

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD
VIRTUALLY AND IN THE COUNCIL CHAMBERS AT WEST BRANCH CITY HALL, 121
N. FOURTH ST. ON MONDAY, OCTOBER 5, 2020, BEGINNING AT 6:00 P.M.

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

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Scheduled matters from the floor
- V. Public Hearing
- VI. Additions to the agenda
- VII. Public Comment on Agenda Items Only (limited to 3 minutes)
- VIII. Bids
- IX. Unfinished Business
 - A. Street paving
- X. New Business
 - A. Bills
 - B. Accept resignation of City Manager
 - C. Traffic Control Order 20-02
 - D. Resolution 20-22, naming street administrator
 - E. Resolution 20-23, setting Halloween hours
 - F. Resolution 20-24, Budget Amendment

- G. Approval of Social Media Policy
- H. MML Liability and Property Pool Director election
- I. Sting Contribution Approval
- J. Approval for sale of saw
- XI. Approval of the minutes and summary from the meetings held September 21, 2020 as well as the minutes from the closed session portion of the September 21 meeting.
- XII. Consent Agenda
 - A. Treasurers report and investment summary
- XIII. Communications
- XIV. Reports and/or comments
 - A. Mayor
 - B. Council
 - C. Manager
- XV. Public comment any topic
- XVI. Closed Session to discuss matters subject to attorney client privilege
- XVII. Adjournment

UPCOMING MEETINGS-EVENTS

October 6 10:00-11:30 - MDOT road safety kickoff meeting
October 13 1:00-3:00 - MDOT road safety findings meeting
October 13 – Planning meeting 6:00 City Hall
October 19 – Council meeting 6:00 City Hall
October 31 – Halloween
November 2 – Council meeting 6:00 City Hall\
November 3 – General Election

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

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

Call to Order

Roll Call

**Pledge of
Allegiance**

Scheduled Matters from the Floor

Public Hearings

Additions to the Agenda

Public Comment -Agenda Items

Bids

Unfinished Business



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

Request for Bid/Proposals

The City of West Branch is seeking competitive bids/proposals for paving including:

- Remove and replace asphalt
 - o Pulverize existing asphalt.
 - o Place and grade pulverized material as needed to improve base.
 - o Dispose of any unused pulverized material to an approved recycle facility
 - o Fine grade and compact
 - o Pave asphalt two courses, 2" Leveling course +1 ½" wearing course total 3 ½"

For the following roads:

1. Lindsay St. from N. 7th St. to N. 4th.
2. S. Fourth St. from Wright St. to Ripley St.
3. Intersection of N. Fourth & Annie St

Manhole and valve box repairs will be done by DPW. Concrete curbs & gutter will remain as is.

Bids Due: September 9, 2020 at 4:30 pm

Sealed bids stating "Street Paving" on the envelope may be mailed, or delivered in person during regular business hours (Monday – Friday, 8am – 4:30pm) to West Branch City Hall, 121 N. 4th St., West Branch, MI 48661. Bids will be opened at 9:00 am on September 10 in the Council Chambers of West Branch City Hall, 121 N. 4th St., West Branch, MI 48661, and will be on the agenda of the West Branch City Council meeting scheduled for Monday, September 14th at 6 pm, which also takes place in the Council Chambers of West Branch City Hall.

Further details regarding the RFP can be obtained by contacting DPW Superintendent Mike Killackey 989-965-4982 or by contacting City Hall 989-345-0500 and asking for Clerk/Treasurer/Acting Manager John Dantzer.

Pricing for all bids submitted is deemed valid for a period of 90 days, unless indicated otherwise on the bid documents. City Council reserves the right to accept or reject any and all bids.

At 9:00 am on 9/10/20, Clerk/Treasurer/Acting Manager Dantzer and DPW Superintendent were on hand to open the road repaving bids.

Two bids were received:

1. Mid Michigan Asphalt
 - a. Lindsay from N. 7th to N. 4th - \$103,201
 - b. S. 4th from Wright St to Ripley St - \$43,222
 - c. Intersection at N. 4th & Annie St – \$15,051
2. Hodgins Asphalt
 - a. Lindsay from N. 7th to N. 4th - \$85,427
 - b. S. 4th from Wright St to Ripley St - \$31,800
 - c. Intersection at N. 4th & Annie St – \$

Hodgins Asphalt Paving Inc.

P.O. Box 720

West Branch, MI 48661

P-989-345-0326, F-989-345-0240

hodginsasphalt@yahoo.com

PROPOSAL

DATE	ESTIMATE NO.
9/8/2020	5898059

NAME / ADDRESS

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

www.hodginsasphalt.com**DESCRIPTION**

Bid #1 Lindsay St. From N. 7th St. To N. 4th St.

Approximately 37,012 sq. ft. of asphalt paving

01. Completely pulverize existing asphalt

02. Saw cut and remove radi and areas where pulverizer can not reach. Dispose of

03. Fine grade pulverized base to allow for 3.5" of new asphalt. Note: will have to remove excess material


04. Compact pulverized base with a 5 ton vibratory roller

05. Clean all curbs and contact joints and apply tack coat to all contact joints

06. Pave entire area @ a rate of 220#/sy (2") base course and 165#/sy (1.5") top course with 13A bituminous mix (3.5" total compacted depth)

** Allow for proper drainage

**Supply and place proper signage and traffic control

Authorized Signature: 

MDOT Prequalified #06585

Fully Insured/Bonded

Note: 2.75% fee applies to all payment made by credit card

Thank you for the invitation to bid!

TOTAL

\$85,427.00

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

SIGNATURE _____

HODGINS ASPHALT PAVING INC.

City of West Branch

121 N. Fourth St.

4th St.

Fix
Low spot

Lindsay St. From N. 7th to N.
Fourth

24' x 323

2 ←

5th

27' x 1093'

5th St.
into

Remove
Asphalt

7th St.

Hodgins Asphalt Paving Inc.

P.O. Box 720

West Branch, MI 48661

P-989-345-0326, F-989-345-0240

hodginsasphalt@yahoo.com

PROPOSAL

DATE	ESTIMATE NO.
9/25/2020	5898070

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

www.hodginsasphalt.com**DESCRIPTION**

Job Site: Intersection of Lindsay & 4th Street
Approximately 4263 sq. ft. of asphalt paving
01. Completely pulverize existing asphalt
02. Saw cut and remove radi and areas where pulverizer can not reach. Dispose of
03. Fine grade pulverized base to allow for 3.5" of new asphalt. Note: will have to remove excess material
04. Compact pulverized base with a 5 ton vibratory roller
05. Clean all curbs and contact joints and apply tack coat to all contact joints
06. Pave entire area @ a rate of 220~~0~~ sy (2") base course and 165~~0~~ sy (1.5") top course with 13A bituminous mix (3.5" total compacted depth)
**Allow for proper drainage
**Supply and place proper signage and traffic control

Authorized Signature: 

MDOE Prequalified #06585

Fully Insured/Bonded

Note: 2.75% fee applies to all payment made by credit card

Thank you for the invitation to bid!

TOTAL

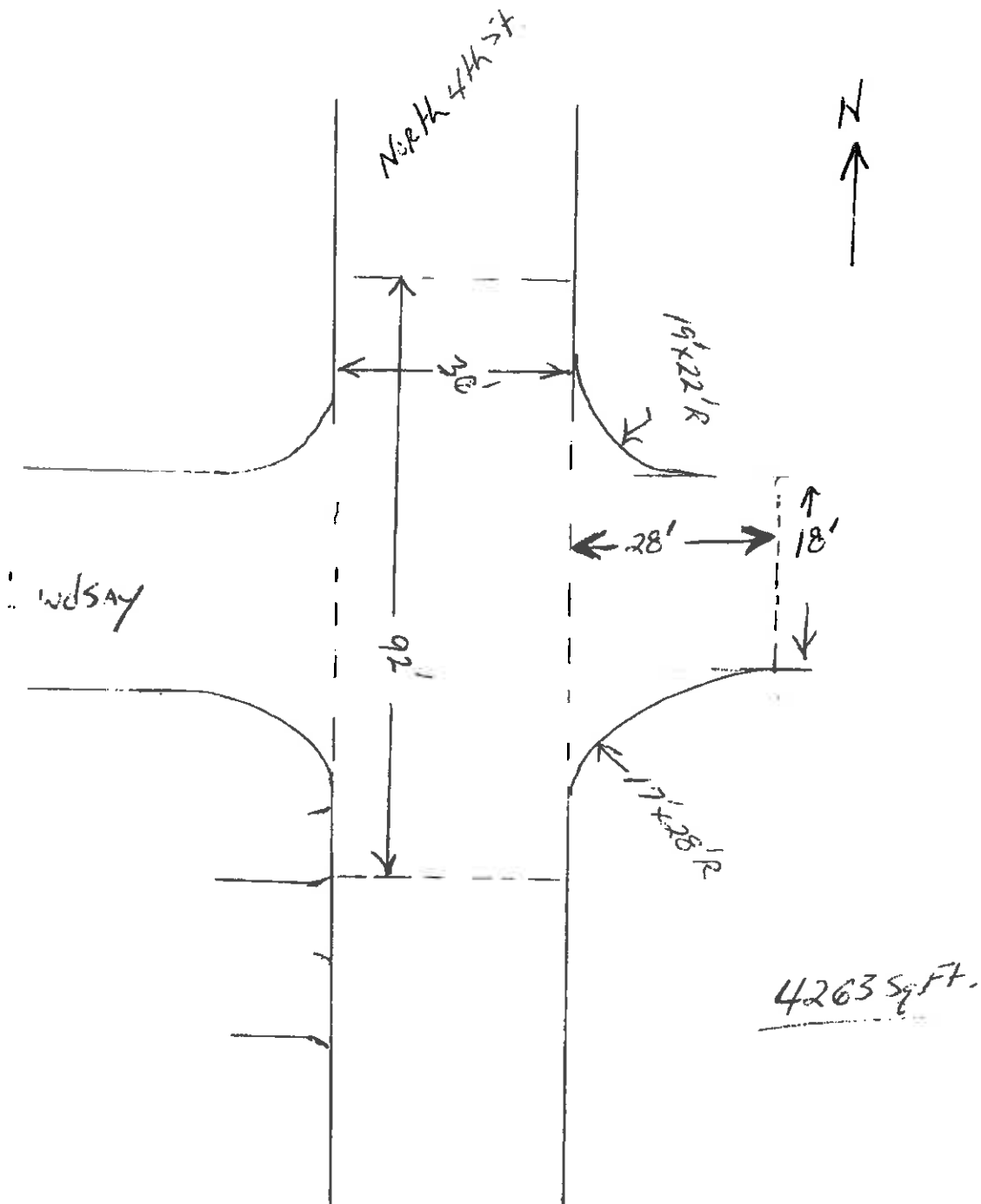
\$9,804.00

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

SIGNATURE _____

HODGINS ASPHALT PAVING INC.

City of West Branch
Lindsay + 4th St. Intersections



Hodgins Asphalt Paving Inc.

P.O. Box 720

West Branch, MI 48661

P-989-345-0326, F-989-345-0240

hodginsasphalt@yahoo.com

PROPOSAL

DATE	ESTIMATE NO.
9/8/2020	5898060

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

www.hodginsasphalt.com

DESCRIPTION	
<p>Bid #2 South 4th St. From Wright St. To Ripley St. (35' x 394')</p> <p>Approximately 13,790 sq. ft. of asphalt paving</p> <p>01. Completely pulverize existing asphalt</p> <p>02. Saw cut and remove radi and areas where pulverizer can not reach. Dispose of</p> <p>03. Fine grade pulverized base to allow for 3.5" of new asphalt. Note: will have to remove excess material</p> <p>04. Compact pulverized base with a 5 ton vibratory roller</p> <p>05. Clean all curbs and contact joints and apply tack coat to all contact joints</p> <p>06. Pave entire area @ a rate of 220#/sy (2") base course and 165#/sy (1.5") top course with 13A bituminous mix (3.5" total compacted depth)</p> <p>**Allow for proper drainage</p> <p>**Supply and place proper signage and traffic control</p> <p>Authorized Signature: <u>Don Hodgins</u></p> <p>MDO1 Prequalified #06585</p> <p>Fully Insured/Bonded</p> <p>Note: 2.75% fee applies to all payment made by credit card</p>	
Thank you for the invitation to bid!	TOTAL \$31,800.00

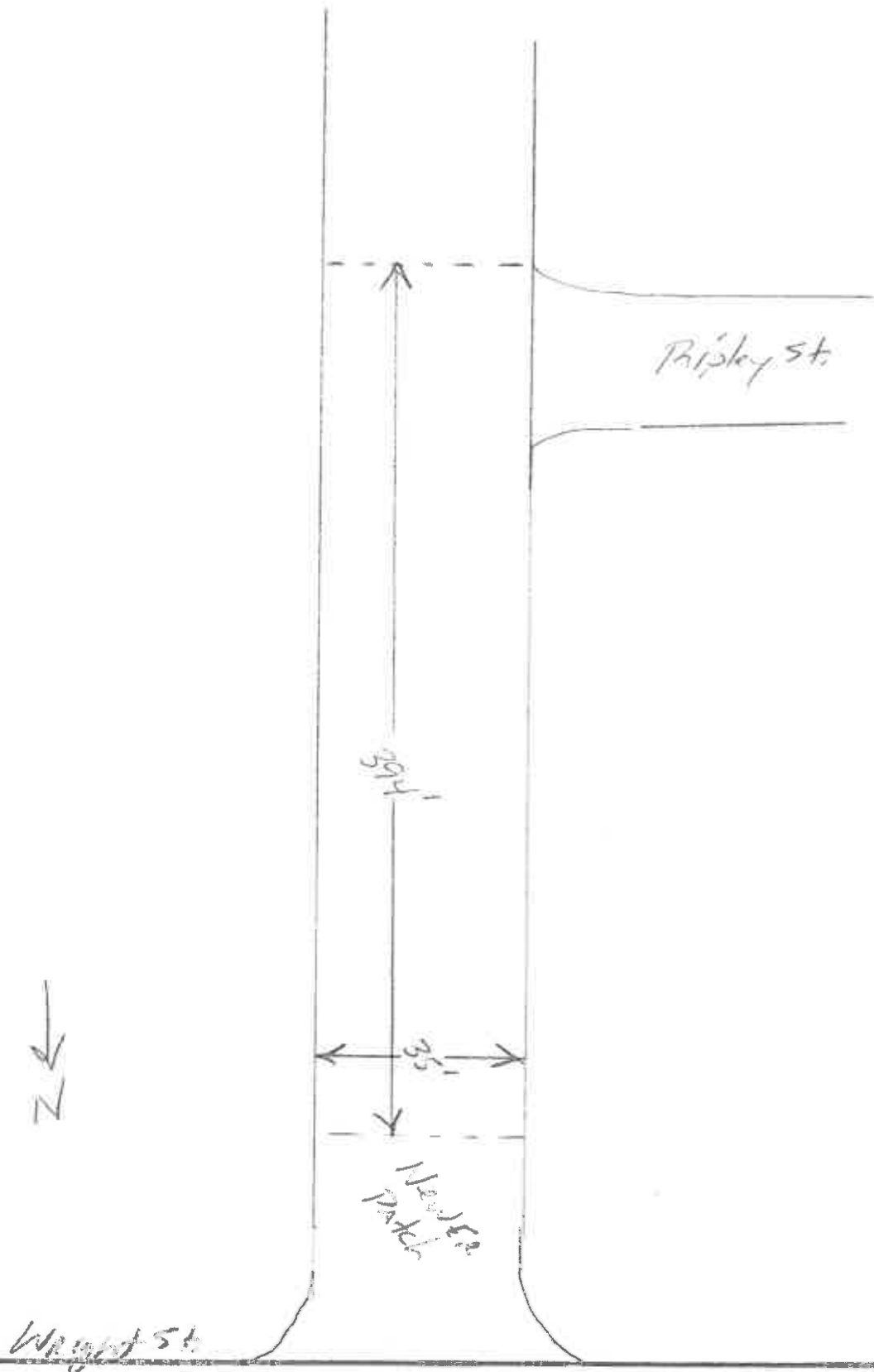
ACCEPTANCE OF PROPOSAL- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified.

SIGNATURE _____

HODGINS ASPHALT PAVING INC.

City of West Branch

S. Fourth St.



Hodgins Asphalt Paving Inc.

P.O. Box 720

West Branch, MI 48661

P-989-345-0326, F-989-345-0240

hodginsasphalt@yahoo.com

PROPOSAL

DATE	ESTIMATE NO.
9/8/2020	5898058

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

www.hodginsasphalt.com

DESCRIPTION

Bid #3 Intersection of N. Fourth & Annie Street
Approximately 1500 sq. ft. of asphalt paving
01. Saw cut and remove existing asphalt, dispose of
02. Prepare a proper base, supply and place stabilized gravel where needed
03. Fine grade and compact gravel base
04. Clean existing asphalt edges and apply tack coat to contact joints
05. Pave area at 2" base course and 1.5" top course with 13A bituminous mix

Authorized Signature: Don Hodgins

MDOT Prequalified #06585

Note: 2.75% fee applies to all payment made by credit card

Fully Insured Bonded

Thank you for the invitation to bid!

TOTAL

\$4,668.00

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

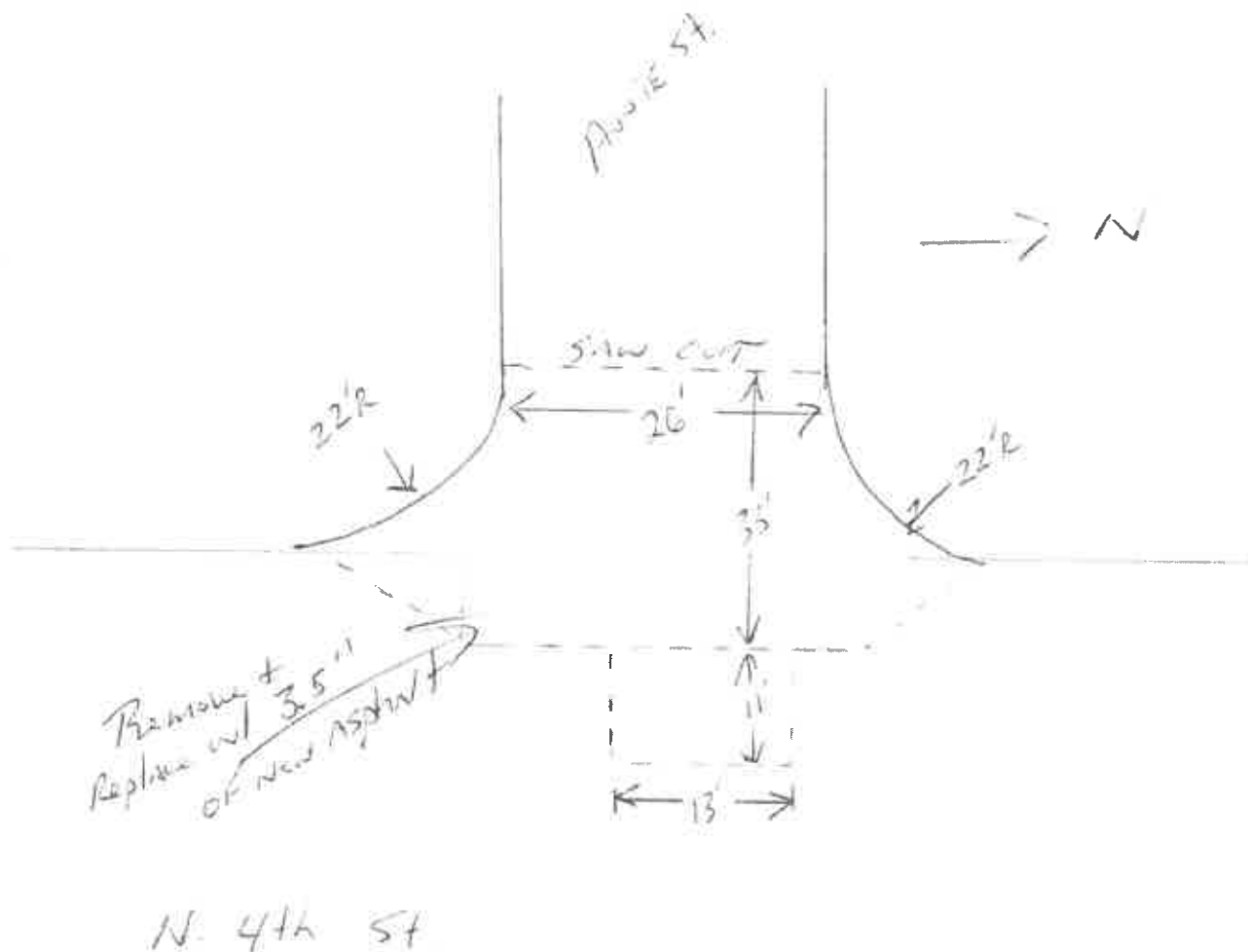
SIGNATURE _____

HODGINS ASPHALT PAVING INC.

City of West Branch

121 N. Fourth Street

Intersection of N. Fourth
+ Annie St.





Mid-Michigan Asphalt Paving

PO Box 849
West Branch, MI 48661

Office (989) 345-2437 Fax (989) 345-3374
MmaPaving@gmail.com



Name	City of West Branch	Date	9-4-2020
Address		Phone	
City		Cell	
Zip Code		Fax	
Job Name		Email	

We hereby submit specifications and estimate for:

Remove and Replace Lindsay St. from 7 th St. to 4 th St. Approx. 40,555 sq. ft.	Cost
1. Saw cut asphalt as per drawing.	
2. Pulverize existing asphalt surface.	
3. Use pulverized material to improve base.	
4. Remove unused pulverized material from site.	
5. Fine grade and compact.	
6. Pave asphalt in two courses, 2" leveling course + 1 ½" wearing course equaling 3 ½" thick.	\$103,201.00
Note: This proposal includes the intersection of Lindsay St. and 4 th St.	

TOTAL AMOUNT OF PROPOSAL:

\$103,201.00

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

Authorized Signature: Robert Winter Date: 9/9/20

Acceptance of Proposal-The above prices, specifications and conditions are satisfactory and are hereby accepted. Mid-Michigan Asphalt Paving is authorized to complete work as specified. Payment will be made as outlined above.

Signature of Purchaser _____ Date: _____

Printed Name of Purchaser _____ Date: _____



Printed Name of Purchaser _____ Date: _____



Printed Name of Purchaser _____ Date: _____

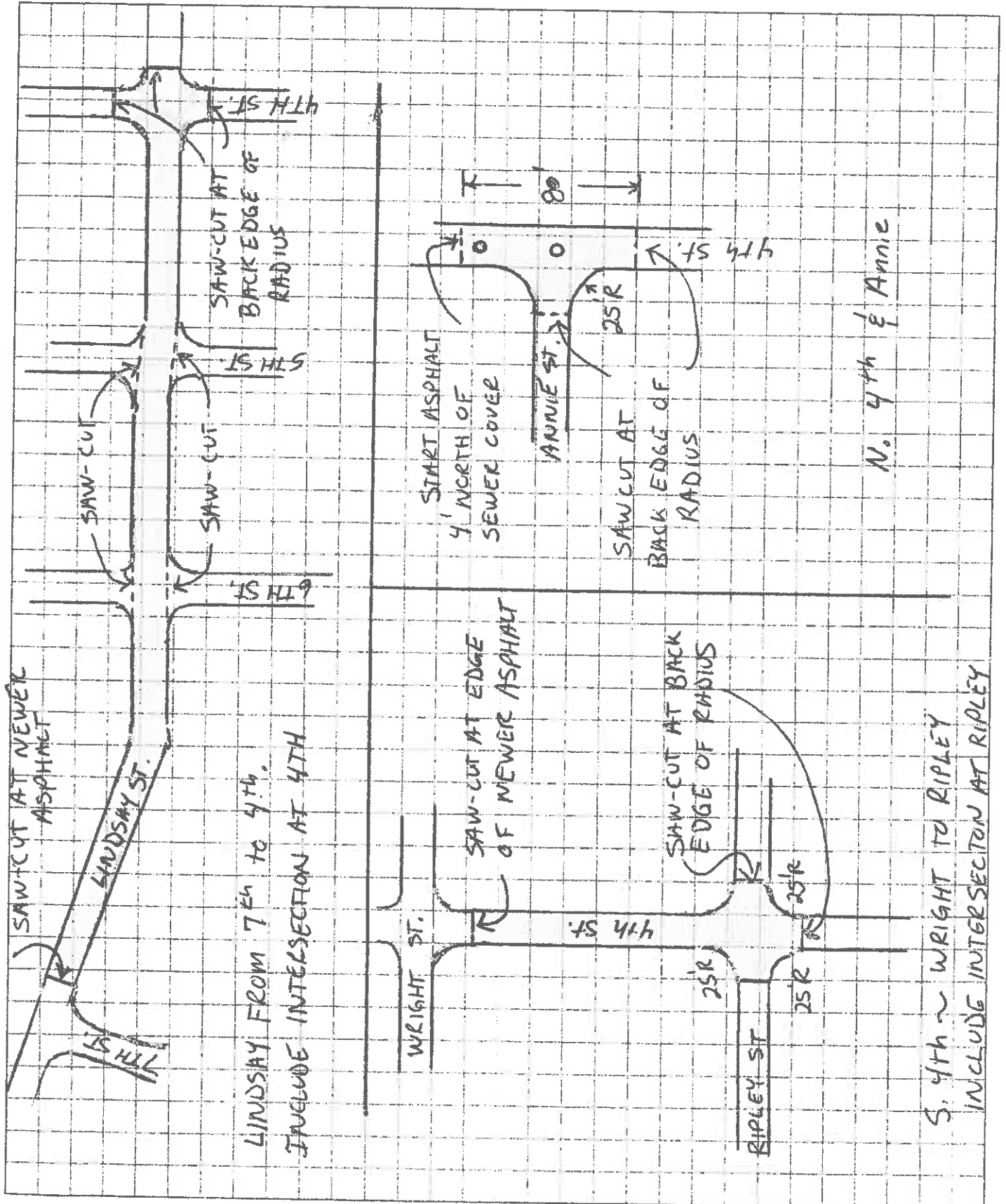
Mid-Michigan Asphalt Paving

P.O. Box 849
West Branch, MI 48661
(989) 345-2437
Fax (989) 345-3374



Asphalt / Trucking / Excavating / Gravel / Topsoil / Limestone

www.GetPavedMidMichigan.com
MmaPaving@gmail.com



ROAD BIDS

	Mid Michigan	Hodgins
Lindsay St from N. 7th-N. 4th	\$103,201.00	\$85,427.00
Additional for intersection	Included above	\$9,804.00
TOTAL	\$103,201.00	\$95,231.00
S. 4th from Wright to Ripley	\$43,222.00	\$31,800.00
Intersection N. 4th & Annie	\$15,051.00	\$4,668.00

09/29/2020 09:23 AM
User: JOHN
DB: Westbranch City

PERIOD ENDING 09/30/2020
& Fiscal Year Completed: 25.21

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDC
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2020 NORM (ABNORM)	MONTH 09/30/20 INCR (DECR)	BALANCE NORM (ABNORM)	

Fund 203 - LOCAL STREET FUND

Revenues

Dept 000.000	ACT 51 - STATE OF MICHIGAN	74,665.00	74,665.00	9,822.72	0.00	64,842.28	13.16
203-000.000-634.400	GRANT	0.00	0.00	0.00	0.00	0.00	0.00
203-000.000-664.400	INTEREST INCOME	800.00	800.00	81.22	0.00	718.78	10.15
203-000.000-680.400	TRANSFER FROM MAJOR STREET	49,250.00	49,250.00	7,305.59	0.00	41,944.41	14.83
203-000.000-695.400	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00

Total Dept 000.000

124,715.00

124,715.00

17,209.53

0.00

107,505.47

13.80

TOTAL REVENUES

124,715.00

124,715.00

17,209.53

0.00

107,505.47

13.80

Expenditures

Dept 000.000
203-000.000-716.700 BC/BS HEALTH INSURANCE PREMIUM

0.00

0.00

0.00

0.00

0.00

0.00

Total Dept 000.000

0.00

0.00

0.00

0.00

0.00

0.00

Dept 451.000 - CONSTRUCTION

203-451.000-703.700 SALARIES AND WAGES
203-451.000-710.700 OVERTIME
203-451.000-714.700 MANDATORY MEDICARE
203-451.000-715.700 SOCIAL SECURITY (EMPLOYER)
203-451.000-718.700 MERS RETIREMENT (EMPLOYER)
203-451.000-720.700 WORKERS COMPENSATION PREMIUM
203-451.000-724.700 UNEMPLOYMENT INS. BENEFIT
203-451.000-801.700 CONTRACTUAL SERVICES
203-451.000-941.700 EQUIPMENT RENTAL
203-451.000-956.700 EXPENSES

0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Dept 451.000 - CONSTRUCTION

0.00

0.00

0.00

0.00

0.00

0.00

Dept 463.000 - ROUTINE MAINTENANCE

203-463.000-703.700 SALARIES AND WAGES
203-463.000-710.700 OVERTIME
203-463.000-714.700 MANDATORY MEDICARE
203-463.000-715.700 SOCIAL SECURITY (EMPLOYER)
203-463.000-716.700 BC/BS HEALTH INSURANCE PREMIUM
203-463.000-718.700 MERS RETIREMENT (EMPLOYER)
203-463.000-720.700 WORKERS COMPENSATION PREMIUM
203-463.000-724.700 UNEMPLOYMENT INS. BENEFIT
203-463.000-727.700 OPERATING SUPPLIES
203-463.000-801.700 CONTRACTUAL SERVICES
203-463.000-941.700 EQUIPMENT RENTAL
203-463.000-956.700 EXPENSES

8,820.00	8,820.00	3,335.95	1,169.74	5,484.05	37.82
235.00	235.00	0.00	0.00	235.00	0.00
131.00	131.00	48.37	16.96	82.63	36.92
561.00	561.00	206.81	72.52	354.19	36.86
2,243.00	2,243.00	428.88	142.96	1,814.12	19.12
130.00	130.00	38.09	13.85	91.91	29.30
570.00	570.00	212.22	74.41	357.78	37.23
5.00	5.00	0.00	0.00	5.00	0.00
2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
6,300.00	6,300.00	2,640.63	2,525.00	3,659.37	41.91
12,700.00	12,700.00	5,098.23	1,314.94	7,601.77	40.14
740.00	740.00	0.00	0.00	740.00	0.00

Total Dept 463.000 - ROUTINE MAINTENANCE

34,935.00

34,935.00

12,009.18

5,330.38

22,925.82

34.38

Dept 474.000 - TRAFFIC SERVICE

203-474.000-703.700 SALARIES AND WAGES
203-474.000-714.700 MANDATORY MEDICARE
203-474.000-715.700 SOCIAL SECURITY (EMPLOYER)

434.00	434.00	0.00	0.00	434.00	0.00
6.00	6.00	0.00	0.00	6.00	0.00
27.00	27.00	0.00	0.00	27.00	0.00

GL NUMBER	DESCRIPTION	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 09/30/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDDT USED
Fund 203 - LOCAL STREET FUND							
Expenditures							
203-474.000-718.700	MERS RETIREMENT (EMPLOYER)	12.00	12.00	0.00	0.00	12.00	0.00
203-474.000-720.700	WORKERS COMPENSATION PREMIUM	10.00	10.00	0.00	0.00	10.00	0.00
203-474.000-724.700	UNEMPLOYMENT INS. BENEFIT	10.00	10.00	0.00	0.00	10.00	0.00
203-474.000-727.700	OPERATING SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00
203-474.000-941.700	EQUIPMENT RENTAL	250.00	250.00	0.00	0.00	250.00	0.00
Total Dept 474.000 - TRAFFIC SERVICE		799.00	799.00	0.00	0.00	799.00	0.00
Dept 478.000 - WINTER MAINTENANCE							
203-478.000-703.700	SALARIES AND WAGES	4,312.00	4,312.00	0.00	0.00	4,312.00	0.00
203-478.000-710.700	OVERTIME	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
203-478.000-714.700	MANDATORY MEDICARE	80.00	80.00	0.00	0.00	80.00	0.00
203-478.000-715.700	SOCIAL SECURITY (EMPLOYER)	342.00	342.00	0.00	0.00	342.00	0.00
203-478.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	2,070.00	2,070.00	143.01	47.67	1,926.99	6.91
203-478.000-718.700	MERS RETIREMENT (EMPLOYER)	40.00	40.00	0.00	0.00	40.00	0.00
203-478.000-720.700	WORKERS COMPENSATION PREMIUM	250.00	250.00	0.00	0.00	250.00	0.00
203-478.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00	0.00	0.00	5.00	0.00
203-478.000-727.700	OPERATING SUPPLIES	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
203-478.000-941.700	EQUIPMENT RENTAL	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
Total Dept 478.000 - WINTER MAINTENANCE		24,299.00	24,299.00	143.01	47.67	24,155.99	0.59
Dept 482.000 - ADMINISTRATION							
203-482.000-720.700	WORKERS COMPENSATION PREMIUM	0.00	0.00	0.00	0.00	0.00	0.00
203-482.000-727.700	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
203-482.000-762.700	ADMINISTRATION	4,400.00	4,400.00	1,100.01	366.67	3,299.99	25.00
203-482.000-818.700	INS. PREMIUM - LIABILITY	1,600.00	1,600.00	1,476.89	0.00	123.11	92.31
Total Dept 482.000 - ADMINISTRATION		6,000.00	6,000.00	2,576.90	366.67	3,423.10	42.95
TOTAL EXPENDITURES		66,033.00	66,033.00	14,729.09	5,744.72	51,303.91	22.31
Fund 203 - LOCAL STREET FUND:							
TOTAL REVENUES		124,715.00	124,715.00	17,209.53	0.00	107,505.47	13.80
TOTAL EXPENDITURES		66,033.00	66,033.00	14,729.09	5,744.72	51,303.91	22.31
NET OF REVENUES & EXPENDITURES		58,682.00	58,682.00	2,480.44	(5,744.72)	56,201.56	4.23
TOTAL REVENUES - ALL FUNDS							
TOTAL EXPENDITURES - ALL FUNDS		351,815.00	351,815.00	92,532.30	30,396.47	259,282.70	26.30
NET OF REVENUES & EXPENDITURES		278,435.00	278,435.00	36,531.23	8,736.22	241,903.77	13.12
		73,380.00	73,380.00	56,001.07	21,660.25	17,378.93	76.32

Fund 203 LOCAL STREET FUND

GL Number	Description	Balance
*** Assets ***		
203-000.000-001.000	CASH CHECKING - MERCANTILE BANK	314,831.42
203-000.000-001.001	PAYROLL CHECKING	(0.22)
203-000.000-001.004	CHECKING - MERCANTILE BANK	8,778.44
203-000.000-040.401	ACCTS. REC. STATE OF MICHIGAN	11,725.00
203-000.000-078.101	DUE FROM GENERAL FUND	11,802.40
203-000.000-078.704	DUE FROM PAYROLL	268.00
Total Assets		347,405.04
*** Liabilities ***		
203-000.000-202.000	ACCOUNTS PAYABLE	420.00
203-000.000-216.000	MERS RETIREMENT	0.10
203-000.000-235.000	BC/BS FAMILY CONTINUATION	441.25
Total Liabilities		861.35
*** Fund Balance ***		
203-000.000-390.000	CARRY OVER	389,418.46
Total Fund Balance		389,418.46
Beginning Fund Balance		389,418.46
Net of Revenues VS Expenditures		(42,874.77)
Fund Balance Adjustments		0.00
Ending Fund Balance		346,543.69
Total Liabilities And Fund Balance		347,405.04

New Business

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

BILLS	\$56,312.08
<i>BILLS AS OF 10/1/20</i>	\$56,312.08
<i>Additions to Bills as of</i>	\$0
<i>Paid but not approved</i>	\$175.00
TOTAL BILLS	\$56,487.08

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

Vendor Name	Amount	Description
ADVANCED CHEMICAL & SUPPLY INC	76.02	WWTP SUPPLIES
BADGER METER	686.19	CELLULAR SERVICE SEPTEMBER
BARTON'S MOBILE REPAIR & WELD	652.30	WWTP REPAIR #58 & 59
COMMERCIAL SITE FURNISHINGS	1,431.95	BENCH - REALTOR GRANT
CONSUMERS ENERGY	20.92	ELECTRIC
DLL FINANCIAL SERVICES INC	70.08	POLICE COPIER
DO ALL INC	1,138.67	RECYCLING
DTE ENERGY	216.62	GAS
J G M VALVE CORPORATION	2,337.98	WWTP PARTS
MEDLER ELECTRIC CO	215.94	STREET LIGHTS
MERS OF MICHIGAN	21,869.11	RETIREMENT SEPTEMBER
MICHIGAN PIPE & VALVE	495.00	STORM SUPPLIES
OGEMAW COUNTY EMERGENCY DISPATCH AU	75.00	POLICE WARRANT ENTRY
OGEMAW COUNTY HERALD ADLINER	29.45	ADS
OGEMAW TOWNSHIP CLERK	128.19	425 AGREEMENT MID-MI
ON DUTY GEAR LLC	169.91	POLICE UNIFORMS
PITNEY BOWES	104.97	MONTHLY FEES
SCHINDLER ELEVATOR CORPORATION	193.65	WWTP ELEVATOR QUARTERLY BILLING
VISA	1,526.20	VARIOUS CHARGES
WASTE MANAGEMENT INC	216.46	WWTP DUMPSTER
WB AREA CHAMBER OF COMMERCE	332.50	ANNUAL MEMBERSHIP
WEST BRANCH AUTOMOTIVE	24.97	VARIOUS PARTS
WEST BRANCH COMMUNITY AIRPORT	24,300.00	20 21 APPROPRIATION 1ST HALF
TOTAL	56,312.08	

Frank E. Goodroe

487 E. Houghton Ave.
West Branch, Michigan 48661
fgoodroe@aol.com
810-348-6396

September 27, 2020

Mayor Paul Frechette
City of West Branch
121 N. Fourth Street
West Branch, Michigan 48661

Re: Letter of Resignation, Immediate Affect

Dear Mayor Frechette:

With regret, I'm informing you that following a period of sick leave, which began in June, 2020, I have concluded that I do not have the stamina to resume my duties as City Manager at this time. While my sick leave status has continued, I've concluded that my resignation should have immediate effect.

My intent was always to complete my three-year employment agreement with this fine city, and for most of my short tenure, I very much enjoyed being an active part of the community leadership.

Thank you and the City Council for the opportunity to serve.

Sincerely,

Frank E. Goodroe
City Manager

C/C John Dantzer, City Clerk
Greg Meihn, City Attorney

TRAFFIC CONTROL ORDER

20-02

WHEREAS, State St. is a Major street under the jurisdiction of the City of West Branch; and

WHEREAS, under the authority granted in accordance with MCL Section 257.71 of the Motor Vehicle Code of the State of Michigan, the City of West Branch can alter the flow of traffic; and

WHEREAS, the City of West Branch has reviewed the recommendations of Police Chief and Public Works Director of conditions of the above-named road; and

NOW THEREFORE BE IT RESOLVED, that the City of West Branch hereby designates a no left turn order, into the Surline Elementary driveway near Thomas St., for eastbound traffic on State St.; Monday through Friday between the hours of 08:30 am to 09:30 am and 3:00pm to 4:00pm during the school year session.

BE IT FURTHER RESOLVED, that signage will be installed to give notice of the regulation herein established.

Resolution # 20-22

Whereas, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, “the responsibility for street improvements, maintenance, and traffic operations work, and the development , construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for all shall represent the municipality in transactions with the State Transportation Department pursuant to this act.”

Now, therefore, be it resolved the Honorable Body designate John Dantzer as the single Street Administrator for the City of West Branch in all transactions with the State Transportation Department as provided in Section 13 of the Act.

RESOLUTION #20-23

WHEREAS, October 31st is the nationally recognized holiday of Halloween and has traditionally been the time children celebrate trick or treating, and

WHEREAS, the City of West Branch has traditionally set the hours of trick or treating in town in order to help increase safety and control order, and

WHEREAS, the City has traditionally annually set trick or treating hours on October 31st from 6:00 pm to 8:00 pm, and

NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council does hereby set the official celebration of Halloween in the City of West Branch on October 31st from 6:00 pm to 8:00 pm for each and every year, and

FURTHER IT BE RESOLVED, that any changes to future Halloween celebrations shall be done by the passage of a resolution

RESOLUTION #20-24

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

WHEREAS, during the review it was determined that the revenues in Fund 101, General Fund; Fund 202, Major Fund; Fund 209 Cemetery Fund; Fund 661, Equipment Fund will exceed their budget, and Fund 209, Cemetery Fund will exceed its expenditures, and

WHEREAS, in Fund 101, the City did not receive their August Statutory revenue sharing, underestimated recycling donations, received CARES act grant funds, moved Veteran Banner Contributions, received funds for the reimbursement of the March Presidential Primary that was not budgeted for; in Fund 202, received MDOT AWA revenue; in Fund 209, underestimated lot sales and increased expenditures for the replacement of a damaged headstone, in Fund 616, underestimated local street equipment rental revenue, and

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

GL NUMBER	DESCRIPTION	BUDGET	AMENDED BUDGET
Fund 101 -			
Revenues			
Dept 000.000			
101-000.000-401.000	TAXES CONTROL (MANDATORY)	0.00	0.00
101-000.000-403.400	CURRENT PROPERTY TAX GEN.OP.	926,946.00	926,946.00
101-000.000-404.400	CURRENT PROPERTY TAX REFUSE	185,472.00	185,472.00
101-000.000-446.400	PENALTIES AND INTEREST CUR.TA	9,211.00	9,211.00
101-000.000-448.400	ADMINISTRATIVE FEES ON CUR.TA	27,604.00	27,604.00
101-000.000-477.400	CABLE TV FRANCHISE FEES	37,200.00	37,200.00
101-000.000-540.400	MDOT FEDERAL REVENUE	0.00	0.00
101-000.000-564.400	INDUSTRIAL PARK	2,000.00	2,000.00
101-000.000-574.400	SALES (STATUTORY)	26,544.00	21,550.00
101-000.000-575.400	REVENUE SHARING (CONSTITUTIONAL)	175,000.00	175,000.00
101-000.000-577.400	LIQUOR LICENSE	4,280.00	4,280.00
101-000.000-590.400	SEWER FUND ADMINISTRATION	60,000.00	60,000.00
101-000.000-590.401	SEWER COLLECTION ADMIN.	16,000.00	16,000.00
101-000.000-591.400	WATER FUND ADMINISTRATION	20,000.00	20,000.00
101-000.000-592.400	LOCAL STREET ADMIN. FEE	4,400.00	4,400.00
101-000.000-593.400	MAJOR STREET ADMIN. FEE	9,500.00	9,500.00
101-000.000-594.400	CEMETERY ADMIN. FEE	1,000.00	1,000.00

101-000.000-597.400	DDA ADMINISTRATIVE	2,400.00	2,400.00
101-000.000-634.400	GRANT	0.00	0.00
101-000.000-661.400	MOTOR VEHICLE FUND	12,000.00	12,000.00
101-000.000-664.400	INTEREST INCOME	6,000.00	6,000.00
101-000.000-672.400	VETERAN BANNER CONTRIBUTIONS	0.00	3,800.00
101-000.000-695.400	MISCELLANEOUS	15,000.00	15,000.00
101-000.000-695.405	REFUSE RECYCLING DONATIONS	2,500.00	7,500.00
Total Dept 000.000		1,543,057.00	1,541,863.00
Dept 262.000 - ELECTIONS			
101-262.000-634.400	GRANT	0.00	2,511.48
Total Dept 262.000 - ELECTIONS		0.00	2,511.48
Dept 301.000 - POLICE DEPARTMENT			
101-301.000-528.000	OTHER FEDERAL GRANTS	0.00	34,802.00
101-301.000-578.400	IN-SERVICE TRAINING	400.00	400.00
101-301.000-634.400	GRANT	10,000.00	10,000.00
101-301.000-654.400	TRAFFIC BUREAU	2,000.00	2,000.00
101-301.000-655.400	ACCIDENT REPORTS	350.00	350.00
101-301.000-656.400	DISTRICT COURT FINES	4,500.00	4,500.00
101-301.000-674.000	CONTRIBUTIONS AND DONATIONS	3,000.00	3,000.00
101-301.000-693.400	NSF FEES	0.00	0.00
101-301.000-695.400	MISCELLANEOUS	500.00	500.00
101-301.000-695.401	MISC. ED. & TRAINING 302	650.00	650.00
101-301.000-695.407	FORFEITURE FUNDS	400.00	400.00
Total Dept 301.000 - POLICE DEPARTMENT		21,800.00	56,602.00
TOTAL REVENUES		1,595,257.00	1,636,376.37
Fund 101 - GENERAL FUND:			
TOTAL REVENUES		1,595,257.00	1,636,376.37
TOTAL EXPENDITURES		1,629,529.00	1,629,529.00
NET OF REVENUES & EXPENDITURES		0.00	6,847.37
Fund 101 - GENERAL FUND			
Revenues			
Dept 000.000			
202-000.000-419.400	METRO ACT	8,900.00	8,900.00
202-000.000-503.400	MAP 21 FEDERAL REV	0.00	0.00
202-000.000-570.400	ACT 51 - STATE OF MICHIGAN	197,000.00	197,000.00
202-000.000-634.400	GRANT	0.00	0.00
202-000.000-664.400	INTEREST INCOME	1,200.00	1,200.00
202-000.000-677.400	TRUNKLINE MAINT. REIMBURSEMEN	20,000.00	20,000.00

202-000.000-695.400	MISCELLANEOUS	0.00	11,945.00
Total Dept 000.000		227,100.00	239,045.00
TOTAL REVENUES		227,100.00	239,045.00
Fund 202 - MAJOR FUND:			
TOTAL REVENUES		227,100.00	239,045.00
TOTAL EXPENDITURES		212,402.00	212,402.00
NET OF REVENUES & EXPENDITURES		0.00	26,643.00
Fund 209 - CEMETERY FUND			
Revenues			
Dept 000.000			
209-000.000-610.400	TRANS FROM ECON. ADVANCE. 204	17,750.00	17,750.00
209-000.000-628.400	FOUNDATIONS	1,500.00	1,500.00
209-000.000-629.400	GRAVE OPENINGS	6,500.00	6,500.00
209-000.000-642.400	SALES OF LOTS	2,400.00	4,120.00
209-000.000-664.400	INTEREST INCOME	3,090.00	3,090.00
209-000.000-671.400	CONTRIBUTIONS	0.00	0.00
209-000.000-695.400	MISCELLANEOUS	0.00	0.00
209-000.000-696.400	TRANSFER FROM CEM. P.C.	0.00	0.00
Total Dept 000.000		31,240.00	32,960.00
TOTAL REVENUES		31,240.00	32,960.00
Expenditures			
Dept 000.000			
209-000.000-703.700	SALARIES AND WAGES	13,000.00	13,000.00
209-000.000-710.700	OVERTIME	250.00	250.00
209-000.000-714.700	MANDATORY MEDICARE	192.00	192.00
209-000.000-715.700	SOCIAL SECURITY (EMPLOYER)	822.00	822.00
209-000.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	7,130.00	7,130.00
209-000.000-718.700	MERS RETIREMENT (EMPLOYER)	150.00	150.00
209-000.000-720.700	WORKERS COMPENSATION PREMIUM	390.00	390.00
209-000.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00
209-000.000-727.700	OPERATING SUPPLIES	476.00	476.00
209-000.000-782.700	ADMINISTRATION	1,000.00	1,000.00
209-000.000-801.700	CONTRACTUAL SERVICES	0.00	0.00
209-000.000-922.700	PUBLIC UTILITIES	300.00	300.00
209-000.000-941.700	EQUIPMENT RENTAL	7,500.00	7,500.00
209-000.000-956.700	EXPENSES	25.00	779.00

Total Dept 000.000		31,240.00	31,994.00
TOTAL EXPENDITURES		31,240.00	31,994.00
Fund 209 - CEMETERY FUND:			
TOTAL REVENUES		31,240.00	32,960.00
TOTAL EXPENDITURES		31,240.00	31,994.00
NET OF REVENUES & EXPENDITURES		0.00	966.00
Fund 661 - EQUIPMENT FUND			
Revenues			
Dept 000.000			
661-000.000-601.400	WATER FUND EQUIPMENT RENTAL	25,000.00	25,000.00
661-000.000-602.400	SEWER FUND EQUIPMENT RENTAL	10,000.00	10,000.00
661-000.000-602.402	SEWER COLLECITON EQUIP. RENT	11,500.00	11,500.00
661-000.000-603.400	LOCAL STREET EQUIPMENT RENTAL	0.00	20,950.00
661-000.000-604.400	MAJOR STREET EQUIPMENT RENTAL	25,910.00	25,910.00
661-000.000-607.400	CEMETERY EQUIPMENT RENTAL	7,500.00	7,500.00
661-000.000-608.400	INDUSTRIAL PARK EQUIP. RENTAL	2,300.00	2,300.00
661-000.000-609.400	TRUNKLINE EQUIPMENT RENTAL	23,015.00	23,015.00
661-000.000-613.400	DDA EQUIP. RENTAL	0.00	0.00
661-000.000-614.400	GENERAL FUND EQUIP. RENTAL	56,800.00	56,800.00
661-000.000-634.400	GRANT	0.00	0.00
661-000.000-664.400	INTEREST INCOME	600.00	600.00
661-000.000-673.000	SALE OF FIXED ASSETS	10,000.00	10,000.00
661-000.000-695.400	MISCELLANEOUS	15,000.00	15,000.00
Total Dept 000.000		187,625.00	208,575.00
TOTAL REVENUES		187,625.00	208,575.00
Fund 661 - EQUIPMENT FUND:			
TOTAL REVENUES		187,625.00	208,575.00
TOTAL EXPENDITURES		238,660.00	238,660.00
NET OF REVENUES & EXPENDITURES		(51,035.00)	(30,085.00)

CITY OF WEST BRANCH

SOCIAL MEDIA POLICY

PURPOSE AND SCOPE

The City of West Branch (“West Branch” or “the City”) encourages the use of social media sites to reach a broader audience in order to further the mission and goals of the City and the objectives of its departments, where appropriate. Social media sites include, but are not limited to: Facebook, Twitter, LinkedIn, Pinterest, Instagram, TikTok, and all other sites that are similar in content/and or character (“Social Media”).

This policy shall govern the use of social media sites by the City of West Branch employees when posting on behalf of the City. The City has an overriding interest and expectation in deciding what is spoken on behalf of the City and the City’s Social Media sites. This policy establishes guidelines for the establishment and use by the City of Social Media as a means of conveying information about West Branch information, programs, news, and activities to its citizens. Social Media is an effective manner of engaging and information citizens and the community at-large, increasing transparency, and/or encouraging citizen participation in the affairs of local government. However, Social Media must be used properly. Anyone who uses Social Media to post on behalf of West Branch must follow this policy.

APPROVAL REQUIRED FOR USE

The establishment and use by any City department of Social Media sites are subject to approval by the City Manager or his/her designee(s). Once Social Media is approved for use, the City’s Information Technology (“IT.”) Department will establish a Social Media account. Only approved Social Media sites may be used on behalf of the City. The IT. Department will retain password and log-in information for all West Branch-sponsored Social Media.

Employees must have approval from their Department Head or his/her designee to use Social Media on behalf of the City. Employees must follow the IT. Department’s standards for managing City-sponsored Social Media. To ensure West Branch has a consistent image on its Social Media, refer to IT. Department standards for the look and feel of City-sponsored Social Media. Employees, contractors, consultants, and vendors must report unauthorized uses of West Branch’s Social Media to their supervisor or other appropriate City personnel, as the case may be.

POLICY

The City’s website will remain the City’s primary and predominate internet presence. The best, most appropriate City uses of social media tools fall into two categories:

- As channels for disseminating time-sensitive information as quickly as possible, such as emergency information; and

- As channels for marketing and promotion, which increase West Branch's ability to broadcast its messages to the largest audience possible.

Whenever possible, content posted to West Branch Social Media will also be available on the City's website. Whenever possible, content posted to West Branch Social Media should contain links directing users back to the City's official website for in-depth information, forms, documents, or online services necessary to conduct business with the City.

FOIA AND SOCIAL MEDIA

West Branch's Social Media sites are subject to the Michigan Freedom of Information Act (FOIA). Any content maintained in a Social Media format that is related to City business, including a list of subscribers, posted communication, and communication submitted for posting, may be a public record subject to public disclosure, and therefore, subject to the City's Record Retention Policy. Whenever possible, West Branch Social Media sites shall clearly indicate that any articles and other content posted or submitted for posting may be subject to public disclosure. Users shall be notified that public disclosure requests must be directed to the relevant City Departmental FOIA Coordinator.

The City reserves the right to restrict or remove any content that is deemed in violation of this Social Media Policy or any applicable law. Any content removed based on these guidelines must be retained in accordance with the FOIA. Social Media content may be archived through the periodic, permissive removal of Social Media posts after such posts have been "live" for at least thirty (30) calendar days, provided that such posts are first copied and pasted to a digital file that is retained in accordance with a FOIA-compliant record retention schedule.

COMMENT POLICY

These guidelines must be displayed to users or made available by hyperlink. The City will approach the use of Social Media tools as consistently as possible, enterprise-wide.

As a public entity, the City must abide by certain standards to serve all its constituents in a civil and unbiased manner. The intended and primary purpose of West Branch Social Media is to disseminate information from the City, about the City, to its citizens, businesses, and other customers.

All City Social Media sites shall adhere to applicable federal, state and local laws, regulations and policies. Comments on topics or issues not within the jurisdictional purview of the City of West Branch may be removed. Comments containing any of the following inappropriate forms of content shall not be permitted on City Social Media sites and are subject to removal and/or restriction:

- Comments not related to the original topic, including random or unintelligible comments;
- Profane, obscene, violent, or pornographic content and/or language;

- Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, sexual orientation, national origin, or any other protected characteristic;
- Defamatory or personal attacks;
- Threats to any person or organization;
- Comments in support of or opposition to any political campaigns, referendums, or other ballot measures;
- Solicitation of commerce including, but not limited to, advertising of any business or product for sale;
- Conduct in violation of any federal, state or local law;
- Encouragement of illegal activity;
- Information that may tend to compromise the safety or security of the public or public systems;
- Content that violates a legal ownership interest, such as a copyright, of any party; or
- Topics and information which are exempt from disclosure as provided for under the Michigan Open Meetings Act and FOIA.

A comment posted by a member of the public on any City Social Media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the City of West Branch, nor do such comments necessarily reflect the opinions or policies of the City of West Branch.

The City reserves the right to deny access to City social media sites for any individual, who violates the City of West Branch Social Media Policy, at any time and without prior notice.

Departments shall monitor their Social Media sites for comments requesting responses from the City and for comments in violation of this policy.

When a City employee or authorized contractor, consultant, or vendor responds to a comment, in his/her official capacity as a City of West Branch representative, the individual's name and title should be made available, and the individual shall not share personal information about himself or herself, or other City employees, contractors, consultants, or vendors.

All comments posted to any City Facebook site are bound by Facebook's Terms of Service, located at <http://www.facebook.com/terms.php>, and the City reserves the right to report any violation of Facebook's Terms of Service to Facebook with the intent of Facebook taking appropriate and reasonable responsive action. This policy shall also apply to other City social media sites containing similar Terms of Service or Codes of Conduct.

PERSONAL SOCIAL MEDIA

Employees may list their City position in their personal social media accounts but are not authorized to speak or comment on behalf of the City. Employees are recommended to keep their privacy and security in mind when engaging in personal social media use. Even with good security measures, comments made may be forwarded to others and accessible for others to see for a long time.

VIOLATIONS

Employees found to have violated this policy may be subject to disciplinary action up to and including dismissal from employment pursuant to the City's disciplinary policies, and, if applicable, may be subject to prosecution under federal or state laws.

To: Members of the MML Liability & Property Pool
From: Michael J. Forster, Fund Administrator
Date: September 14, 2020
Subject: Pool Director Election

Dear Pool Member:

Enclosed is your ballot for this year's Board of Directors election. Two (2) incumbent Directors have agreed to seek re-election and two (2) appointees are seeking election to their first term. You also may write in one or more candidates if you wish.

A brief biographical sketch of the candidate is provided for your review.

I hope you will affirm the work of the Nominating Committee by returning your completed ballot in the enclosed return envelope, no later than November 5. You may also submit your ballot online by going to www.mml.org. Click on *Insurance*, then *Liability & Property Pool*; the link to the ballot form is in the yellow banner.

The MML Liability & Property Pool is owned and controlled by its members. Your comments and suggestions on how we can serve you better are very much appreciated. Thank you again for your membership in the Pool, and for participating in the election of your governing board.

Sincerely,



Michael J. Forster
Pool Administrator
mforster@mml.org



THE CANDIDATES

Three-year terms beginning January 1, 2021



George Bosanic, City Manager, City of Greenville

George has more than 25 years' experience as a municipal official. He is a past president of the Greenville Rotary, winner of the Community Spirit Collaboration Award and a founding board member of the Montcalm County Big Brothers/Big Sisters Organization. He is a member of the Michigan Local Government Management Association and International City Management Association. He also served as Trustee for the MML Workers' Compensation Fund program from 2006 – 2018. George is seeking election to his first term.



Melissa Johnson, Mayor, City of Chelsea

Melissa is the Mayor of the City of Chelsea and has more than six years' experience as a municipal official. Prior to becoming mayor, she served as a city council member and planning commissioner. Melissa is an attorney who has practiced in the areas of criminal and civil law. She is active in the Southeast Michigan Council of Governments as well as several other local and regional community and civic organizations. Melissa is seeking election to her first term.



Sue Osborn, Mayor, City of Fenton

Sue has more than twenty-nine years' experience as a municipal official, serving as the mayor in the City of Fenton for the last sixteen. She was appointed to Fenton's city council in 1985 and has been a continuous member since that time. Prior to her council service, she was a member of the Planning Commission from 1978-1985. Sue is a member of the Michigan Association of Mayors and is also active in several local and regional civic organizations. Sue is seeking re-election to her third term.



David Post, Village Manager, Village of Hillman

Dave has more than twenty-one years' experience as a municipal official, serving as the manager in the Village of Hillman. Dave is a past member of the Michigan Municipal League Board of Trustees and several MML committees. He is currently a member of the Northeast Michigan Council of Governments board, Hillman Community Radio board and the North Eastern Michigan Rehabilitation and Opportunity Center (NEMROC) board. Dave is also active in several local and regional civic organizations. Dave is seeking re-election to his third term.



STING

Strike Team Investigative Narcotics Group
496 E Houghton Ave
West Branch MI 48661
TX: 989.345.2304 FAX: 989.345.5666
www.stingnarcotics.com

September 24, 2020

To All County, City and Township Boards,

This letter is being mailed to you on behalf of the STING Executive Board regarding the funding for the Fiscal Year (2019-20). STING has been successful in obtaining Federal Byrne Grant money for continued support of the Team. The Byrne award remained the same as previous years of \$71,000.

In these unprecedented times, we are persistently working keep drugs out of your area. The Team has a total of six (6) sworn law enforcement members to the task force.

STING is respectfully asking for your contribution to provide continued support and commitment to keeping STING operational. This contribution funding assists in the operational needs of STING to be successful tackling the illegal drug sources in our communities while working cooperatively with our local law enforcement partners to provide the necessary investigative services/assistance bettering our communities.

If you would like any information, please email or call me. I thank you for your continued support and if you have any questions, please feel free to contact me at (989)345-2304.

William Veltman/MF

Acting Lt. William Veltman
STING Unit Commander
VeltmanW1@michigan.gov

STING Invoices

496 E Houghton Ave
West Branch, MI 48661

**INVOICE**

Invoice Number: 378
Invoice Date: Oct 1, 2019
Page: 1
Duplicate

Voice: 989.345.2304
Fax: 989.345.5666

Bill To:
City of West Branch 121 N 4th St West Branch, MI 48661

Bill To:
City of West Branch 121 N 4th St West Branch, MI 48661

Customer ID	Customer PO	Payment Terms	
West Branch C		Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			10/31/19

Quantity	Item	Description	Unit Price	Amount
2,139.00	FY 19/20	Narcotics Law Enforcement Svcs	1.40	2,994.60
Subtotal				2,994.60
Sales Tax				
Total Invoice Amount				2,994.60
Payment/Credit Applied				
TOTAL				2,994.60

Check/Credit Memo No:

Visit the new website for info and Quarterly Newsletters
www.stingnarcotics.com

10-1-2020

I would like to
purchase the Husqvarna
Chop Saw for
\$200.

Thank you
Lucas Tierney

Approval of Council Minutes & Summary

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIA VIDEO CONFERENCE
IN THE COUNCIL CHAMBERS OF THE WEST BRANCH CITY HALL, 121 N. FOURTH STREET ON MONDAY,
SEPTEMBER 21, 2020.

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

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

Absent: none

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

All stood for the Pledge of Allegiance.

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Bruce Reetz gave an update on Ogemaw County happenings.

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Acting Manager Dantzer presented two tree cutting bids. Alliance Tree Service at \$4,500 and Worthy
Tree Service at \$1,500.

**MOTION BY SHOWALTER, SECOND BY JACKSON, TO AWARD THE TREE CUTTING BID TO
WORTHY TREE SERVICE NOT TO EXCEED \$1,500.00.**

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

No – None Absent – None Motion carried

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Acting Manager Dantzer presented two street repaving bids and asked Council to postpone awarding
due to the bids not having matching square footage diagrams.

**MOTION BY FRECHETTE, SECOND BY BENNETT, TO POSTPONE THE STREET REPAVING BID IN
ORDER TO GATHER MORE INFORMATION ON THE BIDS.**

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

No – None Absent – None Motion carried

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MOTION BY BENNETT, SECOND BY POWLEY, TO PAY BILLS IN THE AMOUNT OF \$98,417.09.

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

No – None

Absent – None

Motion carried

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Discussion on the Chamber Christmas Parade Special Event Permit and the Halloween Pole Decorating Special Event Permit. Parade to be held December 12, 2020 from 7pm to 8pm. The Pole Decorating will be from October 18 through November 4.

MOTION BY ZIMMERMAN, SECOND BY BENNETT, TO APPROVE THE SPECIAL EVENT PERMITS FOR THE CHRISTMAS PARADE AND POLE DECORATING CONTEST.

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

No – None

Absent – None

Motion carried

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Acting Manager Dantzer presented the MERS Delegate Certificate form and stated that he and Michelle Frechette were nominated as the Employer and Employee Delegates for this year's MERS convention and meeting.

MOTION BY ZIMMERMAN, SECOND BY SHOWALTER, TO APPROVE THE MERS DELEGATE CERTIFICATION FORM FOR THE 2020 MERS CONVENTION AND BUSINESS MEETING.

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

No – None

Absent – None

Motion carried

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Acting Manager Dantzer discussed the Coronavirus Relief Local Government Grant Opening Certification for police department expenses related to Coronavirus and asked Council to allow him to proceed on behalf of the City.

MOTION BY JACKSON, SECOND BY PUGH, TO APPROVE THE CORONAVIRUS RELIEF LOCAL GOVERNMENT GRANT AND AUTHORIZE ACTING MANAGER DANTZER TO SIGN ALL DOCUMENTS FOR THE GRANT.

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

No – None

Absent – None

Motion carried

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Acting Manager Dantzer discussed the first half payment of the 20/21 Airport Budget Appropriation.

MOTION BY BENNETT, SECOND BY POWLEY, PAY THE FIRST HALF OF THE 20/21 AIRPORT BUDGET APPROPRIATION IN THE AMOUNT OF \$24,300.00.

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

No – None

Absent – None

Motion carried

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The Council discussed trick or treating in the City. It was noted that typically the times are downtown from 5pm to 6pm and City-wide from 6pm to 8pm. Acting Manager Dantzer noted he will check with the Merchants to see if they are okay with keeping the Downtown time and will bring a Resolution to Council at the next meeting.

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Council discussed the Faith Alive Trunk or Treat Special Event Permit and Traffic Control Order 20-01. It was noted that Faith Alive will be having a drive through event this year and requested making Hansen St a one-way street. Chief Walters noted that he was okay with what was presented.

MOTION BY ZIMMERMAN, SECOND BY SHOWALTER, TO APPROVE THE FAITH ALIVE TRUNK OR TREAT SPECIAL EVENT PERMIT AND TO APPROVE TRAFFIC CONTROL ORDER 20-01.

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

No – None

Absent – None

Motion carried

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Acting Manager Dantzer discussed the Title VI 2020 Plan.

MOTION BY SHOWALTER, SECOND BY JACKSON, TO NAME ACTING MANAGER DANTZER AS THE TITLE VI COORDINATOR AND TO ACCEPT THE TITLE VI 2020 PLAN.

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

No – None

Absent – None

Motion carried

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MOTION BY BENNETT, SECOND BY POWLEY, TO APPROVE THE MINUTES AND SUMMARY OF MINUTES FROM THE MEETINGS HELD AUGUST 31, 2020 AND SEPTEMBER 14, 2020; AS WELL AS THE CLOSED SESSION MINUTES FROM THE MEETING HELD SEPTEMBER 14, 2020.

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

No – None

Absent – None

Motion carried

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MOTION BY SHOWALTER, SECOND BY JACKSON, TO RECEIVE AND FILE THE TREASURERS REPORT, INVESTMENT SUMMARY, MINUTES FROM THE AIRPORT BOARD MEETING HELD AUGUST 19, 2020, MINUTES FROM THE WWTP AUTHORITY MEETINGS HELD JUNE 17 AND JUNE 23, 2020, THE AUGUST POLICE REPORT, AND AUGUST CODE ENFORCEMENT REPORT.

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

No – None

Absent – None

Motion carried

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Mayor Frechette noted that the Fairgrounds were open for an event and that they had a good turnout.

Member Jackson reported that the Airport has broken ground on the new hangers.

Member Showalter stated that there is a flag by Living Well or Cottage Designs that sticks straight out into the sidewalk. Chief Walters said that it was being looked into.

Acting Manager Dantzer discussed cellphone that were ordered by Manager Goodroe and the cost involved with them. After talking with Tom Spencer, City IT consultant, it is determined that there are enough safeguards in place with multiple user names and passwords on the different systems that the additional phones are not needed. It was the consensus of Council to have Acting Manger Dantzer proceed with cancelling the phones.

Acting Manager Dantzer passed out an updated housing plan. Council discussed the possibility of needing increased security around the well house. Superintendent Killackey stated that they are good now and that just an update to the SCADA system could be done.

Chief Walters stated that he has started the search for a replacement for Officer Steve Morris who is retiring in October.

Acting Manager Dantzer asked Commissioner Reetz if the new County budget included night shift coverage for the Sheriff Dept. Commissioner Reetz stated not yet but that there will be a millage on the November ballot.

Superintendent Killackey stated that they have the bucket truck and that it works well.

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

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

No – None

Absent – None

Motion carried

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

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

No – None

Absent – None

Motion carried

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MOTION BY JACKSON, SECOND BY POWLEY, TO ALLOW ATTORNEY MEIHN TO PROCEED AS DISCUSSED WITH COUNCIL IN CLOSED SESSION.

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

No – None

Absent – None

Motion carried

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Mayor Frechette adjourned the meeting at 7:03pm.

Paul Frechette, Mayor

Michelle Frechette, Deputy Clerk/Treasurer

SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIA VIDEO CONFERENCE ON MONDAY, SEPTEMBER 21, 2020.

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

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

Absent: none

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

Commissioner Reetz gave an update on Ogemaw County.

Council approved a tree cutting bid from Worthy Tree Service in the amount of \$1,500.00.

Council postponed the street repaving bid to gather more information on the bids.

Council approved bills in the amount of \$98,417.09.

Council approved the Chamber of Commerce Christmas Parade and Pole Decorating Special Event Permits.

Council approved the MERS Delegates for the 2020 Convention and Business Meeting.

Council approved the Coronavirus Relief Local Government Grant and authorized Acting Manager Dantzer to sign all documents for the grant.

Council approved the first half of the Airport budget appropriation of \$24,300.00.

Council discussed Halloween times. It was the consensus to allow trick or treating in town the same as previous years.

Council approved a Special Event Permit for Faith Alive Truck or Treat and also approved Traffic Control Order 20-01.

Council named Acting Manager Dantzer the Title VI coordinator and approved the 2020 Title VI plan.

Council approved the minutes and summary of minutes from the meetings held August 31, 2020 and September 14, 2020 as well as the closed session minutes from the meeting held September 14, 2020.

Council received and filed the treasurer's report, investment summary, Airport Board minutes from the meeting held August 19, 2020, minutes from the WWTP Authority held June 17 and June 23, 2020, the August Police report and the August Code Enforcement report.

Mayor Frechette and Members Jackson, Showalter, Acting Manager Dantzer, Chief Walters and Superintendent Killackey gave reports.

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

Council returned to open session.

Council allowed Attorney Meihn to proceed as discussed in closed session.

Mayor Frechette adjourned the meeting at 7:03pm.

Consent Agenda

User: MICHELLE

FROM 09/01/2020 TO 09/30/2020

West Branch City

Bank Code		Beginning Balance 09/01/2020	Total Debits	Total Credits	Ending Balance 09/30/2020
Fund	Description				
GEN1	GEN1 - GENERAL CHECKING				
101		708,561.94	662,976.42	190,528.43	1,181,009.93
150	CEMETERY PERPETUAL CARE	31,276.90	3,016.50	3,120.00	31,173.40
209	CEMETERY FUND	1,614.16	4,561.99	7,414.29	(1,238.14)
243	BROWNFIELD REDEVELOPMENT AUTHORITY FU	1,000.00	0.00	0.00	1,000.00
248	DDA OPERATING FUND	164,110.56	5,511.76	200.00	169,422.32
251	INDUSTRIAL PARK FUND	13,939.80	0.00	757.18	13,182.62
276	HOUSING RESOURCE FUND	232,842.54	956.21	0.00	233,798.75
318	SEWER DEBT FUND	123,492.42	25,271.30	571.64	148,192.08
319	WATER DEBT FUND	43,997.57	7,570.19	311.69	51,256.07
571	COLLECTION REPLACEMENT FUND	131.37	0.00	0.00	131.37
572	PLANT REPLACEMENT FUND (R&I)	11.30	0.00	0.00	11.30
590	SEWER FUND	219,295.99	54,878.11	54,913.06	219,261.04
591	WATER FUND	473,121.89	62,451.10	32,400.42	503,172.57
592	WATER REPLACEMENT FUND	434,164.82	0.00	0.00	434,164.82
593	SEWER COLLECTION	157,083.93	6,885.17	5,266.04	158,703.06
561	EQUIPMENT FUND	132,803.07	10,962.82	56,385.57	87,380.32
704	PAYROLL CLEARING	24,849.90	77,677.75	77,677.75	24,849.90
705	IRONS PARK ENTERTAINMENT FUND	2,951.35	2,000.00	0.00	4,951.35
707	YOUTH SAFETY PROGRAM	15.00	0.00	0.00	15.00
	GEN1 - GENERAL CHECKING	2,765,264.51	924,719.32	429,546.07	3,260,437.76
M/LST	MAJOR/ LOCAL STREETS				
202	MAJOR STREET FUND	508,002.05	30,396.47	2,476.04	535,922.48
203	LOCAL STREET FUND	323,612.58	0.00	5,574.95	318,037.63
	MAJOR/ LOCAL STREETS	831,614.63	30,396.47	8,050.99	853,960.11
PAY	PAYROLL				
704	PAYROLL CLEARING	13,505.02	77,677.75	76,163.53	15,019.24
	PAYROLL	13,505.02	77,677.75	76,163.53	15,019.24
CHEM	SAVINGS				
101		459,509.28	0.00	0.00	459,509.28
150	CEMETERY PERPETUAL CARE	1,679.59	0.00	0.00	1,679.59
251	INDUSTRIAL PARK FUND	244.28	0.00	0.00	244.28
571	COLLECTION REPLACEMENT FUND	0.86	0.00	0.00	0.86
591	WATER FUND	26,404.32	0.00	0.00	26,404.32
592	WATER REPLACEMENT FUND	19,788.99	0.00	0.00	19,788.99
593	SEWER COLLECTION	3,181.55	0.00	0.00	3,181.55
561	EQUIPMENT FUND	103,481.75	0.00	0.00	103,481.75
	SAVINGS	614,290.62	0.00	0.00	614,290.62
TAX	TAXES				
701	TAX AGENCY	1,146,844.51	110,630.15	1,209,562.92	47,911.74
	TAXES	1,146,844.51	110,630.15	1,209,562.92	47,911.74
	TOTAL - ALL FUNDS	5,371,519.29	1,143,423.69	1,723,323.51	4,791,619.47

FUND: ALL FUNDS
INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 09/01/2020	Total Debits	Total Credits	Ending Balance 09/30/2020
Fund 101					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	150,000.00	0.00	0.00	150,000.00
		250,000.00	0.00	0.00	250,000.00
Fund 150 CEMETERY PERPETUAL CARE					
004.300	CERTIFICATE OF DEPOSIT C	114,701.74	0.00	0.00	114,701.74
004.400	CERTIFICATE OF DEPOSIT D	115,271.06	0.00	0.00	115,271.06
	CEMETERY PERPETUAL CARE	229,972.80	0.00	0.00	229,972.80
Fund 251 INDUSTRIAL PARK FUND					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	25,000.00	0.00	0.00	25,000.00
	INDUSTRIAL PARK FUND	125,000.00	0.00	0.00	125,000.00
Fund 661 EQUIPMENT FUND					
004.300	CERTIFICATE OF DEPOSIT A	150,000.00	0.00	0.00	150,000.00
004.400	CERTIFICATE OF DEPOSIT B	100,000.00	0.00	0.00	100,000.00
	EQUIPMENT FUND	250,000.00	0.00	0.00	250,000.00
	TOTAL - ALL FUNDS	854,972.80	0.00	0.00	854,972.80

Communications

Reports

Mayor

Council

City Manager

Public Comment -Any Topic

Adjournment