Material Costs: \$4,500.00 Lead Paint Costs: \$ Total: \$ 9,000.00

3. Dispose of all basement window units and install four (4) vinyl units with screens. Basement windows are to be set plumb and level. Insulate area between window frame and rough opening with spray foam ONLY. Other types of insulating this area will not be accepted. Minimal caulk is to be used. Install windows and provide a masonry sill. Repair surrounding masonry as necessary to complete installation. Trim as necessary matching surroundings inside and outside. Hopper style windows are acceptable.

Labor Costs: \$1,200.00 Material Costs: \$1,200.00 Lead Paint Costs: \$ Total: \$ 2,400.00

4. In the basement the 50 gallon electric water heater is a newer unit. However the following repairs to water heater are needed. Install an approved discharge tube onto the TPR valve to within 4" of floor (CPVC piping is not allowed). Repair electrical wiring connections so as to eliminate exposed wire connections. Connections need to be installed in a covered junction box that is attached to the basement ceiling with wires to water heater in conduit.

Labor Costs: \$350.00 Material Costs: \$125.00 Lead Paint Costs: \$ Total: \$ 475.00

5. This home has been previously insulated, air seal all penetrations (plumbing, electrical, drop soffits, exhaust vents, etc) in the attic with foam sealant before adding insulation. Install proper vents or air channels for air flow at soffit area, due to the low pitch two proper vents per bay have to be added to get the clearance needed for the added insulation. Do not block soffit ventilation. Confirm and correct soffit area is communicating with attic area. Install fiberglass insulation to help secure proper vents, prevent wind washing and to protect soffit from filling with blown in cellulose insulation. Install depth markers throughout attic. Install R-49 cellulose insulation (not fiberglass insulation) blown in place, per manufacturer's specifications. Add protection around the attic access opening to ensure an R-49 is achieved in the immediate area of the opening. Replace all material removed or cut to gain access for insulation, match existing

materials. Seal and insulate attic hatch. Install multiple layers of foam board to the back side of the attic access to achieve a minimum 4" of insulation and adhere with construction adhesive or equivalent. Install adhesive backed foam gasket to perimeter of hatch opening as to air seal the access to the attic. Report to home owner and agency amount of insulation used. In the four kneewall attic areas, cut in accesses to each. Air seal all penetrations (plumbing, electrical, drop soffits, exhaust vents, etc) in the attic with foam sealant before insulation. The venting of the roof will be eliminated due to the insulating of the attic rafter area. Eliminate all roof venting and enclose attic area to become air tight. This type of insulating is called the "Hot Roof System". Install spray foam insulation to the underside of the roof sheathing including spraying the attic rafters. Spray four inches (4") of closed cell polyurethane foam to achieve a minimum R rating of 28. Insulate gable ends to R 21. Construct and install four kneewall access doors using 1x4 pine frames, 3/4" CDX plywood doors, w/ hinges and two barrel bolts to secure to opening.

Labor Costs: \$1,775.00 Material Costs: \$1,775.00 Lead Paint Costs: \$ Total: \$3,550.00

6. At all exterior wall switches and outlets remove the cover and add closed cell spray foam insulation to air seal. Add spray foam to all four edges of the outside of the electrical box, filling all voids and connecting the existing insulation with the spray foam. Small holes may have to be drilled next to the box, and still covered by the switch/outlet cover to allow access. Ensure that foam adheres to both surfaces creating a positive seal.

Labor Costs: \$500.00 Material Costs: \$200.00 Lead Paint Costs: \$ Total: \$700.00

7. In the basement insulate the rim joist with closed cell foam to a minimum of R-23.

Labor Costs: \$400.00 Material Costs: \$400.00 Lead Paint Costs: \$ Total: \$800.00

8. Provide and install smoke detectors. Install hardwired electric smoke detector w/ battery backup only. Only hard wired smoke detectors will be accepted due to access that is available from above and /or below installation areas. Install according to code, in and adjacent to each bedroom and one must be installed on each level of the home including basement. Install a new appropriate sized ABC type wall hung fire extinguisher per local codes. The home owner is to specify placement of extinguisher. Also, install according to code and manufactures recommendation, a carbon monoxide detector with alarm.

Labor Costs: \$1,200.00 Material Costs: \$550.00 Lead Paint Costs: \$ Total: \$1,750.00

Exterior

9. At the front and back doors and the garage to breezeway door install three (3) pre-hung metal insulated, energy star rated exterior doors with ½ lite and keyed alike lever handle lockset, 3" x 4" butt hinges, adjustable sealing threshold and weather-stripping. The garage to breezeway door must be fire-rated. Insulate area between door frame and rough opening with window and door low expanding spray foam ONLY. Other types of insulating this area will not be accepted. Include interior and exterior trim and apply caulk to all interior perimeters to accomplish air sealing. All wood interior trim painted 2 coats or stained with 2 clear coats (poly or varnish). Stain or paint finish coat, inside and out of door. Homeowner is to pick style (garage door to be flush) and color is to be white. The maximum material allowance for the door is \$300.00 each.

Labor Costs: \$1200.00 Material Costs: \$1200.00 Lead Paint Costs: \$ Total: \$2,400.00

10. Install two (2) self-storing storm and screen doors with white aluminum finish and top chain and closer. The maximum allowance is \$200.00 for door. The homeowner has the choice of style.

Labor Costs: \$400.00 Material Costs: \$200.00 Lead Paint Costs: \$ Total: \$600.00

11. On the entire house, garage, breezeway remove existing roofing down to sheathing and replace defective sheathing with equivalent material. Replace up to 150 square feet of existing sheathing with this bid. Install new drip edge, install 15 lb. Felt, ice and water shield in valleys, along eaves around chimney's, next to dormers and wherever necessary, install new boots around plumbing stacks, install storm collars around vent pipes. Install new 30 year or better self-sealing, minimum weight 200 lb. per square, fiberglass/asphalt strip shingles, not to exceed \$34.00 per bundle, 3 bundles per square. Install new flashing around chimney, using a reglet interlocking two-part flashing method. Replace all flashing with minimum .019 gauge aluminum. Vent roof as required for proper ventilation, add ridge vents per manufacturers specifications (remove can venting). Install new chimney cap(s) where needed. Home owner has choice of shingle color. Dispose of all debris at an appropriate dumpsite and provide a signed receipt of disposal.

Labor Costs: \$5,250.00 Material Costs: \$5,250.00 Lead Paint Costs: \$ Total: \$10,500.00

12. Repair (replace all missing pieces) and fasten all loose or unsecure aluminum fascia and all soffit around entire house. Include all necessary materials. This includes replacing any and all damaged or rotten material.

Labor Costs: \$500.00 Material Costs: \$500.00 Lead Paint Costs: \$ Total: \$1,000.00

CONTRACTOR'S BID PROPOSAL

I/We, the undersigned, agree to furnish all materials, equipment, labor and other items of expense (including clean up and removal of all refuse) necessary to complete the work in accordance with the attached Bid Specifications for _____ I agree that with respect to said specifications, there shall be no deviations or alternations for which I may expect compensation beyond costs stated below, except where such changes in the proposal are authorized in writing by both the applicant and the Ogemaw County Home Improvement Program. I agree to accept as payment in full for the work performed the sum of (total the cost to the nearest dollar):

(Written) 57,225.00 Dollars,

(Numerals) \$ 57,225.00

Proposed Number of Days to Completion: 90

Additional Remarks: _____

This proposal is effective for ninety (90) days from the date hereof

Date: 6-27-17

Submitted By: Kevin Winder

License No.: on file

Title: owner

Company Name: Restore All

Company Address: 183 E Greenwood Rd

Telephone No: 989-836-0078

Cell #: 989-450-0270

List all Sub-Contractors with license numbers: _____

provided upon with winning bid

Signed: _____



"This institution is an equal opportunity provider and employer." If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 690-7442 or email at program.intake@usda.gov.



Fund 276 HOUSING RESOURCE FUND

GL Number	Description	Balance
*** Assets ***		
276-000.000-001.000	CASH CHECKING - CHEMICAL BANK	203,064.19
276-000.000-040.402	ACCOUNTS RECEIVABLE - AR PROG	86,308.84
276-000.000-042.000	LOANS RECEIVABLE	112,418.39
276-000.000-042.100	LOANS RECEIVABLE - CURRENT	8,370.00
276-000.000-130.100	LAND IMPROVEMENTS	1,825.53
Total Assets		411,986.95
*** Liabilities ***		
276-000.000-255.000	DEFERRED INFLOW SETTLEMENT	88,333.84
276-000.000-256.000	DEFERRED REVENUE	130,616.33
Total Liabilities		218,950.17
*** Fund Balance ***		
276-000.000-390.000	CARRY OVER	190,443.61
Total Fund Balance		190,443.61
Beginning Fund Balance - 16-17		190,443.61
Net of Revenues VS Expenditures - 16-17		2,593.17
*16-17 End FB/17-18 Beg FB		193,036.78
Net of Revenues VS Expenditures - Current Year		0.00
Ending Fund Balance		193,036.78
Total Liabilities And Fund Balance		411,986.95

* Year Not Closed

Unfinished Business

New Business

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

BILLS	\$0
MAJOR/LOCAL STREET	\$0
<i>BILLS AS OF 7/14/17</i>	<i>\$0</i>
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$91,011.11</i>
TOTAL BILLS	\$91,011.11

BILLS ARE AVAILABLE
AT THE COUNCIL MEETING
FOR COUNCIL'S REVIEW
BEFORE/DURING THE MEETING

07/14/2017 09:08 AM INVOICE REGISTER REPORT FOR CITY OF WEST BRANCH
 User: MICHELLE POST DATES 06/30/2017 - 07/14/2017
 DB: Westbranch City JOURNALIZED
 PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date	Pay By
0078713-IN 8995	A & L GREAT LAKES LABORATORIES WWTP SUPPLIES 590-567.000-801.700 CONTRACTUAL SERVICES	06/30/2017 MICHELLE	06/30/2017	65.45	0.00	Paid	Y 06/30/2017	Paper Check
69586 9036	ADVANCED CHEMICAL & SUPPLY INC WWTP SUPPLIES 590-567.000-727.700 OPERATING SUPPLIES	07/10/2017 MICHELLE	07/10/2017	60.90	0.00	Paid	Y 07/10/2017	Paper Check
CUST 022540 9014	ARROW UNIFORM UNIFORMS JUNE 590-567.000-727.700 OPERATING SUPPLIES 590-567.000-817.700 UNIFORMS 101-201.000-801.700 CONTRACTUAL SERVICES 101-441.000-727.700 OPERATING SUPPLIES 101-441.000-817.700 UNIFORMS	06/30/2017 MICHELLE	06/30/2017	379.48	0.00	Paid	Y 06/30/2017	Paper Check
07/10/2017 9008	BARNA, ANDREW J UB refund for account: 002085 318-000.000-214.400 08-SEWER DEBT 590-000.000-214.400 02-SEWER 591-000.000-214.400 01-WATER 591-000.000-214.400 07-WATER DEBT 593-000.000-214.400 03-SEWER COLLECTION 572-000.000-214.400 06-SEWER REPLACEMENT	07/10/2017 MICHELLE	06/30/2017	136.43	0.00	Paid	Y 06/30/2017	Paper Check
NONE 9029	BOSTON MUTUAL LIFE INS CO LT ST DISABILITY JULY 101-172.000-719.700 LONG TERM DISABILITY 101-201.000-719.700 LONG TERM DISABILITY 101-253.000-719.700 LONG TERM DISABILITY 101-301.000-719.700 LONG TERM DISABILITY 101-441.000-719.700 LONG TERM DISABILITY 590-567.000-719.700 LONG TERM DISABILITY	07/10/2017 MICHELLE	07/10/2017	844.22	0.00	Paid	Y 07/10/2017	Paper Check
MULTIPLE 9026	CHARTER COMMUNICATIONS INTERNET/PHONE POLICE DPW 101-441.000-853.700 101-301.000-853.700	07/10/2017 MICHELLE	07/10/2017	299.92	0.00	Paid	Y 07/10/2017	Paper Check
	TELEPHONE/RADIO COMMUNICATION TELEPHONE/RADIO COMMUNICATION			109.97				
				189.95				

INVOICE REGISTER REPORT FOR CITY OF WEST BRANCH

07/14/2017 09:08 AM

User: MICHELLE

DB: Westbranch City

POST DATES 06/30/2017 - 07/14/2017

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PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlnz Post Date	Pay By
NONE 9017	CITY OF WEST BRANCH WATER BILLS 101-265.000-922.700 248-000.000-935.702	06/30/2017 MICHELLE PUBLIC UTILITIES POCKET PARK	06/30/2017	660.09 565.06 95.03	0.00	Paid	Y 06/30/2017	Paper Check
NONE 9006	CONSUMERS ENERGY ACCT 1000 0030 9102 202-485.000-924.700	06/30/2017 MICHELLE ELECTRICITY	06/30/2017	292.90 292.90	0.00	Paid	Y 06/30/2017	Paper Check
MULTIPLE 9007	CONSUMERS ENERGY ELECTRIC 101-299.000-922.700 101-299.000-922.700 101-299.000-922.700 590-567.000-922.700 101-299.000-922.700	06/30/2017 MICHELLE PUBLIC UTILITIES PUBLIC UTILITIES PUBLIC UTILITIES PUBLIC UTILITIES PUBLIC UTILITIES	06/30/2017	7,650.57 11.69 2,224.27 117.18 5,004.53 292.90	0.00	Paid	Y 06/30/2017	Paper Check
015-96564 9028	CUMMINS BRIDGEWAY LLC 774494 ANNUAL MAINTENANCE AGREEMENT 591-000.000-727.700	07/10/2017 MICHELLE OPERATING SUPPLIES	07/10/2017	673.01 673.01	0.00	Paid	Y 07/10/2017	Paper Check
ACCT 11212401 9000	CYNERGYCOMM NET INC WWTP PHONE 590-567.000-853.700	06/30/2017 MICHELLE TELEPHONE/RADIO COMMUNICATION	06/30/2017	84.35 84.35	0.00	Paid	Y 06/30/2017	Paper Check
8057 9033	DICK EHINGER EXCAVATING SEWER HOOK UP 593-557.000-801.700	07/10/2017 MICHELLE CONTRACTUAL SERVICES	07/10/2017	250.00 250.00	0.00	Paid	Y 07/10/2017	Paper Check
MULTIPLE 9005	DTE ENERGY GAS JUNE 101-265.000-922.700 101-265.000-922.700 101-299.000-922.700 101-751.000-922.700 590-567.000-922.700	06/30/2017 MICHELLE PUBLIC UTILITIES PUBLIC UTILITIES PUBLIC UTILITIES PUBLIC UTILITIES PUBLIC UTILITIES	06/30/2017	267.82 45.23 40.69 32.91 32.27 116.72	0.00	Paid	Y 06/30/2017	Paper Check

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlnz Post Date	Pay By
269871, 269872								
9001	ELHORN ENGINEERING COMPANY WATER/SEWER SUPPLIES 591-000.000-727.700 590-567.000-727.700	06/30/2017 MICHELLE OPERATING SUPPLIES OPERATING SUPPLIES	06/30/2017	1,031.00 896.00 135.00	0.00	Paid	Y 06/30/2017	Paper Check
13011								
9010	ELIASON LAW OFFICE LEGAL SERVICES JUNE 101-266.000-801.700	06/30/2017 MICHELLE CONTRACTUAL SERVICES	06/30/2017	525.00 525.00	0.00	Paid	Y 06/30/2017	Paper Check
NONE								
9037	FOERCH, JIM SMS 7 13 17 SHOW 705-000.000-214.705	07/10/2017 MICHELLE DUE TO IRONS PARK ENT	07/10/2017	700.00 700.00	0.00	Paid	Y 07/10/2017	Paper Check
ACCT 12320149								
9022	FOSTER BLUE WATER OIL LLC FUEL JUNE 661-000.000-856.700	06/30/2017 MICHELLE FUEL	06/30/2017	1,611.72 1,611.72	0.00	Paid	Y 06/30/2017	Paper Check
007724299								
9015	GALLS LLC POLICE NAME TAG 101-301.000-817.700	06/30/2017 MICHELLE UNIFORMS	06/30/2017	15.53 15.53	0.00	Paid	Y 06/30/2017	Paper Check
ACCT 10249								
9002	GREEN ACE HARDWARE VARIOUS SUPPLIES 101-301.000-727.700 590-567.000-934.700 591-000.000-727.700 590-567.000-727.700	06/30/2017 MICHELLE OPERATING SUPPLIES FACILITY MAINTENANCE OPERATING SUPPLIES OPERATING SUPPLIES	06/30/2017	381.26 13.98 26.97 55.94 284.37	0.00	Paid	Y 06/30/2017	Paper Check
ACCT 0865								
8987	HOME DEPOT VARIOUS SUPPLIES 590-567.000-934.700 101-265.000-727.700	06/30/2017 MICHELLE FACILITY MAINTENANCE OPERATING SUPPLIES	06/30/2017	379.04 319.48 59.56	0.00	Paid	Y 06/30/2017	Paper Check
8281								
9012	INK & THREAD LLC DDA SUPPLIES 248-000.000-956.700	06/30/2017 MICHELLE EXPENSES	06/30/2017	273.48 273.48	0.00	Paid	Y 06/30/2017	Paper Check

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Pay By Post Date
07/10/2017							
9009	IZWORSKI, RACHELLE	07/10/2017	06/30/2017	103.80	0.00	Paid	Y Paper Check 06/30/2017
	UB refund for account: 000934	MICHELLE					
	318-000.000-214.400	08-SEWER DEBT		41.79			
	590-000.000-214.400	02-SEWER		32.91			
	591-000.000-214.400	01-WATER		14.75			
	591-000.000-214.400	07-WATER DEBT		8.68			
	593-000.000-214.400	03-SEWER COLLECTION		5.14			
	572-000.000-214.400	06-SEWER REPLACEMENT		0.53			
58537							
8991	JEM FLUID POWER INC	06/30/2017	06/30/2017	17.70	0.00	Paid	Y Paper Check 06/30/2017
	#12	MICHELLE					
	661-000.000-805.700	REPAIR/PARTS		17.70			
NONE							
9020	KIRBY, TIMOTHY	06/30/2017	06/30/2017	12.00	0.00	Paid	Y Paper Check 06/30/2017
	LUNCH TRAINING REIMB	MICHELLE					
	590-567.000-865.700	PROFESSIONAL DEVELOPMENT		12.00			
NONE							
9038	KLIMASZEWSKI, THOMAS	07/10/2017	07/10/2017	1,200.00	0.00	Paid	Y Paper Check 07/10/2017
	SMS 7 20 17 SHOW	MICHELLE					
	705-000.000-214.705	DUE TO IRONS PARK ENT		1,200.00			
NONE							
9023	LAWRENCE, DENISE	06/30/2017	06/30/2017	122.36	0.00	Paid	Y Paper Check 06/30/2017
	REIMBURSEMENT VARIOUS ITEMS	MICHELLE					
	101-101.000-703.700	SALARIES AND WAGES		122.36			
NONE							
9039	LEWIS, AARON	07/10/2017	07/10/2017	1,200.00	0.00	Paid	Y Paper Check 07/10/2017
	SMS 7 27 17 SHOW	MICHELLE					
	705-000.000-214.705	DUE TO IRONS PARK ENT		1,200.00			
215631							
9030	MILLER OFFICE MACHINES	06/30/2017	06/30/2017	234.54	0.00	Paid	Y Paper Check 06/30/2017
	CITY HALL COPIER	MICHELLE					
	101-201.000-801.700	CONTRACTUAL SERVICES		234.54			
10195204							
9048	MML LIABILITY & PROPERTY POOL	07/10/2017	07/10/2017	32,320.00	0.00	Paid	Y Paper Check 07/10/2017
	JULY - JUNE PROP & LIBALITY INS	MICHELLE					
	661-000.000-818.700	INS. PREMIUM - LIABILITY		17,349.97			
	590-567.000-818.700	INS. PREMIUM - LIABILITY		2,459.73			

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10195204								
9049	MML LIABILITY & PROPERTY POOL	07/10/2017	07/10/2017	2,373.00	0.00	Paid	Y 07/10/2017	Paper Check
	M/L LIBALITY & PROPERTY INS JULY MICHELLE							
	202-482.000-818.700	INS. PREMIUM - LIABILITY		1,769.34				
	248-000.000-935.700	IMPROVEMENTS		211.63				
	101-851.000-818.700	INS. PREMIUM - LIABILITY		10,529.33				
9247204								
9046	MML WORKERS' COMP FUND	07/10/2017	07/10/2017	2,712.29	0.00	Paid	Y 07/10/2017	Paper Check
	WORKERS COMP 7/1/17 - 6/30/18 1S MICHELLE							
	101-101.000-720.700	WORKERS COMPENSATION PREMIUM		36.06				
	101-172.000-720.700	WORKERS COMPENSATION PREMIUM		274.86				
	101-262.000-720.700	WORKERS COMPENSATION PREMIUM		5.03				
	101-201.000-720.700	WORKERS COMPENSATION PREMIUM		248.04				
	101-253.000-720.700	WORKERS COMPENSATION PREMIUM		194.69				
	101-265.000-720.700	WORKERS COMPENSATION PREMIUM		19.55				
	101-284.000-720.700	WORKERS COMPENSATION PREMIUM		14.25				
	101-301.000-720.700	WORKERS COMPENSATION PREMIUM		719.26				
	101-345.000-720.700	WORKERS COMPENSATION PREMIUM		34.36				
	101-444.000-720.700	WORKERS COMPENSATION PREMIUM		10.34				
	101-721.000-720.700	WORKERS COMPENSATION PREMIUM		9.50				
	101-751.000-720.700	WORKERS COMPENSATION PREMIUM		57.26				
	101-528.000-720.700	WORKERS COMPENSATION PREMIUM		68.43				
	209-000.000-720.700	WORKERS COMPENSATION PREMIUM		39.66				
	101-537.000-956.700	EXPENSES		5.59				
	593-557.000-720.700	WORKERS COMPENSATION PREMIUM		38.83				
	590-567.000-720.700	WORKERS COMPENSATION PREMIUM		549.43				
	591-000.000-720.700	WORKERS COMPENSATION PREMIUM		133.52				
	661-000.000-720.700	WORKERS COMPENSATION PREMIUM		55.31				
	248-000.000-938.700	GENERAL IMPROVEMENTS		9.50				
	101-441.000-720.700	WORKERS COMPENSATION PREMIUM		188.82				
9247204								
9047	MML WORKERS' COMP FUND	07/10/2017	07/10/2017	80.71	0.00	Paid	Y 07/10/2017	Paper Check
	M/L PORTION WORKERS COMP 7/1/17 MICHELLE							
	202-482.000-720.700	WORKERS COMPENSATION PREMIUM		38.81				
	203-482.000-720.700	WORKERS COMPENSATION PREMIUM		41.90				
NONE								
9041	MRWA	07/10/2017	07/10/2017	440.00	0.00	Paid	Y 07/10/2017	Paper Check
	MEMBERSHIP DUES WATER/SEWER	MICHELLE						

INVOICE REGISTER REPORT FOR CITY OF WEST BRANCH
POST DATES 06/30/2017 - 07/14/2017
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Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnldz Post Date	Pay By
NONE								
9034	MTOA	07/10/2017	07/10/2017	60.00	0.00	Paid	Y	Paper Check
	TPO PROGRAM - POLICE	MICHELLE					07/10/2017	
	101-301.000-811.700	MEMBERSHIP AND DUES		60.00				
NONE								
9045	MVW & ASSOCIATES INC	07/10/2017	07/10/2017	995.00	0.00	Paid	Y	Paper Check
	ASSESSOR JULY	MICHELLE					07/10/2017	
	101-209.000-809.700	PROPERTY ASSESSMENT REVIEW		995.00				
178953								
9018	NORTHERN SEAL COATING	06/30/2017	06/30/2017	1,450.00	0.00	Paid	Y	Paper Check
	WWTP SEALING	MICHELLE					06/30/2017	
	590-567.000-934.700	FACILITY MAINTENANCE		1,450.00				
NONE								
8989	OFFICE CENTRAL	06/30/2017	06/30/2017	657.89	0.00	Paid	Y	Paper Check
	VARIOUS SUPPLIES	MICHELLE					06/30/2017	
	101-301.000-727.700	OPERATING SUPPLIES		37.58				
	248-000.000-956.700	EXPENSES		381.48				
	591-000.000-956.700	EXPENSES		56.50				
	593-557.000-956.700	EXPENSES		56.49				
	101-441.000-956.700	EXPENSES		39.98				
	590-567.000-727.700	OPERATING SUPPLIES		7.88				
	101-201.000-727.700	OPERATING SUPPLIES		77.98				
NONE								
9024	OFFICER SURVIVAL SOLUTIONS	06/30/2017	06/30/2017	2,330.00	0.00	Paid	Y	Paper Check
	POLICE QUOTE 01329-203	MICHELLE					06/30/2017	
	101-301.000-956.707	FORFEITURE EXPENSE		2,330.00				
2166								
8996	OGEMAW COUNTY HERALD ADLINER	06/30/2017	06/30/2017	78.54	0.00	Paid	Y	Paper Check
	AD TAXES	MICHELLE					06/30/2017	
	101-201.000-956.700	EXPENSES		78.54				
NONE								
8988	OGEMAW COUNTY VOICE	06/30/2017	06/30/2017	151.30	0.00	Paid	Y	Paper Check
	JUNE ADS	MICHELLE					06/30/2017	
	101-284.000-956.700	EXPENSES		151.30				

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt.	Amt Due	Status	Jrnalized Post Date	Pay By
42055-100674								
9016	PARAGON LABORATORIES INC WWTP SUPPLIES 590-567.000-801.700	06/30/2017 MICHELLE	06/30/2017	283.00	0.00	Paid	Y 06/30/2017	Paper Check
4397				283.00				
9042	PONTEM SOFTWARE ANNUAL SUPPORT - TAX SOFTWARE 101-228.000-801.700	07/10/2017 MICHELLE	07/10/2017	527.00	0.00	Paid	Y 07/10/2017	Paper Check
NONE				527.00				
9032	PROTEC MEMBERSHIP 101-441.000-956.700	07/10/2017 MICHELLE	07/10/2017	267.38	0.00	Paid	Y 07/10/2017	Paper Check
NONE				267.38				
0237-001569235								
8994	REPUBLIC SERVICES 237 GARBAGE SERVICE JUNE 101-528.000-801.700	06/30/2017 MICHELLE	06/30/2017	9,178.05	0.00	Paid	Y 06/30/2017	Paper Check
NONE				9,178.05				
9013	RITTER'S PIZZA LUNCH 6/27 248-000.000-956.701	06/30/2017 MICHELLE	06/30/2017	35.12	0.00	Paid	Y 06/30/2017	Paper Check
NONE				35.12				
ACCT 7								
9003	SAVE A LOT VARIOUS SUPPLIES 707-000.000-214.707 101-441.000-727.700 101-201.000-727.700	06/30/2017 MICHELLE	06/30/2017	91.54	0.00	Paid	Y 06/30/2017	Paper Check
NONE				4.99				
NONE				39.93				
NONE				46.62				
9044	SBAM PLAN INSURANCE JULY 101-851.000-716.700 101-172.000-716.700 101-201.000-716.700 101-253.000-716.700 101-301.000-716.700 101-441.000-716.700 590-567.000-716.700	07/10/2017 MICHELLE	07/10/2017	12,525.97	0.00	Paid	Y 07/10/2017	Paper Check
NONE				5.00				
NONE				924.61				
NONE				1,436.04				
NONE				1,425.33				
NONE				2,888.60				
NONE				3,194.14				
NONE				2,652.25				

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized	Pay By
Inv Ref#	Description	Entered By					Post Date	
	GL Distribution							
8104573656	SCHINDLER ELEVATOR CORPORATION	07/10/2017	07/10/2017	171.54	0.00	Paid	Y	Paper Check
9027	WWTP QUARTERLY BILLING	MICHELLE						
	590-567.000-936.700	EQUIPMENT MAINTENANCE					07/10/2017	
ACCT 1447				171.54				
8999	SCHMITT TIRE & GAS	06/30/2017	06/30/2017	87.00	0.00	Paid	Y	Paper Check
	REPAIRS/PARTS	MICHELLE						
	661-000.000-805.700	REPAIR/PARTS					06/30/2017	
513576				87.00				
8990	SELLEY'S CLEANERS	06/30/2017	06/30/2017	75.75	0.00	Paid	Y	Paper Check
	POLICE UNIFORMS	MICHELLE						
	101-301.000-817.700	UNIFORMS					06/30/2017	
NONE				75.75				
9019	SHOWALTER, RUSTY	06/30/2017	06/30/2017	128.40	0.00	Paid	Y	Paper Check
	MILEAGE REIMBURSEMENT	MICHELLE						
	101-101.000-811.700	MEMBERSHIP AND DUES					06/30/2017	
NONE				128.40				
8992	SPARTAN STORES LLC	06/30/2017	06/30/2017	32.45	0.00	Paid	Y	Paper Check
	WWTP SUPPLIES	MICHELLE						
	590-567.000-727.703	LAB SUPPLIES					06/30/2017	
NONE				32.45				
8986	SUNSHINE FIRE ENTERTAINMENT	07/07/2017	07/07/2017	562.50	0.00	Paid	Y	Paper Check
	PERFORMANCE 7 7 17 - BALANCE	MICHELLE						
	101-284.000-801.700	CONTRACTUAL SERVICES					07/07/2017	
ACCT 1045				562.50				
8993	TRACTOR SUPPLY CREDIT PLAN	06/30/2017	06/30/2017	514.08	0.00	Paid	Y	Paper Check
	WWTP SUPPLIES	MICHELLE						
	590-567.000-727.700	OPERATING SUPPLIES					06/30/2017	
NONE				514.08				
9011	TRINITY EPISCOPAL CHURCH	06/30/2017	06/30/2017	400.00	0.00	Paid	Y	Paper Check
	PARTIAL REIMBURSEMENT OF RIVERTR	MICHELLE						
	101-444.000-727.700	OPERATING SUPPLIES					06/30/2017	
NONE				400.00				
8985	UNITED STATES POSTMASTER	07/03/2017	07/03/2017	358.08	0.00	Paid	Y	Paper Check
	WATER SEWER BILLS POSTAGE	MICHELLE						
	591-000.000-741.700	POSTAGE					07/03/2017	
NONE				358.08				

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized	Pay By
Inv Ref#	Description	Entered By					Post Date	
	GL Distribution							
NONE								
9035	UNITED STATES POSTMASTER	07/10/2017	07/10/2017	225.00	0.00	Paid	Y	Paper Check
	FIRST CLAS PRESORT FEE	MICHELLE						
	590-567.000-741.700							
	POSTAGE			75.00			07/10/2017	
	591-000.000-741.700			75.00				
	POSTAGE			75.00				
	593-557.000-956.700			75.00				
	EXPENSES							
NONE								
9051	UNITED STATES POSTMASTER	07/14/2017	07/14/2017	327.49	0.00	Paid	Y	Paper Check
	SMOKE TESTING MAILING	MICHELLE						
	593-557.000-727.700			327.49			07/14/2017	
	OPERATING SUPPLIES							
5256WR277								
9025	UPS	07/10/2017	07/10/2017	11.34	0.00	Paid	Y	Paper Check
	SHIPPING	MICHELLE						
	590-567.000-801.700			7.82			07/10/2017	
	CONTRACTUAL SERVICES			3.52				
	591-000.000-741.700							
	POSTAGE							
NONE								
8998	VIC BOND SALES INC	06/30/2017	06/30/2017	16.81	0.00	Paid	Y	Paper Check
	VARIOUS SUPPLIES	MICHELLE						
	591-000.000-727.700			16.81			06/30/2017	
	OPERATING SUPPLIES							
7608628-1734-2								
9031	WASTE MANAGEMENT INC	07/10/2017	07/10/2017	179.33	0.00	Paid	Y	Paper Check
	WWTP DUMPSTER JULY	MICHELLE						
	590-567.000-801.700			179.33			07/10/2017	
	CONTRACTUAL SERVICES							
NONE								
9021	WEBER, JOSEPH	06/30/2017	06/30/2017	32.00	0.00	Paid	Y	Paper Check
	LUNCH TRAINING REIMB & DR VISIT	MICHELLE						
	590-567.000-865.700			12.00			06/30/2017	
	PROFESSIONAL DEVELOPMENT			20.00				
	590-567.000-713.701							
	OTHER HEALTH BENEFITS							
5004020487								
9043	WELLS FARGO FINANCIAL LEASING	07/10/2017	07/10/2017	1,500.30	0.00	Paid	Y	Paper Check
	BS & A SOFTWARE	MICHELLE						
	101-228.000-801.700			1,500.30			07/10/2017	
	CONTRACTUAL SERVICES							
ACCT 8633								
8997	WEST BRANCH AUTOMOTIVE	06/30/2017	06/30/2017	98.52	0.00	Paid	Y	Paper Check
	VARIOUS SUPPLIES	MICHELLE						
	661-000.000-805.700			98.52			06/30/2017	
	REPAIR/PARTS							

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized	Pay By
Inv Ref#	Description	Entered By					Post Date	
GL Distribution								
13918								
9050	WEST BRANCH DIESEL REPAIR	06/30/2017	06/30/2017	80.00	0.00	Paid	Y	Paper Check
	POLICE REPAIR	MICHELLE						
	661-000.000-806.700	REPAIR/PARTS POLICE		80.00			06/30/2017	
ACCT 11825								
9004	WEST BRANCH NAPA AUTO TRUCK	06/30/2017	06/30/2017	181.16	0.00	Paid	Y	Paper Check
	VARIOUS SUPPLIES	MICHELLE						
	661-000.000-805.700	REPAIR/PARTS		129.77				
	590-567.000-727.700	OPERATING SUPPLIES		51.39				
# of Invoices:	66	# Due:	0	Totals:	91,011.11	0.00		
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00		
Net of Invoices and Credit Memos:				91,011.11	0.00			

--- TOTALS BY BANK ---

GEN1	GEN1 - GENERAL CHECKING	88,264.50
M/LST	MAJOR/ LOCAL STREETS	2,746.61

--- TOTALS BY GL DISTRIBUTION ---

101-101.000-703.700	SALARIES AND WAGES	122.36
101-101.000-720.700	WORKERS COMPENSATION PREMIUM	36.06
101-101.000-811.700	MEMBERSHIP AND DUES	128.40
101-172.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	924.61
101-172.000-719.700	LONG TERM DISABILITY	81.85
101-172.000-720.700	WORKERS COMPENSATION PREMIUM	274.86
101-201.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	1,436.04
101-201.000-719.700	LONG TERM DISABILITY	81.82
101-201.000-720.700	WORKERS COMPENSATION PREMIUM	248.04
101-201.000-727.700	OPERATING SUPPLIES	124.60
101-201.000-801.700	CONTRACTUAL SERVICES	245.98
101-201.000-956.700	EXPENSES	78.54
101-209.000-809.700	PROPERTY ASSESSMENT REVIEW	995.00
101-228.000-801.700	CONTRACTUAL SERVICES	2,027.30
101-253.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	1,425.33
101-253.000-719.700	LONG TERM DISABILITY	66.28
101-253.000-720.700	WORKERS COMPENSATION PREMIUM	194.69
101-262.000-720.700	WORKERS COMPENSATION PREMIUM	5.03
101-265.000-720.700	WORKERS COMPENSATION PREMIUM	19.55
101-265.000-727.700	OPERATING SUPPLIES	59.56
101-265.000-922.700	PUBLIC UTILITIES	650.98

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date	Pay By
	101-266.000-801.700			525.00				
	101-284.000-720.700			14.25				
	101-284.000-801.700			562.50				
	101-284.000-956.700			151.30				
	101-299.000-922.700			2,678.95				
	101-301.000-716.700			2,888.60				
	101-301.000-719.700			270.14				
	101-301.000-720.700			719.26				
	101-301.000-727.700			51.56				
	101-301.000-811.700			60.00				
	101-301.000-817.700			91.28				
	101-301.000-853.700			189.95				
	101-301.000-956.707			2,330.00				
	101-345.000-720.700			34.36				
	101-441.000-716.700			3,194.14				
	101-441.000-719.700			133.91				
	101-441.000-720.700			188.82				
	101-441.000-727.700			61.77				
	101-441.000-817.700			163.00				
	101-441.000-853.700			109.97				
	101-441.000-956.700			307.36				
	101-444.000-720.700			10.34				
	101-444.000-727.700			400.00				
	101-528.000-720.700			68.43				
	101-528.000-801.700			9,178.05				
	101-537.000-956.700			5.59				
	101-721.000-720.700			9.50				
	101-751.000-720.700			57.26				
	101-751.000-922.700			32.27				
	101-851.000-716.700			5.00				
	101-851.000-818.700			10,529.33				
	202-482.000-720.700			38.81				
	202-482.000-818.700			1,186.50				
	202-485.000-924.700			292.90				
	203-482.000-720.700			41.90				
	203-482.000-818.700			1,186.50				
	209-000.000-720.700			39.66				
	248-000.000-935.700			211.63				
	248-000.000-935.702			95.03				
	248-000.000-938.700			9.50				
	248-000.000-956.700			654.96				
	248-000.000-956.701			35.12				

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	318-000.000-214.400	ESCROW ACCOUNT		96.71				
	572-000.000-214.400	ESCROW ACCOUNT		1.23				
	590-000.000-214.400	ESCROW ACCOUNT		76.16				
	590-567.000-713.701	OTHER HEALTH BENEFITS		20.00				
	590-567.000-716.700	BC/BS HEALTH INSURANCE PREMIUM		2,652.25				
	590-567.000-719.700	LONG TERM DISABILITY		210.22				
	590-567.000-720.700	WORKERS COMPENSATION PREMIUM		549.43				
	590-567.000-727.700	OPERATING SUPPLIES		1,072.34				
	590-567.000-727.703	LAB SUPPLIES		32.45				
	590-567.000-741.700	POSTAGE		75.00				
	590-567.000-801.700	CONTRACTUAL SERVICES		535.60				
	590-567.000-811.700	MEMBERSHIP AND DUES		220.00				
	590-567.000-817.700	UNIFORMS		164.48				
	590-567.000-818.700	INS. PREMIUM - LIABILITY		2,459.73				
	590-567.000-853.700	TELEPHONE/RADIO COMMUNICATION		84.35				
	590-567.000-865.700	PROFESSIONAL DEVELOPMENT		24.00				
	590-567.000-922.700	PUBLIC UTILITIES		5,121.25				
	590-567.000-934.700	FACILITY MAINTENANCE		1,796.45				
	590-567.000-936.700	EQUIPMENT MAINTENANCE		171.54				
	591-000.000-214.400	ESCROW ACCOUNT		54.23				
	591-000.000-720.700	WORKERS COMPENSATION PREMIUM		133.52				
	591-000.000-727.700	OPERATING SUPPLIES		1,641.76				
	591-000.000-741.700	POSTAGE		436.60				
	591-000.000-811.700	MEMBERSHIP AND DUES		220.00				
	591-000.000-818.700	INS. PREMIUM - LIABILITY		1,769.34				
	591-000.000-956.700	EXPENSES		56.50				
	593-000.000-214.400	ESCROW ACCOUNT		11.90				
	593-557.000-720.700	WORKERS COMPENSATION PREMIUM		38.83				
	593-557.000-727.700	OPERATING SUPPLIES		327.49				
	593-557.000-727.700	CONTRACTUAL SERVICES		250.00				
	593-557.000-801.700	EXPENSES		131.49				
	593-557.000-956.700	WORKERS COMPENSATION PREMIUM		55.31				
	661-000.000-720.700	REPAIR/PARTS		332.99				
	661-000.000-805.700	REPAIR/PARTS POLICE		80.00				
	661-000.000-806.700	INS. PREMIUM - LIABILITY		17,349.97				
	661-000.000-818.700	FUEL		1,611.72				
	705-000.000-214.705	DUE TO IRONS PARK ENT		3,100.00				
	707-000.000-214.707	DUE TO YOUTH SAFETY PROGRAM		4.99				

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized	Pay By
Inv Ref#	Description	Entered By					Post Date	
GL Distribution								

TOTALS BY FUND ---								
101 -				44,248.77	0.00			
202 -	MAJOR STREET FUND			1,518.21	0.00			
203 -	LOCAL STREET FUND			1,228.40	0.00			
209 -	CEMETERY FUND			39.66	0.00			
248 -	DDA OPERATING FUND			1,006.24	0.00			
318 -	SEWER DEBT FUND			96.71	0.00			
572 -	PLANT REPLACEMENT FUND (R&I			1.23	0.00			
590 -	SEWER FUND			15,265.25	0.00			
591 -	WATER FUND			4,311.95	0.00			
593 -	SEWER COLLECTION			759.71	0.00			
661 -	EQUIPMENT FUND			19,429.99	0.00			
705 -	IRONS PARK ENTERTAINMENT FU			3,100.00	0.00			
707 -	YOUTH SAFETY PROGRAM			4.99	0.00			

TOTALS BY DEPT/ACTIVITY ---								
000.000 -				28,078.83	0.00			
101.000 -	LEGISLATIVE			286.82	0.00			
172.000 -	CITY MANAGER'S OFFICE			1,281.32	0.00			
201.000 -	INTERNAL SERVICES			2,215.02	0.00			
209.000 -	PROPERTY ASSESSMENT REV			995.00	0.00			
228.000 -	TECHNOLOGY			2,027.30	0.00			
253.000 -	CITY CLERK/TREASURER			1,686.30	0.00			
262.000 -	ELECTIONS			5.03	0.00			
265.000 -	MUNICIPAL PROPERTIES			730.09	0.00			
266.000 -	LEGAL ASSISTANCE			525.00	0.00			
284.000 -	COMMUNITY PROMOTIONS			728.05	0.00			
299.000 -	CITY SERVICES			2,678.95	0.00			
301.000 -	POLICE DEPARTMENT			6,600.79	0.00			
345.000 -	CROSSING GUARDS			34.36	0.00			
441.000 -	PUBLIC WORKS DEPARTMENT			4,158.97	0.00			
444.000 -	SIDEWALKS			410.34	0.00			
482.000 -	ADMINISTRATION			2,453.71	0.00			
485.000 -	TRAFFIC SIGNAL TRUNKLIN			292.90	0.00			
528.000 -	SOLID WASTE			9,246.48	0.00			
537.000 -	AIRPORT			5.59	0.00			
557.000 -	COLLECTION SYSTEMS			747.81	0.00			
567.000 -	TREATMENT PLANT			15,189.09	0.00			
721.000 -	PLANNING AND ZONING			9.50	0.00			
751.000 -	PARKS AND RECREATION			89.53	0.00			
851.000 -	INSURANCE AND RISK MANA			10,534.33	0.00			



Charitable Gaming Division
Box 30023, Lansing, MI 48909
OVERNIGHT DELIVERY:
101 E. Hillsdale, Lansing MI 48933
(517) 335-5780
www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL 432.103(K)(ii))

At a _____ meeting of the _____
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on _____
DATE

at _____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from _____ of _____
NAME OF ORGANIZATION CITY

county of _____, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for _____
APPROVAL/DISAPPROVAL

APPROVAL

Yeas: _____

Nays: _____

Absent: _____

DISAPPROVAL

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and
adopted by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on _____
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.
PENALTY: Possible denial of application.

BSL-CG-1153(R6/09)

AGREEMENT

THIS AGREEMENT made this 1st day of July 2017, by and between CITY OF WEST BRANCH (hereinafter referred to as City) and MVW and ASSOCIATES, INC. (hereinafter referred to as ASSESSOR), whereby the parties hereto agree as follows.

ARTICLE I

Section 1. The Assessor shall comply with the provisions of the Michigan General Property Tax Act, as amended, pertaining to assessors and assessments.

Section 2. The Assessor shall use the Assessors Manual as a guideline when assessing.

Section 3. The Assessor shall consult with the county Equalization Director to establish a tax base so as to avoid the levy of a factor by the county Equalization Director or the State.

Section 4. The Assessor shall keep all records up to date and have them available for inspection at all times.

Section 5. The Assessor shall annually maintain land value rates and economic condition factors.

Section 6. The Assessor shall prepare all splits and combinations of property.

Section 7. The Assessor shall process all deeds for sales studies and make necessary changes on assessments records.

Section 8. The Assessor shall work appraisals on, and therefore assess new construction subject to ad valorem taxation within the City.

Section 9. The Assessor shall process all personal property statements and audits, if any, pertaining to same.

Section 10. The Assessor shall notify, by First Class Mail, all taxpayers whose assessment and or taxable value that has been increased over the previous year. This should be done at least (14) calendar days prior to the March Board of Review.

Section 11. The Assessor shall be required to devote the time necessary to perform the duties herein in a proper manner.

Section 12. The Assessor is not authorized to make any purchases or charge any expenditures to the City without prior approval of the City Manager or its representative.

Section 13. The Assessor shall share equal time with the City/Townships for all Board of Reviews that are covered under this agreement.

Section 14. The assessor shall attend all Tax Tribunal Hearings.

Section 15. In representing the City at Board of Review meetings, Tax Tribunal Hearings/Meetings, and other meetings with the citizens, the assessor shall act in a professional and polite manner at all times.

Section 16. The assessor shall attend the first city council meeting following the March Board of review meetings to report on Board of Review proceedings, the final assessment roll and to answer any questions council may have.

ARTICLE II **DUTIES OF THE CITY OF WEST BRANCH**

Section 17. The City shall compensate MVW and Associates, Inc. at a monthly rate of \$995.00 which shall be paid by the 1st Tuesday of each month.

Section 18. The City shall compensate the Assessor for the reappraisal of parcels, per cities request, rate of \$18.00 per residential property and \$25.00 per commercial/industrial property for completing the 20% yearly property inspection per state tax commission recommendation, which shall be paid monthly as billed by MVW and Associates, Inc.

Section 19. The City shall retain ownership of all the materials, files, and records pertaining to real and personal property assessments within the City.

Section 20. The City shall furnish all materials and supplies needed by the Assessor to perform his/her duties.

ARTICLE III **CONTRACTOR**

Section 21. It is the understanding of both parties that the Assessor shall be and independent contractor and, as such, shall be responsible for all taxes, withholdings, self-employment tax and, liability and any other bonds that maybe required in the performance of his/her duties.

ARTICLE IV **TOTAL AGREEMENT**

Section 22. It is the intent of the parties that the provisions of the Agreement, which supersedes all prior agreements and understandings, oral or written, express or implied, between such parties, shall govern their entire relationship and shall be the sole source of employment, rights, or claims, which may be asserted by either party.

ARTICLE V
DURATION

Section 19. This agreement shall remain in full force and effect until 12:01 am. June 30, 2018 and may be renewed annually if so agreed by both parties.

IT IS SO AGREED-

X

James L. VanWormer
Vice President, MVW & Associates, INC.

X

Heather Grace
Manager, City of West Branch

to Council 7/17/17

RESOLUTION #17-12

WATER AND SEWER RATES

WHEREAS, the West Branch City Council is authorized by Ordinance to set water and sewer rates by resolution, and

WHEREAS, the rates are established to cover all financial obligations of the water system and the sewer system, and

WHEREAS, the West Branch City Council and staff have performed an in depth review of the rate structures;

NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council hereby sets rates for the water and sewer systems as follows:

Water O & M

- 1. First 10,000 gallons or any part thereof (minimum charge) \$22.14**
- 2. Over 10,000 gallons \$2.22/thousand**

Water Debt

- 1. \$1.30/thousand gallons**

Sewer O & M

- 1. First 10,000 gallons or any part thereof (minimum charge) \$49.27**
- 2. Over 10,000 gallons \$4.93/thousand**

Sewer Collection

- 1. First 10,000 gallons or any part thereof (minimum charge) \$7.66**
- 2. Over 10,000 gallons \$.77/thousand**

Sewer Replacement and Improvement

- 1. First 10,000 gallons or any part thereof (minimum charge) \$.82**
- 2. Over 10,000 gallons \$.08/thousand**

Sewer Debt

- 1. \$6.26/thousand gallons**

FURTHER BE IT RESOLVED, that in order to maintain financial stability in the water and sewer funds the West Branch City Council hereby establishes a 1% increase annually on October 1 for the Water O & M rates, Sewer O & M rates, Sewer Collection rates, Sewer Replacement & Improvement rates.

Approval of Council Minutes & Summary

RESCHEDULED REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET, WEDNESDAY, JULY 5, 2017.

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

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

Absent: None

Other officers present: Treasurer/Clerk John Dantzer

All stood for the Pledge of Allegiance.

* * * * *

Council reviewed information on the Waiver of First Right of Refusal for foreclosed property. Council discussed uses for the property including snow storage, parking, a pocket park, dog bark, skate park, or splash pad.

MOTION BY SHOWALTER, SECOND BY LUCAS, TO POSTPONE THE DECISION ON THE WAIVER OF FIRST RIGHT OF REFUSAL FOR FORECLOSED PROPERTY.

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

No – None

Absent –None

Motion carried

* * * * *

MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO RESCHEDULE THE SEPTEMBER 4TH MEETING TILL TUESDAY SEPTEMBER 5TH AT 6:00 PM DUE TO LABOR DAY FALLING ON THE 4TH.

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

No – None

Absent –None

Motion carried

* * * * *

Council discussed holding special meetings at different locations throughout the City. It was the consensus to look into holding meetings at the Fire Department, Police Department, Airport, Wastewater Treatment Plant, and Irons Park. It was discussed that they could possibly schedule the second meeting of the month for a different location.

Mayor Lawrence noted that she would discuss holding a meeting at the Fire Department and having a dedication of the new Fireman's Memorial stone at the same time at the next Fire Board meeting.

* * * * *

A request to play music in the park was submitted by Michelle Amor for the following dates: July 9, July 22, August 12, August 13, August 27, September 2, and September 10 from 3:00 pm-4:30 pm. Council recommended having Ms. Amor reach out to the West Branch Creative Arts about playing on August 12 and August 13 due to that being the weekend of the Victorian Art Fair.

MOTION BY SHOWALTER, SECOND BY BENNETT, TO APPROVE THE REQUEST TO PLAY MUSIC IN THE PARK AS PER REQUESTED ON JULY 9, JULY 22, AUGUST 27, SEPTEMBER 2, AND SEPTEMBER 10.

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

No – None

Absent –None

Motion carried

* * * * *

Council discussed setting a time for a work session to discuss changes to the noise ordinance. It was the consensus to see if the Planning Commission is able to come up with a recommendation at their next meeting and then schedule a joint work session.

* * * * *

MOTION BY LAWRENCE, SECOND BY SCHAIBERGER, TO APPROVE THE MINUTES AND SUMMARY FROM THE MEETING HELD JUNE 27, 2017.

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

No – None

Absent –None

Motion carried

* * * * *

Mayor Lawrence noted she had some concerns the proper procedure were not followed at the previous meeting in which Carol Addair was appointed to the open position on the Planning Commission. Mayor Lawrence noted that she would like to bring back to the table the vote to fill the position on the Planning Commission. It was noted that Council would need at least 5 votes to bring it back to the table.

Member Bennett noted her concern that Carol Addair may have already been told she was appointed.

Member Weiler, as the Council Representative on the Planning Commission, noted that the Planning Commission did vote to approve Carol Addair but maybe they didn't handle their recommendation correctly.

MOTION BY LUCAS, SECOND BY LAWRENCE, TO BRING BACK TO THE TABLE THE APPOINTMENT OF CAROL ADDAIR TO THE PLANNING COMMISSION.

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

No – None

Absent –None

Motion carried

Member Showalter noted he would recommend reaching out to Carol Addair to confirm the receipt of the letter of interest and see if she was still interested in the position.

MOTION BY LUCAS, SECOND BY LAWRENCE, TO RESCIND THE APPOINTMENT OF CAROL ADDAIR TO THE PLANING COMMISSION.

Yes — Lawrence, Lucas, Schaiberger, Tuttle, Weiler

No – Bennett, Showalter

Absent –None

Motion carried

MAYOR LAWRENCE RECOMMENDED TO APPOINT JAYSON STROEBEL TO THE PLANNING COMMISSION.

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

No – None

Absent –None

Motion carried

* * * * *

Member Showalter noted that he was disappointed there will still weeds in the tree grates downtown during the Fourth of July parade and that the blight team should be more aggressive on properties on the M-55 corridor.

Member Showalter noted that his family was in attendance at the meeting and was honored to have them there.

Member Schaiberger noted that he enjoyed the Fourth of July parade.

Member Weiler noted that he would like to see the blight team move quicker on issues as well.

Member Tuttle noted that he was not able to attend the parade due to an ill child but heard good things about it.

Mayor Lawrence invited everyone to the City Luau that was being sponsored by the City Recreation Committee.

Member Lucas noted the next MML Conference in September.

* * * * *

Mayor Lawrence adjourned the meeting at 6:55 pm.

Denise Lawrence, Mayor

John Dantzer, Clerk

SUMMARY OF THE RESCHEDULED REGULAR MEETING OF THE WEST
BRANCH CITY COUNCIL HELD WEDNESDAY, JULY 5, 2017

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

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

Absent: None

Other officers present: Clerk/Treasurer Dantzer

All stood for the pledge of allegiance.

Council postponed decision on the waiver of first right of refusal for foreclosed property.

Council approved moving the September 4 meeting to Tuesday, September 5 at 6:00 pm.

Council discussed holding the Council meetings at different locations throughout the City

Council approved a request to play music in the park.

Council discussed holding a work session to discuss changes to the noise ordinance.

Council approved the minutes and summary from the meeting held June 27, 2017.

Council voted to bring back to the table the appointment of Carol Addair to the Planning Commission. (5 votes were needed)

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

No – None

Motion carried

Council voted to rescind the appointment of Carol Addair to the Planning Commission.

Yes – Lawrence, Lucas, Schaiberger, Tuttle, Weiler

No – Bennett, Showalter

Motion carried

Council approved the recommendation from Mayor Lawrence to appoint Jayson Stroebel to the Planning Commission.

Mayor Lawrence, Members Showalter, Schaiberger, Weiler, Tuttle and Lucas gave reports.

Mayor Lawrence adjourned the meeting at 6:55 pm.

Consent Agenda

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH
FROM 07/01/2017 TO 07/31/2017
FUND: ALL FUNDS
INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 07/01/2017	Total Debits	Total Credits	Ending Balance 07/31/2017
Fund 101					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	150,000.00	0.00	0.00	150,000.00
		<u>250,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>250,000.00</u>
Fund 150 CEMETERY PERPETUAL CARE					
004.300	CERTIFICATE OF DEPOSIT A	112,500.00	0.00	0.00	112,500.00
004.400	CERTIFICATE OF DEPOSIT B	113,378.11	0.00	0.00	113,378.11
	CEMETERY PERPETUAL CARE	<u>225,878.11</u>	<u>0.00</u>	<u>0.00</u>	<u>225,878.11</u>
Fund 251 INDUSTRIAL PARK FUND					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	100,000.00	0.00	0.00	100,000.00
	INDUSTRIAL PARK FUND	<u>200,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>200,000.00</u>
Fund 661 EQUIPMENT FUND					
004.300	CERTIFICATE OF DEPOSIT A	150,000.00	0.00	0.00	150,000.00
004.400	CERTIFICATE OF DEPOSIT B	100,000.00	0.00	0.00	100,000.00
	EQUIPMENT FUND	<u>250,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>250,000.00</u>
	TOTAL - ALL FUNDS	<u>925,878.11</u>	<u>0.00</u>	<u>0.00</u>	<u>925,878.11</u>

CASH SUMMARY BY BANK FOR WEST BRANCH
 FROM 07/01/2017 TO 07/31/2017

Bank Code	Description	Beginning Balance 07/01/2017	Total Debits	Total Credits	Ending Balance 07/31/2017
GEN1 GEN1 - GENERAL CHECKING					
101					
150	CEMETERY PERPETUAL CARE	604,865.00	23,409.27	78,060.70	550,213.57
209	CEMETERY FUND	18,185.92	0.00	0.00	18,185.92
248	DDA OPERATING FUND	1,142.61	75.00	1,532.57	(314.96)
251	INDUSTRIAL PARK FUND	29,756.69	0.00	1,778.18	27,978.51
276	HOUSING RESOURCE FUND	6,955.25	0.00	303.70	6,651.55
318	SEWER DEBT FUND	202,584.48	479.71	0.00	203,064.19
319	WATER DEBT FUND	0.00	4,352.99	364.05	3,988.94
571	COLLECTION REPLACEMENT FUND	60,220.57	0.00	0.00	60,220.57
572	PLANT REPLACEMENT FUND (R&I)	30,798.38	0.00	0.00	30,798.38
590	SEWER FUND	8,794.94	83.09	0.00	8,869.89
591	WATER FUND	209,422.36	6,943.94	28,614.37	187,751.93
592	WATER REPLACEMENT FUND	142,454.53	4,707.86	10,317.87	136,844.52
593	SEWER COLLECTION	281,251.48	0.00	0.00	281,251.48
661	EQUIPMENT FUND	55,896.97	794.78	3,671.32	53,020.43
705	IRONS PARK ENTERTAINMENT FUND	73,080.19	5,742.02	20,556.60	58,265.61
707	YOUTH SAFETY PROGRAM	5,127.69	25.00	4,100.00	1,052.69
714	RECYCLING CENTER	2,030.28	0.00	4.99	2,025.29
		420.64	0.00	0.00	420.64
	GEN1 - GENERAL CHECKING				
		1,732,987.98	46,613.66	149,312.49	1,630,289.15
M/LST MAJOR/ LOCAL STREETS					
202	MAJOR STREET FUND	427,129.37	14,802.41	3,473.73	438,458.05
203	LOCAL STREET FUND	306,905.31	5,170.86	2,740.98	309,335.19
	MAJOR/ LOCAL STREETS				
		734,034.68	19,973.27	6,214.71	747,793.24
PAY PAYROLL					
704	PAYROLL CLEARING				
		8,870.34	31,610.32	30,330.11	10,150.55
	PAYROLL				
		8,870.34	31,610.32	30,330.11	10,150.55
CHEM SAVINGS					
101					
150	CEMETERY PERPETUAL CARE	434,738.84	0.00	0.00	434,738.84
251	INDUSTRIAL PARK FUND	1,649.15	0.00	0.00	1,649.15
571	COLLECTION REPLACEMENT FUND	20,822.23	0.00	0.00	20,822.23
591	WATER FUND	2,351.30	0.00	0.00	2,351.30
592	WATER REPLACEMENT FUND	25,986.73	0.00	0.00	25,986.73
593	SEWER REPLACEMENT FUND	19,524.19	0.00	0.00	19,524.19
661	EQUIPMENT FUND	779.00	0.00	0.00	779.00
714	RECYCLING CENTER	103,163.72	0.00	0.00	103,163.72
		1,016.93	0.00	0.00	1,016.93

CASH SUMMARY BY BANK FOR WEST BRANCH
 FROM 07/01/2017 TO 07/31/2017

Bank Code	Description	Beginning Balance 07/01/2017	Total Debits	Total Credits	Ending Balance 07/31/2017
TAX TAXES	SAVINGS	610,032.09	0.00	0.00	610,032.09
701	TAX AGENCY				
	TAXES	1,311.66	0.00	0.00	1,311.66
WATDB	WATER DEBT	1,311.66	0.00	0.00	1,311.66
319	WATER DEBT FUND	(57,799.46)	0.00	0.00	(57,799.46)
	WATER DEBT	(57,799.46)	0.00	0.00	(57,799.46)
	TOTAL - ALL FUNDS	3,029,437.29	98,197.25	185,857.31	2,941,777.23

West Branch
JOURNAL ENTRY
JE: 9435

Post Date: 06/30/2017
Entry Date: 07/10/2017
Description: BUDGET POLICY AMENDMENTS

Entered By: MICHELLE
Journal: BA

GL #	Description	DR	CR
101-301.000-727.700	OPERATING SUPPLIES	222.00	
101-301.000-957.700	EDUCATION AND TRAINING LOCAL		222.00
590-567.000-727.700	OPERATING SUPPLIES	135.00	
590-567.000-934.700	FACILITY MAINTENANCE		135.00
101-284.000-956.700	EXPENSES		149.00
101-345.000-704.700	WAGES - PART-TIME	149.00	
101-209.000-809.700	PROPERTY ASSESSMENT REVIEW	4,715.00	
101-528.000-801.700	CONTRACTUAL SERVICES		4,715.00
661-000.000-806.700	REPAIR/PARTS POLICE	500.00	
661-000.000-805.700	REPAIR/PARTS		500.00
248-000.000-935.702	POCKET PARK	382.00	
248-000.000-956.700	EXPENSES		382.00
101-209.000-809.700	PROPERTY ASSESSMENT REVIEW	477.00	
101-266.000-801.700	CONTRACTUAL SERVICES		477.00
101-444.000-703.700	SALARIES AND WAGES	153.00	
101-444.000-718.700	MERS RETIREMENT (EMPLOYER)	220.00	
101-444.000-727.700	OPERATING SUPPLIES		373.00
248-000.000-703.702	WAGES SHOWMOBILE	275.00	
248-000.000-710.702	SHOWMOBILE OT	96.00	
248-000.000-935.700	IMPROVEMENTS		96.00
248-000.000-956.700	EXPENSES		275.00
248-000.000-940.700	GEN. MAINTENANCE/REPAIRS	10.00	
248-000.000-956.701	FOOD EXPENSE		10.00
590-567.000-801.700	CONTRACTUAL SERVICES		274.00
590-567.000-727.700	OPERATING SUPPLIES	274.00	
101-265.000-922.700	PUBLIC UTILITIES		227.00
101-101.000-703.700	SALARIES AND WAGES	227.00	
590-567.000-934.700	FACILITY MAINTENANCE		1,585.00
590-567.000-727.700	OPERATING SUPPLIES	1,585.00	
661-000.000-856.700	FUEL		917.00
661-000.000-818.700	INS. PREMIUM - LIABILITY	917.00	
101-201.000-801.700	CONTRACTUAL SERVICES		192.00
101-101.000-703.700	SALARIES AND WAGES	192.00	
Journal Total:		10,529.00	10,529.00

APPROVED BY: _____

West Branch
JOURNAL ENTRY
JE: 9436

Entered By: MICHELLE
Journal: BA

Post Date: 06/30/2017
Entry Date: 07/11/2017
Description: BUDGET POLICY AMENDMENTS

GL #	Description	DR	
101-201.000-703.700	SALARIES AND WAGES		950.00
101-201.000-716.700	BC/BS HEALTH INSURANCE PREMIU		
101-201.000-718.701	EMPLOYER DEFERED COMP.	962.00	
101-253.000-703.700	SALARIES AND WAGES		12.00
101-253.000-716.700	BC/BS HEALTH INSURANCE PREMIUM		795.00
101-253.000-718.700	MERS RETIREMENT (EMPLOYER)	809.00	
101-284.000-703.700	SALARIES AND WAGES		14.00
101-284.000-720.700	WORKERS COMPENSATION PREMIUM		72.00
101-301.000-703.700	SALARIES AND WAGES	72.00	
101-301.000-703.701	SHIFT PREIMUM		806.00
101-301.000-705.700	CHIEF OF POLICE		787.00
101-301.000-715.700	SOCIAL SECURITY (EMPLOYER)		939.00
101-301.000-716.700	BC/BS HEALTH INSURANCE PREMIU		82.00
101-301.000-718.700	MERS RETIREMENT (EMPLOYER)	2,500.00	
101-301.000-718.701	EMPLOYER DEFERED COMP.	647.00	
101-301.000-722.700	ADMINISTRATIVE SALARY & WAGES		88.00
101-751.000-703.700	SALARIES AND WAGES		445.00
101-751.000-710.700	OVERTIME	6.00	
202-463.000-703.700	SALARIES AND WAGES		6.00
202-463.000-718.700	MERS RETIREMENT (EMPLOYER)		214.00
202-463.000-724.700	UNEMPLOYMENT INS. BENEFIT		2.00
202-463.000-941.700	EQUIPMENT RENTAL		2.00
203-463.000-703.700	SALARIES AND WAGES	218.00	
203-463.000-718.700	MERS RETIREMENT (EMPLOYER)	2.00	
248-000.000-703.702	WAGES SHOWMOBILE		2.00
248-000.000-935.703	SHOWMOBILE EXPENSES	41.00	
590-567.000-703.700	SALARIES AND WAGES		41.00
590-567.000-714.700	MANDITORY MEDICARE		2,425.00
590-567.000-715.700	SOCIAL SECURITY (EMPLOYER)		10.00
590-567.000-718.700	MERS RETIREMENT (EMPLOYER)		107.00
590-567.000-718.701	EMPLOYER DEFERED COMP.	2,000.00	
590-567.000-720.700	WORKERS COMPENSATION PREMIUM		71.00
593-557.000-703.700	SALARIES AND WAGES	613.00	
593-557.000-710.700	OVERTIME	26.00	
Journal Total:		7,896.00	26.00
			7,896.00

APPROVED BY: _____

West Branch
JOURNAL ENTRY
JE: 9437

Post Date: 07/12/2017
Entry Date: 07/12/2017
Description: MOVE MGR SICK LEAVE TO PART TIME WAGES

Entered By: JOHN
Journal: BA

GL #	Description	DR	CR
101-172.000-704.700	WAGES - PART-TIME		9,000.00
101-172.000-708.700	SICK LEAVE PAYOUT	9,000.00	
Journal Total:		9,000.00	9,000.00

APPROVED BY: _____

West Branch
JOURNAL ENTRY
JE: 9439

Entered By: MICHELLE
Journal: BA

Post Date: 06/30/2017
Entry Date: 07/12/2017
Description: BUDGET POLICY AMENDMENTS

GL #	Description	DR	C
248-000.000-935.703	SHOWMOBILE EXPENSES		
248-000.000-935.702	POCKET PARK	41.00	
Journal Total:		41.00	41.0

APPROVED BY: _____

SPECIAL DUAL MEETING OF THE WEST BRANCH PLANNING COMMISSION AND CITY COUNCIL MEETING
HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET, ON TUESDAY, JUNE 27,
2017.

Chairman Mike Jackson called the meeting to order at 6:00 p.m.

Present: Bob David, Kara Fachting, Heather Grace, Jan Hasty, Mike Jackson, Lisa Saurer, and Dan Weiler
(also a Council Member).

Absent: June Longstreet.

Others officers in attendance: City Clerk/Treasurer, Mayor Denise Lawrence, and Council Members
Joanne Bennett, Dave Lucas, Tim Schaiberger, Rusty Showalter, and Aaron Tuttle.

All stood for the Pledge of Allegiance.

At 6:02 pm Chairman Jackson opened the public hearing to take comment on the noise ordinance.

David Warner addressed the Commission and noted that he has recently purchased a house that is near
a location where a band practices and that the noise created prevents their children from being able to
sleep. He noted that they are typically playing to till 8:30 or 8:45 pm which is later than 8:00 pm which
is noted in the noise ordinance.

John Saurer addressed the Commission and noted that you can hear the music from further than 50'
feet away.

Mayor Lawrence noted that ~~they~~ the City did receive a letter from Greg Dematio noting his concern that
the noise created by the band did disturb ~~his~~ him as well.

Darrin Hunter addressed the Commission, noting they have been using that location for many years and
this is the first time they have heard of any complaints. He also noted if the City is going to look into
redoing the noise ordinance, then they should consider what impact it would have on the entire City and
not just this situation. He further noted that he has studied several ordinances from other Cities and
many worded theirs in such that a noise is considered a nuisance if it disrupts a normal conversation
from 50' away.

No one else wished to speak on the subject.

MOTION BY JACKSON, SECOND BY DAVID, TO CLOSE THE PUBLIC HEARING AT 6:15 PM

Motion carried

Council Member Showalter noted that he would like to look into combining the two ordinances into one and suggested scheduling a work session to work on it.

Council/Planning Member Weiler noted that he too would like to look into combining the two ordinances and would like to try to have it stick closely with what the County has for a noise ordinance.

Council Member Bennett noted that she does not think the County ordinance should have any effect on the City ordinance because city living is far different than country living.

Planning Chairman Jackson noted that the Planning Commission would have to take a look at it before they could recommend anything to Council. He also noted, he would agree, they should combine the two ordinances into one and there should be some time modifications. It was the consensus to put this issue on the agenda for the Planning Commission meeting on July 11th.

Planning Member David asked about how the enforcement of the ordinance would be handled and Manager Grace noted that they would continue to enforce the current ordinance if a complaint is made until a new one is adopted.

* * * * *

David Warner addressed Council and the Commission and noted that he would not be able to make the Planning Commission meeting due to his work schedule but encouraged the Commission to consider his concerns when making their decision.

* * * * *

MDOT North Region Planner, Patty O'Donnell presented the Commission with transportation planning issues including the existing transportation facilities, goals and objectives, and transportation strategies. She further noted that she would be available for future meetings after they have had time to go over all of the information.

* * * * *

The Commission discussed the waiver of rights for first refusal for City land foreclosures.

* * * * *

City Council discussed the appointment of a Planning Commission member to fill the vacant seat. It was noted that there were three applicants which were Jayson Stroebel, Lois Bergquist, and Carol Addair.

Planning Chairman Jackson updated Council on the recommendation from Planning Commission to appoint Carol Addair to the Planning Commission

Council Member Schaiberger noted that all three would do a good job and that he thought Carol Addair would be a good addition. He has also noted that he had talked with Mr. Stroebel about the opening and was impressed with him as well.

Mayor Lawrence noted that the reason they reposted the opening was to help reach the goal required by the Redevelopment Ready Community program and to try and get the actual stakeholders such as business owners on the Planning Commission.

Council Member Showalter noted that residents are also stakeholders in the City.

Manager Grace submitted different options that were put together by a volunteer that wanted to assist in getting the Tolfree Wellness Park walkway connected to the City's Riverwalk. She further noted that these were submitted during an Iron Belle Trail route meeting to try and get them approved in that route as well. She further noted that at that meeting there were some issues with the routes the State was currently looking at. Manager Grace asked for recommendations on what routes Council and the Planning Commission liked the best.

MOTION BY DAVID, SECOND BY HASTY, TO APPROVE THE MINUTES FROM THE REGULAR MEETING HELD TUESDAY, MAY 9, 2017.

Motion carried

Member David noted damage that was done to some of the side streets during the repaving project of M-30 due to the heavy loads of the asphalt trucks.

Chairman Jackson noted the large amounts of rainfall and questioned how the wastewater plant was handling the extra volume. Manager Grace noted that there were still some issues and that the City would be doing some smoke testing on the lines in July.

Member David noted the grass at the K of C Hall needed to be cut.

Member Hasty noted there was a large amount of limbs and debris by the bridge on N. Third St by the Fire Department.

Joe Clark addressed the Commission on their plans to help encourage more retail and businesses downtown and throughout the City. Member Saurer did note that they have talked about vacant stores downtown and ways to try and fill them.

Samantha Fabbri noted that the Downtown Merchants were going to get together to study ways to help the viability and stability of the downtown and the need for retail stores only in that area. Ms. Fabbri invited members of the Planning Commission to attend that meeting.

Member Saurer noted that they could look into grant opportunities. City Council Member Showalter noted that the MML does sponsor pop up businesses and that MEDC may have some grant programs.

Council Member Showalter noted that they did establish tax abatement districts in the industrial parks.

Manager Grace noted that by being part of the Redevelopment Ready Communities program, the City is eligible for grant funding to address zoning concerns.

Member Schaiberger noted that they need to get the community involved in the process.

Member Hasty noted the big stores like Walmart have hurt the downtown retailers.

Clara Clark noted the need for niche stores to strengthen downtown.

Member Saurer noted the great work the Fabulous Friday's group and others that have helped bring people downtown.

* * * * *

MOTION BY DAVID, SECOND BY SAURER, TO CLOSE THE MEETING AT 9:00 PM

Motion carried



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

7/4/2017

Honorable Mayor and Council,

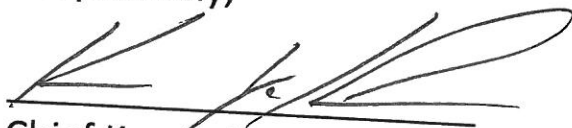
Happy 4th of July! This is the June month end report. For the month of June, officers handled 125 complaints. Several major investigations have stemmed from these complaints and I foresee numerous warrant arrests coming in July. Officers further made 8 arrests for the month of June, the majority being traffic violations.

I was able to obtain \$2,575.70 from the sale of forfeited property this month. Proceeds from forfeited property may only be used for Law Enforcement, and generally equipment. With the proceeds, I have ordered Level 4 ballistic vests for all officers in the department. A Level 4 vest is essentially for special circumstances as they are too heavy to wear for general patrol. A Level 4 vest is designed to stop rifle rounds. Every officer will have a vest available to them in their vehicle for incidents such as an active shooter or barricaded individuals. My primary reason being, active shooter, as we continue to update and progress in our safety plans for Surline. That being said, the school system is further in the process of implementing "boot locks" and shot locators in all district buildings. All of these items I have been proposing and pushing for since becoming Chief. I am extremely happy we continue making progress in making our schools safer. Hopefully

none of these items or upgrades are ever needed, but we continue to train, prepare, and attempt to prevent them.

I have further been fortunate enough to acquire funds for advanced first aid kits for the officers. Attached to their Level 4 vests, each officer will have a kit consisting of: tourniquets, Quick Clot, and various other life saving items. Not only is this essential for their safety, but upon securing a scene, they will be able to render more advanced aide to the injured.

Respectfully,

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

Chief Kenneth W. Walters

Offense Count Report

Report Criteria:

Start Offense	End Offense		
01000	99009		
JUNE 2017	TOTAL 2017	JUNE 2016	TOTAL 2016
06/01/2017-06/30/2017	01/01/2017-06/30/2017	06/01/2016-06/30/2016	01/01/2016-12/31/2016

Offense	Description	JUNE 2017	TOTAL 2017	JUNE 2016	TOTAL 2016
11001	SEXUAL PENETR'N PENIS/VAGINA CSC1	0	1	0	2
11003	SEXUAL PENETRATION ORAL/ANAL CSC1	0	0	0	1
11007	SEXUAL CONTACT FORCIBLE CSC2	0	1	0	0
11008	SEXUAL CONTACT FORCIBLE CSC4	1	3	0	2
12000	ROBBERY	0	1	0	0
13001	NONAGGRAVATED ASSAULT	1	9	1	13
13002	AGGRAVATED/FELONIOUS ASSAULT	0	0	0	3
13003	INTIMIDATION/STALKING	0	0	1	5
22001	BURGLARY - FORCED ENTRY	0	1	0	6
22003	BURGLARY - UNLAWFUL ENTRY(NO INTENT	2	2	0	3
23003	LARCENY - THEFT FROM BUILDING	0	0	0	10
23007	LARCENY - OTHER	1	5	0	3
24001	MOTOR VEHICLE THEFT	0	0	0	3
26001	FRAUD - FALSE PRETENSE/SWINDLE/CONF	0	0	0	5
26002	FRAUD - CREDIT CARD/ATM	0	0	1	2
26003	FRAUD - IMPERSONATION	0	0	0	1
26006	FRAUD - BAD CHECKS	0	0	0	2
27000	EMBEZZLEMENT	1	2	0	0
29000	DAMAGE TO PROPERTY	0	2	0	11
30002	RETAIL FRAUD - THEFT	1	8	2	12
35001	VIOLATION OF CONTROLLED SUBSTANCE	0	5	1	22
35002	NARCOTIC EQUIPMENT VIOLATIONS	0	0	0	1
36004	SEX OFFENSE - OTHER	0	0	0	3
37000	OBSCENITY	0	1	0	0
38001	FAMILY - ABUSE/NEGLECT NONVIOLENT	0	0	0	4
42000	DRUNKENNESS	0	2	0	5
48000	OBSTRUCTING POLICE	0	0	0	1
50000	OBSTRUCTING JUSTICE	5	39	8	67
52001	WEAPONS OFFENSE - CONCEALED	0	0	0	1
52003	WEAPONS OFFENSE - OTHER	0	0	1	2
53001	DISORDERLY CONDUCT	0	1	0	8
54001	HIT & RUN MOTOR VEHICLE ACCIDENT	1	6	2	13
54002	OUIL OR OUID	0	3	0	14
54003	DRIVING LAW VIOLATIONS	3	23	8	73
55000	HEALTH AND SAFETY	6	17	1	10
57001	TRESPASS	0	0	1	8
70000	JUVENILE RUNAWAY	0	0	1	9
70004	Juvenile Issues	0	1	0	1
73000	MISCELLANEOUS CRIMINAL OFFENSE	1	3	0	7
90001	Vehicle Lockouts	9	65	13	157
90002	Motorist Assists	0	9	3	32
90003	Assist E.M.S.	11	69	8	160
90005	City Ordinance Violations	4	9	3	40
90006	Prisoner Transports	0	1	0	0
90007	Parking Complaints	1	4	0	3
90008	ANIMAL COMPLAINTS	1	6	0	12

Offense Count Report

Report Criteria:

Start Offense	End Offense		
01000	99009		
JUNE 2017	TOTAL 2017	JUNE 2016	TOTAL 2016
06/01/2017-06/30/2017	01/01/2017-06/30/2017	06/01/2016-06/30/2016	01/01/2016-12/31/2016

Offense	Description	JUNE 2017	TOTAL 2017	JUNE 2016	TOTAL 2016
90009	Maplewood Manor Alarm / Criminal History Checks	0	0	0	2
91001	Delinquent Minors	3	6	0	4
91004	Abandoned Vehicle	0	2	0	5
92003	Walk Away (Ment. & Host.)	1	1	0	4
92004	Insanity	2	5	1	14
93001	PROPERTY DAMAGE ACCIDENT/PI	6	19	3	44
93002	Accident, Non-Traffic	1	4	2	20
93003	Civil Traffic Violations	0	0	0	1
93004	Parking Violations	0	0	2	4
93006	Traffic Policing	0	3	0	2
93007	Traffic Safety Public Relations	0	0	0	1
93008	Inspections/Investigations -Breathalyzer	0	1	0	1
94001	Valid Alarm Activations	0	2	0	1
94002	False Alarm Activations	7	23	4	63
95001	Accident, Fire	0	0	0	4
95003	Inspection, Fire	0	0	1	1
97001	Accident, Traffic	0	1	0	0
97003	Accident, Other Shooting	0	1	0	0
98000	Other Types Not Listed	0	0	0	3
98002	Inspections/Investigations -Motor Vehicles	0	0	0	1
98003	Inspections/Investigations -Property	2	7	0	8
98004	Inspections/Investigations -Other	0	1	0	3
98006	Civil Matters/Family Disputes	7	27	3	29
98007	Suspicious Situations/Subjects	14	83	15	215
98008	Lost/Found Property	1	7	0	14
98009	Inspections/Investigations -Drug Overdose	0	0	0	3
99001	Suicide	0	0	0	1
99002	Natural Death	1	3	1	4
99003	Missing Persons	0	2	0	3
99007	PR Activities	1	5	1	5
99008	General Assistance	25	120	31	321
99009	General Non-Criminal	5	15	4	24
Totals:		125	637	123	1542

Communications



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

Dear Franchise Official:

At Charter, we do our best to prepare in advance for emergencies, storms and other natural disasters that could negatively impact our business. We are experienced in mobilizing our workforce, assessing damage and restoring service to our customers as quickly as possible. We've learned that having reliable local contact information is invaluable to us in those situations. To that end, we continue to work proactively to obtain the proper information for local government officials, first responders and other critical personnel.

In the event of a local emergency, you may need to contact Charter Communications. *Our new Great Lakes Regional Operations Center (ROC) serves Michigan, Northern Ohio & Northern Indiana. The new regional operations center has a new emergency contact number, reflected below.* Please share the enclosed new contact information (see cards inserted) with your emergency operations coordinators and public safety officials. This is a toll-free call.

We ask that you also complete the enclosed contact form and return it to us to ensure we have the most up-to-date information for your community.

Please remember, the Charter Communications internal contact number is for emergencies only, and are directed to personnel who can dispatch technicians and crews 24/7.

We appreciate your cooperation and appreciate servicing your community. Should you have any questions, please contact me at (810) 652-1422 or via email at Karen.Coronado@Charter.com. Thank you.

Sincerely,

Karen Coronado

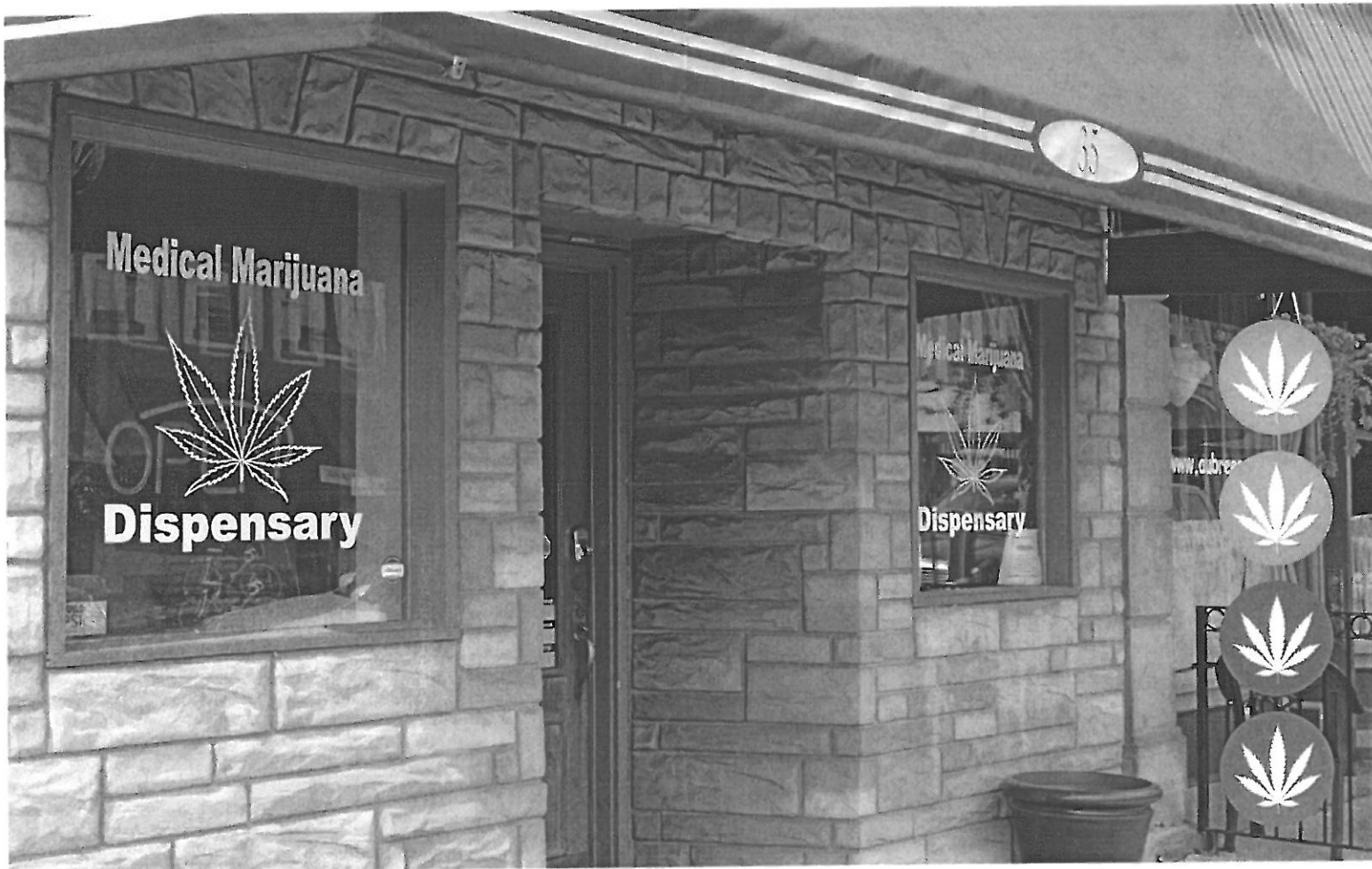
Karen Coronado
Manager, State Government Affairs, Michigan
Charter Communications

You Need to Know!

Medical Marihuana in Your Community



michigan municipal league



What does medical marihuana mean for your community?

Join the League for a discussion of your rights and what the new Medical Marihuana Facilities Licensing Act (PA 281 of 2016) may or may not create in your community.

The medical marihuana industry is aggressively looking for communities opting in to allow one or more of the five license types established under the new law. The State of Michigan will begin accepting license applications in December. Each session will include a primer on the law from an expert municipal attorney and an educational overview from industry representatives on what municipal officials could expect from allowing a facility in their community. League staff will also be available to answer questions. The session will be immediately followed by a networking reception.

August 1 – Sugar Bowl, Gaylord

August 15 – Camille's on the River, Mt Pleasant

September 26 – Ascension Brewing, Novi

October 3 – Arcadia Ales Brewery, Kalamazoo

To register, visit www.mml.org.

MML Members: FREE

Business Alliance Participants: \$20



IN REPLY REFER TO:
FWS/LBS

United States Department of the Interior

FISH AND WILDLIFE SERVICE

Ludington Biological Station
229 South Jebavy Drive
Ludington, Michigan 49431-2459

July 25, 2017

Mr. Jane Tennant
West Branch City Offices, City Hall
121 N. Fourth Street
West Branch, MI 48661

Dear Mr. Tennant:

The U.S. Fish and Wildlife Service is responsible for controlling sea lamprey populations in the Great Lakes. As a part of our persistent efforts to control this parasitic fish, we must periodically apply lampricides to streams that harbor sea lamprey larvae. Recently, staff from our office detected a larval population of lamprey in Ogemaw/Nelson/Martin that are at a stage where they must be destroyed. If this infestation is left unchecked, it will have a detrimental effect upon fish populations that inhabit the Great Lakes.

Cooperation with landowners is integral to ensuring that a safe and effective stream treatment is completed. Our records show that you are a land owner adjacent to the Ogemaw/Nelson/Martin system. We will be in the area to treat this stream from August 8, 2017 through August 17, 2017. Our treatment personnel may ask your permission to access your property in order for us to conduct our work.

I ask that you take a brief moment to respond to the postage paid card included with this letter. Your response, prior to our arrival in the area, will assist us in planning this work should we find it necessary to access your property. We appreciate your effort to help us achieve our mission of controlling sea lampreys in the Great Lakes region. Please contact me at (231) 843-7314 or (231) 690-3304 if you have any questions.

Sincerely,

Chris Eilers
Fish Biologist

Enclosures

Michigan Municipal League
Workers' Compensation Fund

OFFICIAL BALLOT - 2017

Vote for five Trustees by marking the line to the left of the name for four (4) year terms beginning October 1, 2017.

☒ Lois Allen-Richardson, Incumbent
Councilmember, City of Ypsilanti

☒ Maureen Donker, Incumbent
Mayor, City of Midland

☒ Deb Doyle, Incumbent
Mayor, City of Durand

☒ Scott Erickson, Incumbent
Manager, City of Ironwood

☒ John Shay, Incumbent
Manager, City of Ludington

Write-in Candidate

I hereby certify that:

City of West Branch
(Municipality/Agency)

by action of its governing body, has authorized its vote to be cast for the above persons to serve as Trustees of the Michigan Municipal League Workers' Compensation Fund.



Official Signature

Date: 7/7/17

Ballot deadline:
August 11, 2017

Mayor Reports

Council Reports

City Manager Reports

**Public
Comment
-Any
Topic**

Adjournment