## - AGENDA -

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD AT THE WEST BRANCH CITY HALL, 121 N. FOURTH ST., ON MONDAY, FEBRUARY 5, 2018 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 employees during meetings are those of the individuals speaking and do not represent the views or opinions of the City Council or the City as a whole.}
[NOTICE: Audio and/or video may be recorded at public meetings of the West Branch City Council.]

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Public Hearings
- V. Additions to the agenda
- VI. Public Comment on Agenda Items Only (limited to 3 minutes)
- VII. Scheduled Matters from the Floor
  - A. County Commissioner Bruce Reetz County Update
  - B. DDA Chairman Jason Stroebel DDA Update

## VIII. Bids

- A. Water Meter Replacement
- B. Cross Connection Inspection
- C. Audit
- IX. Unfinished Business
- X. New Business
  - A. Bills payable
  - B. Water Bill Insert Tolfree Wellness Park 5K walk/run

- C. Appointment of Council Member Weiler as WWTPA alternate
- XI. Approval of minutes and summary from the Regular Meeting held January 22, 2018
- XII. Consent Agenda (These items are considered routine and can be enacted in one motion)
  - A. Treasurer's report and Investment Summary
  - B. Administrate Budget Amendment 9745
  - C. Planning Commission minutes from the meeting held January 9, 2018
  - D. Waste Water Treatment Plant Authority minutes from the meeting held October 17, 2017
  - E. Airport Board minutes from the meeting held December 20, 2017
  - F. Zoning Board of Appeals minutes from the meeting held November 9, 2017
  - G. EMS Board minutes from the meeting held December 21, 2017

## XIII. Communications

- A. 2017 Michigan Aviation System Plan and Layout Plan Update
- B. Governor Policy Announcements
- C. Governor Plan to Rebuild Michigan' Water Infrastructure
- D. National League of Cities
- E. Surline Elementary 2<sup>nd</sup> Annual Kids Wellness and Science Fair

## XIV. Reports and/or comments

- A. Mayor
- B. Council Members
- C. City Manager
- XV. Public Comment on any item (limited to 3 minutes)
- XVI. Adjournment

# Call to Order

Roll Call

Pledge of Allegiance

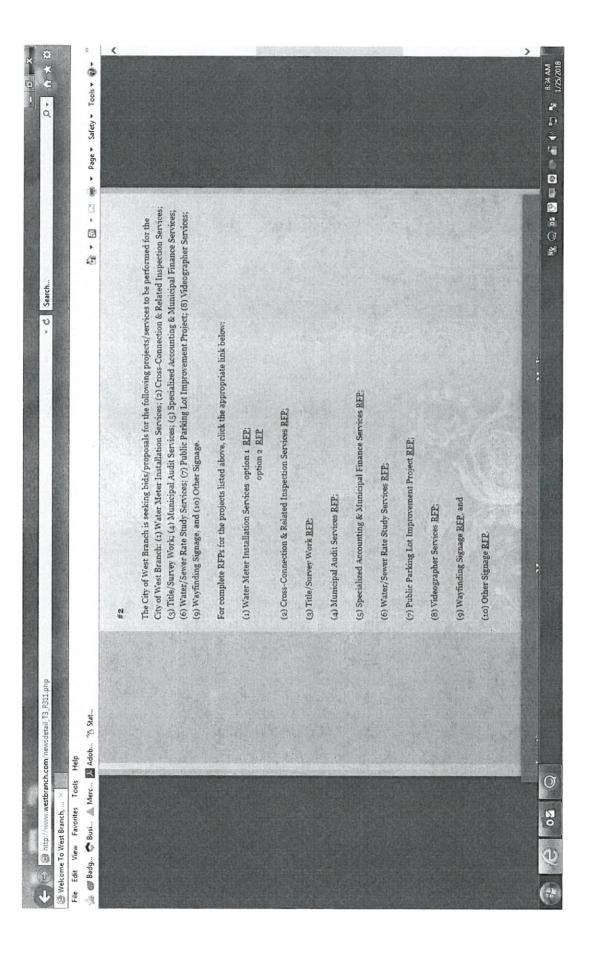
# Public Hearings

# Additions to the Agenda

# Public Comment -Agenda Items

# Scheduled Matters from the Floor

# Bids



# Water meter installation bid tabulation

Bids were opened at noon on 1/31/18 at City Hall for the water meter installation services RFP In attendance were Clerk/Treasurer John Dantzer, Deputy Clerk/Treasurer Michelle Frechette, Ryan Eichbrecht from SLC Meters, and Steven Berra from Ferguson Waterworks.

Cellular read system with complete meter replacment including installation Tower read system with complete meter replacment including installation Tower read system with partial meter replacment including installation Drive by read system with complete meter replacement including installation Drive by read system with partial meter replacement including installation	 \$547,183.00 \$453,769.00 \$40,830.00	\$400,156.92 \$466,082.16
	, -,-50.00	

DPW SUPERINTENDENT MIKE KILLACKEY AND I DID LOOK BRIEFLY AT THE BIDS. DUE TO HEATHER BEING AWAY AT A CONFERNCE SINCE THE BIDS WERE OPENED, MIKE AND I WOULD BOTH RECOMMEND POSTPONING THIS DECISION UNTIL THE NEXT MEETING SO WE CAN GO OVER THEM MORE IN DEPTH AND TALK WITH HEATHER ON THE SUBJECT.

THANK YOU, JOHN DANTZER, CITY CLERK/TREASURER

# CROSS CONNECTION AND RELATED INSPECTION SERVICES RFP CITY OF WEST BRANCH

The City of West Branch is seeking bids/proposals from qualified vendors for "Cross Connection and Related Inspection Services" to be performed for the City of West Branch, as according to all specifications listed in this RFP.

The **DEADLINE** for submission for this RFP is:

# Wednesday, January 31st, 2018 at NOON.

Bids must be submitted in the following manner:

In a sealed envelope, with the words "Cross Connection Inspection Bid" written across the seal of the envelope, to be delivered either in person (during regular business hours of M—F, 8:00 a.m. -4:30 p.m.) or via mail to "West Branch City Hall, ATTN: Clerk John Dantzer, 121 N.  $4^{th}$  St., West Branch, MI 48661".

A public bid opening will be held immediately after the close of bidding in the Council Chambers of West Branch City Hall, 121 N. 4<sup>th</sup> St., West Branch, MI 48661 at noon on 01/31/2018.

Once opened and recorded by the City Clerk, bids will be presented to the West Branch City Council during their next regularly scheduled Council Meeting, currently scheduled for Monday, February 5<sup>th</sup>, 2018 at 6:00 p.m., to be held in the Council Chambers of West Branch City Hall, 121 N. 4<sup>th</sup> St., West Branch, MI 48661.

Successful bidders shall submit a draft contract for City approval immediately following notification of being awarded a bid, with the terms of said contract to comply with all specifications listed in this RFP. Successful bidders shall also be required to contact the City of West Branch Deputy Clerk/Treasurer Michelle Frechette at (989) 345-0500 or deputyclerktreasurer@westbranch.com to ensure that any additional paperwork required of City vendors/contractors is provided to the City in a timely manner.

Services performed pursuant to any contracts awarded under RFP shall be conducted in accordance with generally accepted industry standards and must also be done in accordance with all applicable federal, state, and local laws and regulations.

The timing of any inspections performed pursuant to this RFP must correspond with the water meter installation schedule of whichever vendor shall be awarded a contract to furnish install water meters for the City of West Branch, which will occur on a timeframe to be chosen by the water meter vendor, so long as work is completed by May 15, 2018. It shall be the responsibility of those bidding on this RFP to ensure that they can work with the vendor awarded the water meter installation contract to perform the inspections contemplated under this RFP, as the goal is to have it so that the inspections contemplated under this RFP are performed nearly simultaneously with the water meter installations (all performed during the same "visit" to each property at the same date and time) so that interruptions to property owners are kept at a minimum. It is desired, but not required, that the vendor awarded a contract under this RFP be the same vendor awarded the water meter installation services contract. However, if that is not the case, vendors bidding under this contract take on full

responsibility of making arrangements with the vendor awarded the water meter installation contract to ensure

The City of West Branch operates on a July 1 – June 30 fiscal year, and thus, all work must be performed before May 15, 2018, and all related billing invoices must be submitted to the City before May 15, 2018.

The City of West Branch will evaluate proposals on both a quantitative and qualitative basis.

In addition to completing the "Bid Sheet" included in this RFP, please also submit the following information:

- Detail your firm's experience in providing similar inspection services to Governmental and quasi-
- Please submit letters of reference from former clients, if available (or, if letters of reference are not available, please instead submit contact information of other clients who were provided services similar
- Identify the owner/manager and in-charge inspector who will be assigned to our job if you are successful in your bid, and provide biographies. Indicate any complaints against them that have been leveled by state, federal, or other regulatory authorities, if any. You are also invited to include a maximum of three pages of additional information not included above if you feel it may be useful and applicable to this

The type of inspections requested to be performed pursuant to this RFP are as follows:

At minimum, all inspections required by the Michigan Department of Environmental Quality (MDEQ) to ensure compliance with cross-connection inspection requirements of the Safe Water Drinking Act, as well as to ensure compliance with the City of West Branch Cross Connection Control Program [which is

In addition to the minimum inspections requested above, bidders may, but are not required, to also bid on providing the following inspections in addition to the required inspections listed above:

- Inspections to identify to homeowners the existence of lead pipes, fittings, etc. that would be
- Inspections to identify to homeowners the existence of other water or sewer related issues of concern the may be identified (bidder shall list what types of issues of concern they would inspect for).

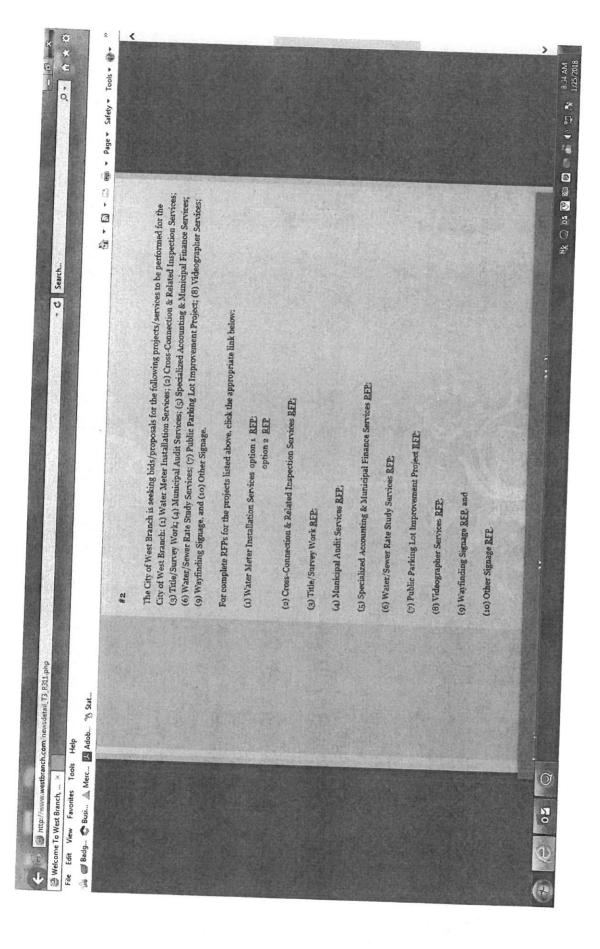
It shall also be the responsibility of the vendor to develop forms and other documents and reports as needed to perform and complete inspections, and all reporting requirements related to cross connection inspection requirements related to the inspections performed pursuant to this RFP shall also be the responsibility of the vendor. Vendor shall also indicate in writing whether the presence of City employees is anticipated to be needed during inspections, and if so, vendor shall also provide estimates regarding approximately how many employees will be needed, and how many total employee hours would be anticipated to be needed for such assistance. Bidders also will enter into a contract to indemnify the City and hold the City harmless for any claims that may arise out of the provision of services pursuant to this RFP.

Questions regarding this RFP may be directed to City Manager Heather Grace at (989) 345-0500, or via email at citymanager@westbranch.com. Questions may also be directed to Clerk/Treasurer John Dantzer at (989) 345-0500 or clerktreasurer@westbranch.com. The City of West Branch reserves the right to accept or reject any or all bids, to waive irregularities in bidding, and to accept bids which do not conform in every respect to bidding requirements. Price quotes and other information presented in all bids received by the City of West Branch are deemed valid for a period of 180 days, unless clearly indicated otherwise in the bid document.

## **BID SHEET**

Interested parties may bid on one, some, or all of the delineated service options listed below (depending on which service options they are interested in potentially providing to the City of West Branch). Parties are not required to bid on each of the service options listed below in order for their bid to be considered. In addition, though a party may bid on more than one service option listed below, the City of West Branch reserves the right to accept or reject the bid offers for each service option listed below individually.

Option 1—Provision of Cross Con	nection Inspection Services Only:
\$	\$
\$["hourly rate"]	["total not to exceed price"]
Option 2—Provision of Cross Con	nection Inspection Services, plus Lead Inspection Services:
\$["hourly rate"]	["total not to exceed"]
["hourly rate"]	["total not to exceed"]
and Inspections for "Other Water or S	
\$["hourly rate"]	["total not to exceed"]
["hourly rate"]	["total not to exceed"]
during inspection:	other water or sewer related issues of concern" that would be addressed
7	



# No Bids Were Received

# MUNICIPAL AUDIT SERVICES RFP CITY OF WEST BRANCH

The City of West Branch is seeking bids/proposals from qualified accounting firms for "Municipal Audit Services" to be performed for the City of West Branch, as according to all legal requirements, along with the additional specifications listed in this RFP.

The **DEADLINE** for submission for this RFP is:

# Wednesday, January 31st, 2018 at NOON.

Bids must be submitted in the following manner:

In a sealed envelope, with the words "Audit Bid" written across the seal of the envelope, to be delivered either in person (during regular business hours of M—F, 8:00 a.m. – 4:30 p.m.) or via mail to "West Branch City Hall, ATTN: Clerk John Dantzer, 121 N. 4<sup>th</sup> St., West Branch, MI 48661".

A public bid opening will be held immediately after the close of bidding in the Council Chambers of West Branch City Hall, 121 N. 4<sup>th</sup> St., West Branch, MI 48661 at noon on 01/31/2018.

Once opened and recorded by the City Clerk, bids will be presented to the West Branch City Council during their next regularly scheduled Council Meeting, currently scheduled for Monday, February 5<sup>th</sup>, 2018 at 6:00 p.m., to be held in the Council Chambers of West Branch City Hall, 121 N. 4<sup>th</sup> St., West Branch, MI 48661.

Successful bidders shall submit a draft contract for City approval immediately following notification of being awarded a bid, with the terms of said contract to comply with all specifications listed in this RFP. Successful bidders shall also be required to contact the City of West Branch Deputy Clerk/Treasurer Michelle Frechette at (989) 345-0500 or <a href="mailto:deputyclerktreasurer@westbranch.com">deputyclerktreasurer@westbranch.com</a> to ensure that any additional paperwork required of City vendors/contractors is provided to the City in a timely manner.

Audits performed pursuant to any contracts awarded under RFP shall be conducted in accordance with generally accepted auditing standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States and shall include tests of the accounting records of the City of West Branch. Audit must also include any other reports or audit requirements necessary to ensure that the City of West Branch complies with all federal, state, and local laws and regulations.

The timing of any audit services provided must ensure timely submission to the appropriate agencies of all legally required reports and documents. In addition, the City Manager and City Clerk/Treasurer reserve the right to request alternative testing dates if the dates suggested by the auditors conflict with previously scheduled staff leave and/or training events (such as the Michigan Municipal League annual convention, which is typically held in mid-September). If such a request is made, auditors must make arrangements for alternate dates. In addition, the City Manager and City Clerk/Treasurer also reserve the right to request that the audit be completed by a date certain in order to allow for easier completion of other required State reports, and if such a request is

made, the auditor shall ensure that such a request is complied with, absent demonstrated extreme hardship on the part of the auditor.

The City of West Branch operates on a July 1 – June 30 fiscal year. The City's accounting records are generally maintained using BS&A software.

The City of West Branch will evaluate proposals on both a quantitative and qualitative basis.

In addition to completing the "Bid Sheet" included in this RFP, please also submit the following information:

- Detail your firm's experience in providing auditing services to Governmental and quasi-Governmental agencies.
- Please submit letters of reference from former clients, if available (or, if letters of reference are not available, please instead submit contact information of other clients who were provided services similar to what is being requested in this RFP).
- Provide a copy of the firm's current peer review.
- Identify the partner and in-charge accountant who will be assigned to our job if you are successful in your bid, and provide biographies. Indicate any complaints against them that have been leveled by the state board of accountancy or other regulatory authorities, if any. Indicate any corrective actions that have been taken by the firm with respect to these people.
- You are also invited to include a maximum of three pages of additional information not included above if you feel it may be useful and applicable to this scope.

The examination of the financial records, accounts and procedures by all local units of government shall be made in accordance with generally accepted auditing standards as adopted by the American Institute of Certified Public Accountants (AICPA) in its Statements on Auditing Standards, the AICPA Audits of State and Local Governmental Units audit and accounting guide, the U.S. General Accounting Office's (GAO) Government Auditing Standards, the U.S. Office of Management and Budget (OMB) Circular 133 and the State of Michigan Department of Treasury's Statements of Position and Uniform Reporting Format. The audit must comply with the Michigan Department of Treasury's Bulletin for Audits of Local Units of Government. In addition, it will include any other tests of the accounting records and such other auditing procedures the proposer considers necessary in the circumstances. The services will include an audit of the City's financial statements for the relevant time periods, as well as compliance with pertinent statutory and internal control regulations. Internal control systems will be documented and examined to identify any weaknesses. Any areas of risk identified will be sufficiently examined to determine if proper policies and procedures have been followed or should be implemented.

The audit will comply with all necessary GASB reporting requirements. The level of audit necessary is that which at the conclusion of the audit, City Council members, City staff, and audit staff are satisfied that the City's financial statements are free of material misstatements and control policies are in place or recommended that deliver efficient and lawful procedures for the City. The document is to also include management's discussion and analysis that will not be subject to the auditing procedures applied in the audit of the financial statements that collectively comprise the City's basic financial statements, and for which the auditor's report will disclaim an opinion.

For financial audits, the auditor shall examine the financial statements and records of the City of West Branch and shall issue an auditor's opinion on its financial statements with an in-relation-to opinion on combining and supplementary information, if any. Such financial statements shall be prepared in conformity with generally accepted accounting principles. The auditor will be responsible for preparing and printing the Comprehensive Annual Financial Report. The auditor shall issue a compliance report based on an audit of general purpose or

basic financial statements and a report on the internal control structure; both in accordance with Government Auditing Standards. The auditor shall prepare and include a statement expressing positive assurance of compliance with State fiscal laws identified by the state auditor and other financial issues related to the expenditure of funds received from Federal, State, or local governments. The auditor shall prepare a comprehensive management letter summarizing audit findings and recommendations, and including the auditor's compliance with laws and regulations as applicable and adherence to generally accepted accounting principles.

Prior to finalization of the audit report, an exit conference will be held jointly with the City Clerk/Treasurer and the City Manager to review drafts of the management letter and financial statements. Upon completion of the audit report, a verbal presentation to the City Council outlining the highlights, special notations and recommendations will be made at a City Council meeting or work session. The successful audit firm will also be available throughout the year to consult with City staff and officials regarding matters which may affect accounting and reporting for governmental units.

Questions regarding this RFP may be directed to City Manager Heather Grace at (989) 345-0500, or via email at citymanager@westbranch.com. The City of West Branch reserves the right to accept or reject any or all bids, to waive irregularities in bidding, and to accept bids which do not conform in every respect to bidding requirements. Price quotes and other information presented in all bids received by the City of West Branch are deemed valid for a period of 180 days, unless clearly indicated otherwise in the bid document.

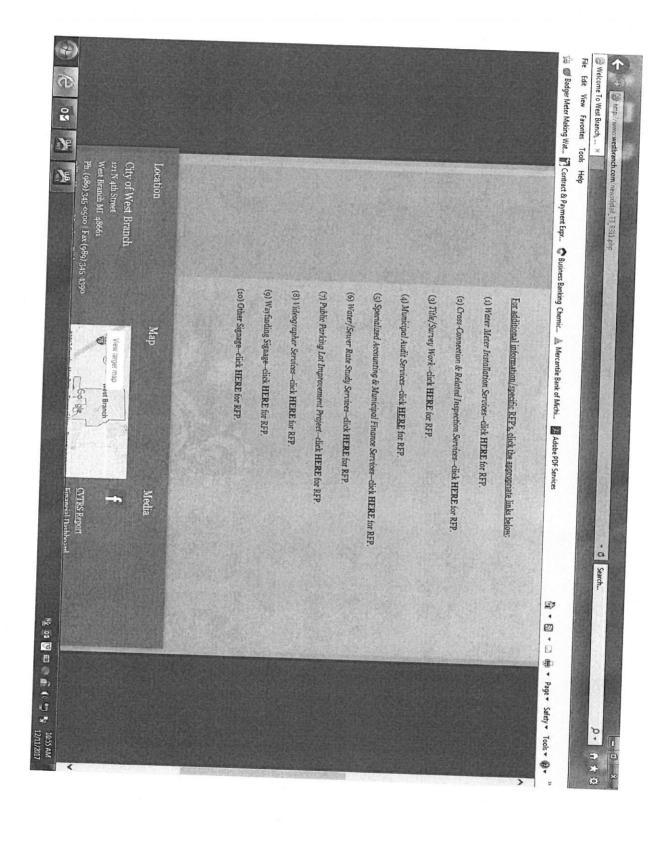
Interested parties may bid on one, some, or all of the delineated service options listed below (depending on which service options they are interested in potentially providing to the City of West Branch). Parties are not required to bid on each of the service options listed below in order for their bid to be considered. In addition, to accept or reject the bid offers for each service option listed below individually.

--Bidders, please submit your "total not to exceed" prices in the spaces provided on the attached "Bid Sheet," and please also submit your "hourly rate" prices in the corresponding spaces as well, indicating that you would be charging the City of West Branch for Municipal Audit Services at the hourly rate stated, or, alternatively, exceed" price—whichever of the two options ends up being less expensive for the City.

# See following page for "Bid Sheet"

# **BID SHEET**

\$	Ф
\$["hourly rate"]	\$["total not to exceed"]
Option 2—Provision of Municipal Audit S Branch's 2017/2018 and 2018/2019 fiscal year	arriage for to (2)
Year 1 prices (for 2017/2018 fiscal year):	
\$ ["hourly rate"]	\$
	\$ ["total not to exceed"]
Year 2 prices (for 2018/2019 fiscal year):	
\$["hourly rate"]	\$
["hourly rate"]	["total not to exceed"]
Year 1 prices (for 2017/2018 fiscal year):	
\$["hourly rate"]	\$ ["total not to exceed"]
Year 2 prices (for 2018/2019 fiscal year):	[ total not to exceed"]
\$["hourly rate"]	\$
["hourly rate"]	\$ ["total not to exceed"]
Year 3 prices (for 2019/2020 fiscal year):	,
\$["hourly rate"]	\$
["hourly rate"]	\$["total not to exceed"]
Use this space to describe how you will bill for in this document, and when so doing, note the cyour "total not to exceed" price/s listed above:	services that may be retained above and beyond those outlined quantity, if any, of follow-up consultation that will be included in



## Audit bid tabulation

Bids were opened at noon on 1/31/18 at City Hall for the audit services RFP In attendance were Clerk/Treasurer John Dantzer and Deputy Clerk/Treasurer Michelle Frechette,

OPTION 1	Garbridge & Co	Schulze, Oswald Miller & Edwards Alpena/Rose City	Berthiaume & Co	Stephenson & Co West Branch	Weinlander Fitzhugh West Branch	Anderson, Tackman & Co
1 year	\$11,135		\$17,480	\$23,750	\$24,000	\$13,000
OPTION 2 1 year 2 year OPTION 3	\$11,135 \$11,135		\$16,340 \$16,985	\$22,750 \$23,250	\$24,000 \$25,000	\$13,000 \$13,000
1 year 2 year 3 year	\$11,135 \$11,135 \$11,135	\$15,500 \$15,750 \$16,520	\$15,200 \$15,500 \$15,800	\$21,750 \$22,250 \$22,750 \$23,250 \$23,750	\$24,000 \$25,000 \$26,000	\$13,000 \$13,000 \$13,000

I HAVE DISCUSSED THIS WITH MICHELLE AND WE HAVE GONE OVER SOME INITIAL EVALUATIONS OF THE BIDS WE WOULD RECOMMEND POSTPONING THIS DECISION TO GO OVER IT MORE AS IT SEEMS THERE IS A VARIATION IN HOW MANY HOURS EACH FIRM IS ANTICIPATING SPENDING ON THE AUDIT. CURRENTLY OUR AUDITORS ARE HERE FOR TWO WEEKS AND I AM CONCERNED THAT SOME OF THE LOWER COSTS ARE ONLY ALLOWING FOR ONE WEEK AND THAT THEY WOULD THEN ADD ADDITIONAL CHARGES FOR WORK DONE MORE THAN WHAT WAS ANTICIPATED. ALSO THERE IS VARIATIONS IN WHAT REPORTS ARE COVERED AND NOT COVERED IN THE PROPOSALS THIS WOULD ALSO ALLOW US TO GO OVER IT WITH HEATHER AND DISCUSS OUR THOUGHTS WITH HER.

THANK YOU JOHN DANTZER CLERK/TREASURER

# Unfinished Business

# **New Business**

# ATTACHED IS A LIST OF THE

# BILLS TO BE APPROVED

# AT THIS COUNCIL MEETING

BILLS \$27,549.24

MAJOR/LOCAL STREET \$0

BILLS AS OF 2/2/18 \$27,549.24

Additions to Bills as of \$0

Paid but not approved \$300.00

TOTAL BILLS \$27,849.24

**BILLS ARE AVAILABLE** 

AT THE MEETING

FOR COUNCIL'S REVIEW

02/02/2018 11:36 AM User: MICHELLE DB: Westbranch City

INVOICE REGISTER REPORT FOR CITY OF WEST BRANCH EXP CHECK RUN DATES 02/05/2018 - 02/05/2018 UNJOURNALIZED

OPEN

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Stá
1236219 9675	ARNOLD SALES DPW SUPPLIES 101-441.000-727.700	02/05/2018 MICHELLE OPERATING SUPPLIES	02/05/2018	67.26 67.26	67.26	OŁ
2283679608 9674	AUTOZONE, INC MVP 661-000.000-805.700	02/05/2018 MICHELLE REPAIR/PARTS	02/05/2018	2.47	2.47	Or
136944 9688	BELL EQUIPMENT CO #34 661-000.000-805.700	02/05/2018 MICHELLE REPAIR/PARTS	02/05/2018	487.73 487.73	487.73	Op
56177012118 9676	CHARTER COMMUNICATIONS DPW PHONE/INTERNET 101-441.000-853.700	02/05/2018 MICHELLE TELEPHONE/RADIO COMMUN	02/05/2018	119.97	119.97	Op
5009932664 9680	CINTAS WWTP SUPPLIES 590-567.000-727.702	02/05/2018 MICHELLE SAFETY SUPPLIES	02/05/2018	42.45	42.45	Op
NONE 9684	CONSUMERS ENERGY ELECTRIC 101-751.000-922.700	02/05/2018 MICHELLE PUBLIC UTILITIES	02/05/2018	77.49 77.49	77.49	Ор
3000399 9683	CORE TECHNOLOGY POLICE SOFTWARE ANNUAL MAI: 101-301.000-801.700	02/05/2018 NTENANCE F MICHELLE CONTRACTUAL SERVICES	02/05/2018	3,675.00 3,675.00	3,675.00	0p
MULTIPLE 9689	DTE ENERGY GAS 590-567.000-922.700 101-299.000-922.700 101-751.000-922.700 101-265.000-922.700 101-265.000-922.700	02/05/2018 MICHELLE PUBLIC UTILITIES PUBLIC UTILITIES PUBLIC UTILITIES PUBLIC UTILITIES PUBLIC UTILITIES PUBLIC UTILITIES	02/05/2018	2,846.44 1,095.84 209.66 83.69 1,210.96 246.29	2,846.44	Ор
13759 9681	ELIASON LAW OFFICE ATTORNEY FEES JANUARY 101-266.000-801.700	02/05/2018 MICHELLE CONTRACTUAL SERVICES	02/05/2018	1,642.50 1,642.50	1,642.50	Ope
9672481497 9672	GRAINGER DPW SUPPLIES 101-441.000-727.700	02/05/2018 MICHELLE OPERATING SUPPLIES	02/05/2018	214.80	214.80	Ope
265189 9682	HAVILAND WWTP SUPPLIES 590-567.000-727.700	02/05/2018 MICHELLE OPERATING SUPPLIES	02/05/2018	5,123.25 5,123.25	5,123.25	Орє
MULTIPLE 9685	KUSTOM SIGNALS INC POLICE RADAR 101-301.000-727.700	02/05/2018 MICHELLE OPERATING SUPPLIES	02/05/2018	691.00 691.00	691.00	Орє
14868 9673	MJ HICK #3C REPAIRS 661-000.000-805.700	02/05/2018 MICHELLE REPAIR/PARTS	02/05/2018	23.23	23.23	Орє
NONE 9668	MVW & ASSOCIATES INC ASSESSOR CONTRACT FEBRUARY 101-209.000-809.700	02/05/2018 MICHELLE PROPERTY ASSESSMENT REV	02/05/2018 IEW	995.00	995.00	Ope
401396 9677	NORTH CENTRAL LABORATORIES WWTP SUPPLIES 590-567.000-727.703	02/05/2018 MICHELLE LAB SUPPLIES	02/05/2018	204.70	204.70	Ope

02/02/2018 11:36 AM User: MICHELLE

DB: Westbranch City

# INVOICE REGISTER REPORT FOR CITY OF WEST BRANCH EXP CHECK RUN DATES 02/05/2018 - 02/05/2018 UNJOURNALIZED

OPEN

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered		Inv Amt	Amt Due	Sta
3103 & 3125 9669	OGEMAW COUNTY HERALD ADLINE ADS 101-101.000-956.700	ER 02/05/20 MICHELLE EXPENSES		117.80 117.80	117.80	Oř
237-1617379 9678	REPUBLIC SERVICES 237 GARBAGE SERVICE JANUARY 101-528.000-801.700	02/05/20 MICHELLE CONTRACTUAL SERVIO	1	9,178.05 9,178.05	9,178.05	Oţ
NONE 9679	STATE OF MICHIGAN WWTP ELEVATOR RENEWAL 590-567.000-752.700	02/05/20: MICHELLE LICENSES - PERMIT:		180.00	180.00	Op
ACCT 1045 9671	TRACTOR SUPPLY CREDIT PLAN VARIOUS SUPPLIES 590-567.000-727.700 101-441.000-817.700 591-000.000-727.700 661-000.000-805.700	02/05/203 MICHELLE OPERATING SUPPLIES UNIFORMS OPERATING SUPPLIES REPAIR/PARTS	SS	210.23 13.99 175.98 2.98 17.28	210.23	Op
41806 9687	VILLAGE QUIK LUBE POLICE REPAIRS 661-000.000-806.700	02/05/201 MICHELLE REPAIR/PARTS POLIC		39.90	39.90	Op
NONE 9686	VISA BILLING ACCOUNT 00101155-10 101-172.000-956.700 661-000.000-805.700 101-228.000-801.700 101-101.000-865.700 101-201.000-727.700 101-301.000-727.700 590-567.000-727.700	02/05/201	18 02/05/2018  CES LOPMENT S S	1,128.10 419.00 137.95 65.00 225.00 80.73 170.47 29.95	1,128.10	Op
ACCT 8633 9670	WEST BRANCH AUTOMOTIVE VARIOUS SUPPLIES 248-000.000-938.700 590-567.000-727.700 661-000.000-805.700	02/05/201 MICHELLE GENERAL IMPROVEMEN OPERATING SUPPLIES REPAIR/PARTS	NTS	481.87 3.09 127.34 351.44	481.87	Ор
<pre># of Invoices # of Credit Me Net of Invoice</pre>		22 Total 0 Total		27,549.24	27,549.24	
				27,349.24	27,549.24	

--- TOTALS BY BANK ---

GEN1

GEN1 - GENERAL CHECKING

27,549.24

02/02/2018 11:36 AM User: MICHELLE DB: Westbranch City

# INVOICE REGISTER REPORT FOR CITY OF WEST BRANCH EXP CHECK RUN DATES 02/05/2018 - 02/05/2018 UNJOURNALIZED

OPEN

Inv Num Vendor Inv Ref# Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due St
TOTALS BY FUND				
101 - 248 - DDA OPERATING FUND 590 - SEWER FUND 591 - WATER FUND 661 - EQUIPMENT FUND			19,665.65 3.09 6,817.52 2.98 1,060.00	19,665.65 3.09 6,817.52 2.98 1,060.00
TOTALS BY DEPT/ACTIVITY			1,000.00	1,000.00
000.000 - 101.000 - LEGISLATIVE 172.000 - CITY MANAGER'S OFFICE 201.000 - INTERNAL SERVICES 209.000 - PROPERTY ASSESSMENT REVIEW 228.000 - TECHNOLOGY 265.000 - MUNICIPAL PROPERTIES 266.000 - LEGAL ASSISTANCE 299.000 - CITY SERVICES 301.000 - POLICE DEPARTMENT 441.000 - PUBLIC WORKS DEPARTMENT 528.000 - SOLID WASTE 567.000 - TREATMENT PLANT			1,066.07 342.80 419.00 80.73 995.00 65.00 1,457.25 1,642.50 209.66 4,536.47 578.01 9,178.05	1,066.07 342.80 419.00 80.73 995.00 65.00 1,457.25 1,642.50 209.66 4,536.47 578.01 9,178.05
751.000 - PARKS AND RECREATION			6,817.52 161.18	6,817.52 161.18

# Aerial Heart Shaped Photo



Saturday, June 2, 2018

Set Up & Photo - 11:15 a.m. Tolfree Wellness Park

A Tribute to our Community's Nurses -------------989-343-3700 | hwilson@wbrmc.org

# **Aerial Heart** Photo Op

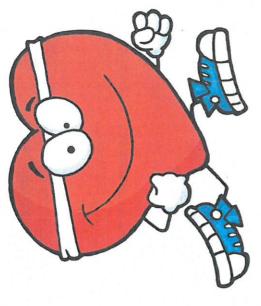
Saturday, June 2, 2018 Tolfree Wellness Park 11:15 a.m.-NOON

Overflows to Others A Full Heart

Nurses at the "Heart" of Healthcare Help us fill our Heart!

(Free Shirts guaranteed to first 150 registrants) Call Tolfree Foundation 989-343-3700 or email hwilson@wbrmc.org to register today. Register by May 1st for your free t-shirt!

# SolesforCardio



# 5K Walk|Run

Saturday, June 2, 2018

WEST BRANCH, MICHIGAN **WELLNESS PARK** 2463 South M-30 TOLFREE

Wellness Walk Start: 11:00 AM Walk Start: 10:00 AM Run Start: 9:00 AM

Aerial Heart Photo OP: 11:15 AM Golf Ball Drop: NOON

Via Email - hwilson@wbrmc.org FOR REGISTRATION FORMS Via Mail - 989-343-3700

foundation

## Vacancy on West Branch City Council

An at-large Council position has become available on the West Branch City Council for a term expiring 12/31/2020. Must be a qualified elector/properly registered voter of the City of West Branch to apply. Applications are available online at www.westbranch.com or at West Branch City Hall, 121 N. 4<sup>th</sup> St., West Branch, MI 48661. Applicants must be available for interview during the 6:00 p.m. Council meeting scheduled for 02/05/18. Deadline to apply: noon on 01/31/18.





# APPLICATION FOR COUNCIL APPOINTMENT

### **ELIGIBILITY**

Eligibility for appointment to the City Council is determined by the West Branch City Charter. A person must meet the following requirements to be eligible for appointive office:

• Per City charter, in part:

5.1 ELIGIBILITY FOR OFFICE OR EMPLOYMENT IN THE CITY.

- (a) No person shall seek nomination for, be elected or appointed to, or hold any elective office of the City unless he is and continues to be while in office a qualified elector of the City and, in the case of a Councilman representing a ward, a resident of that ward.
- (d) Except where authorized by statute or by this Charter no elective officer of the City shall hold other employment with the City or be appointed to any other City office during this term of office. No former elective officer shall be appointed to administrative office or be employed by the City for two years following the term of office for which he was elected, except by unanimous vote of the Council; provided, however, that such prohibition shall not apply to membership on appointive boards and commissions, or to a former elective officer who achieves the top score in a competitive examination for a position under a formally adopted merit system.

Completed applications should be returned to the City Offices no later than noon on Wednesday, January 31, 2018 at City Hall, 121 N 4th St, West Branch MI, 48661.

## APPLICANT INFORMATION

NAME: /	Michael Jackson
ADDRESS:	201 S. Valley Street West Branch MI 48661
TELEPHONE:	(989) 345-0671
How long have	you been a resident of the City?
Are you a registe Yes	ered elector of the City of West Branch?  □ No
Are you willing City?	and available to attend training sessions on-site and/or off-site if provided by the $\angle$ Yes $\Box$ No
D1	C.1 C. 11 1 1 1 1 1 1

Regular meetings of the Council are the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of the month at 6:00 p.m. In addition to the regular meetings, Council schedules 2-3 budget workshops and occasional special meetings. The West Branch City Charter requires that; In the case of any member of the Council, if such officer shall miss three consecutive regular meetings of the Council or twenty-five (25%) percent of such meetings in any fiscal year of the City, unless such absence shall be excused by the Council for an adequate reason as defined by rules of procedure.

# CITY OF WEST BRANCH COUNCIL APPLICATION

Page 2 of 3

Revised: 1/4/2018

Are you able to meet the attendance requirements of the position for which you are applying Yes   No
(Answers may be attached on a separate sheet if necessary.)  Please explain your reasons for wishing to serve on the City Council:  It has been my Jesine to serve on Council for a number of years.
The Children For a Minder AT YEARS,
What goals and objectives would you seek to achieve if you are appointed?
Please provide a brief personal history, including previous civic, community, or other service involvement, which would help the Council make an informed decision regarding your candidacy:

CITY OF WEST BRANCH COUNCIL APPLICATION	Page 3 of 3
What strengths would you bring to the Council table that would make community?	West Branch a better
Do you have any previous experience as an elected official?	
Applicant Statement: I understand that I am applying for appointment to the City Branch; that the City Council may require an interview prior to consideration for required to take an oath of office to uphold the United States and Michigan constitution appointed; that I will be required to meet the attendance and training requirements and may be removed from office for failure to meet attendance requirements or for all law or City charter; and that my application will remain on file for consideration for a which time I will need to file a new application. I agree to comply at all times with all	appointment; that I will be ns and the laws of the same if of the City if I am appointed ny other reason permitted by I period of one (1) year, after

which I am applying and to which I may be appointed.

Signature:

Revised: 1/4/2018

Date: /-/0-/8

**Applicant Questionnaire Responses** 

Please explain your reasons for wishing to serve on the City Council:

It has been my wish to serve on the City Council for a number of years. I believe it will allow me to greater serve the community, and make a positive difference in the future of the city.

What goals and objectives would you seek to achieve if you are appointed?

I feel like West Branch is in a state of transition. For so long, there has been a reluctance adapt to a changing world, and cling to an era that has passed. We have also lacked either the willingness, or ability, to make necessary improvements to city infrastructure. I believe that modernization and creative methods of redevelopment are key to the future of the city. In the next few years, I believe we will have an opportunity to achieve many of those improvements.

Please provide a brief personal history, including previous civic, community or other service involvement:

I have resided in West Branch since 1996, after having lived in Southern Michigan, Colorado and Alabama. I have served as a member of the City of West Branch Planning Commission since 2010, including serving as Chairman since 2015. Previously, I also served, from 2011 to 2013, as the City of West Branch representative on the Ogemaw County Economic Development Commission.

What strengths would you bring to the Council table that would make West Branch a better community?

I feel that my experience, in both civic planning, and in the business community would prove to be valuable assets to the council. I feel that having lived in various, and diverse, parts of the country, may give me a slightly different perspective from which to view certain challenges.

Do you have any previous experience as an elected official?

I do not have any experience as an elected official. Both my position on the West Branch Planning Commission and the Ogemaw EDC were appointments. I have run, unsuccessfully, on two occasions for West Branch City Council.





# APPLICATION FOR COUNCIL APPOINTMENT

### ELIGIBILITY

Eligibility for appointment to the City Council is determined by the West Branch City Charter. A person must meet the following requirements to be eligible for appointive office:

• Per City charter, in part:

5.1 ELIGIBILITY FOR OFFICE OR EMPLOYMENT IN THE CITY.

- (a) No person shall seek nomination for, be elected or appointed to, or hold any elective office of the City unless he is and continues to be while in office a qualified elector of the City and, in the case of a Councilman representing a ward, a resident of that ward.
- (d) Except where authorized by statute or by this Charter no elective officer of the City shall hold other employment with the City or be appointed to any other City office during this term of office. No former elective officer shall be appointed to administrative office or be employed by the City for two years following the term of office for which he was elected, except by unanimous vote of the Council; provided, however, that such prohibition shall not apply to membership on appointive boards and commissions, or to a former elective officer who achieves the top score in a competitive examination for a position under a formally adopted merit system.

Completed applications should be returned to the City Offices no later than noon on Wednesday, January 31, 2018 at City Hall, 121 N 4th St, West Branch MI, 48661.

## APPLICANT INFORMATION

NAME: Meredith Schleicher
ADDRESS: 300 S. 4th St., West-Branch
TELEPHONE: (989) 387 8322
How long have you been a resident of the City? 2 YEARS 2 MONTHS
Are you a registered elector of the City of West Branch?  XYes □ No
Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? Yes $\square$ No
Regular meetings of the Council are the 1st and 3rd Mondays of the month at 6:00 p.m. In

addition to the regular meetings, Council schedules 2-3 budget workshops and occasional special meetings. The West Branch City Charter requires that; In the case of any member of the Council, if such officer shall miss three consecutive regular meetings of the Council or twenty-five (25%) percent of such meetings in any fiscal year of the City, unless such absence shall be excused by the

Council for an adequate reason as defined by rules of procedure.

# CITY OF WEST BRANCH COUNCIL APPLICATION

Page 2 of 3

Are you able to meet the attendance requirements of the position for which you are applying? Yes 

No

(Answers may be attached on a separate sheet if necessary.)
Please explain your reasons for wishing to serve on the City Council:

I want to serve our beautiful city because I love our community and what it has to offer. I enjoy being able to mentor civic responsibilities to my children and want to be a part of the progressive vision for the future of West Branch. I am excited for this opportunity and have been patiently waiting to serve on City Council.

What goals and objectives would you seek to achieve if you are appointed?

My goal is to serve on the Recreation Committee Advisory Board. I am a people person, have a young family, and have attended almost every event West Branch has offered. My experience can help bring growth, education, and fun for our community. I have additional experience in sales, business, and marketing which would be beneficial with promoting our community, assisting with financial resilience, fostering positive workplace dynamics, and ensuring a safe, healthy community. However, if not chosen for the Recreation Committee, I would be willing to serve on any board.

Please provide a brief personal history, including previous civic, community, or other service involvement, which would help the Council make an informed decision regarding your candidacy:

I have lived in West Branch for 13 years and 2 years ago my family moved into the city. We enjoy this area and the hometown community. We have chosen to raise our children here. I have volunteered and been active in our community through the West Branch Optimist Club. I have been a member for 8 years and served on the Board of Directors for 4 years. I have also been a Chamber Ambassador. I want more responsibility and ready for what City Council has to offer,

100

What strengths would you bring to the Council table that would make West Branch a better community?

My strengths include being outgoing, great with people, and my need to do things for other people and this community. In 2013 I was voted 'Best Boss' in The Ogemaw/Oscoda County Stars' People's Choice Awards. Regardless the task, I apply myself 110%. I am also organized, detail orientated, and vision focused. Through my career I have always been known as having a go-getter positive attitude, having initiative, and being a fast learner. I have been hired for positions in the past, for which I did not have the specific experience required, and have been promoted several times based on exemplary performance. Through hard work, dedication, and loyalty I would be a great council member.

Do you have any previous experience as an elected official?

No, I do not have any previous experience as an elected official, however my experience with the West Branch Optimist Club Board of Directors could be a consideration. Through Optimist I helped organize and run their largest event, The Carnel Races. With my past work experience I have the ability to sell ice to an eskimo, knowledge of budgets, and profit loss statements as well as being hometown hospitality driven. I believe my experiences and knowledge coupled with a strong quantitative and analytical background from my Bachelor of Science in Applied Mathematics makes me an excellent candidate for City Council.

Applicant Statement: I understand that I am applying for appointment to the City Council of the City of West Branch; that the City Council may require an interview prior to consideration for appointment; that I will be required to take an oath of office to uphold the United States and Michigan constitutions and the laws of the same if appointed; that I will be required to meet the attendance and training requirements of the City if I am appointed and may be removed from office for failure to meet attendance requirements or for any other reason permitted by law or City charter; and that my application will remain on file for consideration for a period of one (1) year, after which time I will need to file a new application. I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed.

Signature:

Revised: 1/4/2018



# [Daniel Darling]

[989-345-1215] | [gmstore1395@inpsiredcpts.com] | [2882 Cook Rd, West Branch, Mi. 48756]

# To whom it may concern:

I am writing this reference at the request of Meredith Scheicher. She has worked with me for Ten years at Ponderosa Steakhouse and has grown to the position of Senior Manager.

Meredith has a number of strengths I'd like to share. To name a few examples, she is responsible for projecting sales, writing schedule, and managing inventory. Meredith is also a very fast learner, has exceptional attention for detail, personable, and loved by the public's eye.

In conclusion, I would highly recommend Meredith. If her performance in my store is any indication of how she'd perform in the available position, Meredith will be an extremely positive addition to your organization. If you need any additional information, feel free to contact me at (989)-345-1215 or by email at gmstore1395@inspiredcpts.com anytime.

Sincerely,

Daniel Darling
General Manager

Vicki Seltz Barnes 2950 Morris Trail West Branch, MI 48661

September 23, 2016

Please let this letter of recommendation assist you in considering Meredith Schleicher as a qualified candidate for your full-time Position.

I have known Meredith for over 15 years in her position of Management at West Branch Ponderosa, as well as through her membership in our West Branch Optimist Club.

She understand a team concept and is also a strong leader. She is excellent with customer service situations, as I have observed her working with customers and co-workers on a variety of occasions at the restaurant. She was also involved with marketing the restaurant to the community and developed a rapport with others to improve her business.

She has been involved in the community in a variety of ways through her family, as well as with the West Branch Optimist Club. Something that sticks out in my mind is how she volunteered to organize and manage the Program Book for the Optimist Club Camel Races fundraiser, which is a very important part of our event. This task required a variety of coordination and selling skills as she worked with potential advertisers to gain support for the event, as well as follow up for the program printing process. It required detail orientation, and perseverance.

Meredith has great potential and enjoys learning. She cares about others, and understands different personalities. She leads by example, and I believe she is firm, but fair.

Thank you for taking time to consider my professional opinion.

Respectfully,

Vicki Seltz Barnes 989-312-0886 Northernenclosure3@yahoo.com Corporate Office: 1673 Haslett Road, Suite 24 Haslett, Michigan 48840



Campground: 3426 East Sage Lake Road Lupton, Michigan 48635 989-473-2211

September 21, 2016

Dear Madam/ Sir,

I highly recommend Meredith Schleicher for your consideration as a potential employee for your

Ms. Schleicher was employed as front office administrator and ranger at Warbler's Cove Campground during the camping seasons of June of 2006 through August of 2008.

Ms. Schleicher represented herself as an organized and trustworthy in a number of functions including park rangers, customer interactions and business administration. She was dependable, punctual and always willing to take initiative to better our campground and customer experiences. She learned quickly including use of computer programs, membership sales and customer care protocols.

She was very personable, friendly, and truly genuine with our members. These are essential in the hospitality industry. If these are qualities that are important to your firm's success, then Meredith warrants consideration.

Thank you for this opportunity,

Steve Trecha

Owner

Warblers Cove Family Campground and RV Resort

# Mona Heffington

2805 Enchanted Eve Drive Little Elm, Texas 75068 214-549-4134

May 12, 2009

To whom it may concern:

I would like to recommend Meredith Schleicher as a candidate for a position with your organization. Until I left the company in 2004, I had the privilege to get to know Meredith when we each worked for Specialty Outsourcing Solutions in Waco, Texas.

Meredith did an excellent job in each position she held, and in my opinion was an asset to the company. These days, it tends to be difficult to find someone who has a good work ethic, but Meredith does possess this quality. She has excellent written and verbal communication skills, is organized, can work independently, and is able multi-task, ensuring that all projects are completed in a timely manner. Heft the company in July 2004, and prior to my resignation, I had the pleasure of training Meredith to replace me in the Human Resources Assistant position. Meredith was a quick learn the new job duties, and she was a joy to work with.

Meredith was always eager to help wherever she was needed in the organization. She would be an asset to any employer, and I recommend her for any endeavor she chooses to pursue.

Sincerely,

Mona Heffington

# MEREDITH E. SCHLEICHER

300 SOUTH 4TH STREET . WEST BRANCH, MI 48661 PHONE (989) 701-2027 • CELL (989) 915-9301 MEREDITH\_SCHINDLER@HOTMAIL.COM

OBJECTIVE

To gain further experience in the working environment as a manager or an assistant manager where I will be able utilize my education and experience as well as my organizational, planning, and coordinating skills toward the growth and success of the company.

**EDUCATION** 

1998-2003

**Baylor University** 

Waco, TX

Bachelor of Science in Applied Mathematics.

# QUALIFICATIONS & SKILLS

- Holds experience in the following areas: 14 years customer service, administration, & telephone etiquette; 13 years management & supervisory; 12 years marketing; and 7 years HR, payroll, accounting, purchasing and managing budgets.
- Creative problem solving abilities, analytical, self-motivated a forward thinker, and a dedicated team player.
- Experience with Excel, Word, PowerPoint, Outlook, Peachtree Accounting and QuickBooks Software. Very computer proficient & program savvy including the ability to type 60+ wpm and 10-key.
- Excels in a fast-paced, team environment.
- Ability to maintain focus with changing priorities and deadlines.

# ACHIEVEMENTS & DUTIES

- Responsible for the daily operations and financials of a leading restaurant. Our team has received recognition in 2010-2015.
- Received individual Customer Service Recognition Award; Fall 2007 & Spring 2008.
- My team was also recognized for outstanding customer service; Summer 2007 & Fall 2008.
- Accountable for campground administration, accounting lead, membership sales, events, store/cart sales and operations, reservations, and published the weekly newsletter.
- Created & published training manuals and documents for operation processes, policies, and procedures.
- Revamped bookkeeping practices to produce a more streamlined and detailed process.
- Assisted with the daily operations of the Human Resource Department & Executive offices.
- Met and exceeded all weekly performance and sales goals.

# EXPERIENCE

Aug. 2010–Current	Ponderosa Steakhouse	West Branch, MI
Senior Manager	Warblers Cove, LLC.	Lupton, MI
Jun. 2006–Jul. 2008 Assistant Campground Manager/Contr	oller/Office Manager	Clare, MI
Jan. 2006-Apr. 2006	K & C Transportation	Clare, ivii
Director of Accounting Aug. 2005–Jan. 2006	Morley Companies, Incorporated	Saginaw, MI
Disposition Coordinator		Rose City, MI
Nov. 2004–Apr. 2005	J R Auto	Rose City, III
Office Manager/ Director of Accounting Nov. 2000–Oct. 2004	Specialty Outsourcing Solutions, Ltd.	Waco, TX
Assistant Director of Human Resource		

# ORGANIZATIONS

Member, Board of Directors 4 years, West Branch Optimist Club.

Member, West Branch Chamber Ambassador Program.

Past Member, The Mathematical Association of America & Baylor University Mathematical Society.

# MEREDITH E. SCHLEICHER

300 SOUTH 4<sup>TH</sup> STREET • WEST BRANCH, MI 48661 PHONE (989) 701-2027 • CELL (989) 915-9301 MEREDITH\_SCHINDLER@HOTMAIL.COM

# EMPLOYER CONTACT INFORMATION

# Ponderosa Steakhouse; Inspired Concepts, Ltd.

- Address: 2882 Cook Road, West Branch, MI 48661.
- Phone: (989) 345-1215.

# Warblers Cove, LLC.

- Contact: Steve Trecha, CEO & owner.
- Address: 5000 Marsh Road, Suite 3; Okemos, MI 48864.
- Phone: (517) 381-4800.

# K & C Transportation

- Contact: Mary Verrett, Operations Manager.
- Address: 11019 N. Loomis Road; PO Box 437; Clare, MI 48617.
- Phone: (989) 386-3160; Fax: (989) 386-0254.

# Morley Companies, Inc.

- Contact: Hannah Smoker, Senior Disposition Coordinator.
- Address: One Morley Plaza, Saginaw, MI 48605.
- Phone: (989) 791-2550; Fax: (989) 792-1002.

# IR Auto

- Contact: Ted Schleicher, General Manager.
- Address: 3395 M-33; Rose City, MI 48654.
- Phone: (989) 798-0854.

# Specialty Outsourcing Solutions, Ltd.

- Contact: Jo Etta Chisholm, Director of Human Resources.
- Address: 701 W. Loop 340, Waco, TX 76712.
- Phone: (254) 741-9132; Fax: (254) 741-6923.

## REFERENCES

# Professional References

- Mrs. Vicki Seltz-Barnes, WB Optimist Club, (989) 312-0886.
- Ms. Brenda Bates, WB Optimist Club, (989) 709-0949.
- Mr. Jerry Stroik, WB Optimist Club, (989) 387-0029.
- Mrs. Sue Post, Ponderosa Steakhouse, (989) 709-1049.
- Mr. Steve Trecha, Owner, Warblers Cove, LLC., (517) 381-4800.
- Mrs. Mona Heffington, Human Resources, Specialty Outsourcing Solutions, Ltd., (254) 749-9566.

# Approval of Council Minutes & Summary

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET, MONDAY, JANUARY 22, 2018.

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

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

Absent: Council Members Rusty Showalter and Dan Weiler

Other officers present: City Manager Heather Grace, Treasurer/Clerk John Dantzer, Police Chief Ken Walters, County Commissioner Bruce Reetz, and Planning Commission Chairman Mike Jackson.

All stood for the Pledge of Allegiance.

MOTION BY LAWRENCE, SECOND BY SCHAIBERGER, TO EXCUSE COUNCIL MEMBERS RUSTY SHOWALTER AND DAN WEILER FROM THE MEETING.

Yes — Bennett, Lawrence, Schaiberger, Tuttle

No - None

Absent –Showalter, Weiler

Motion carried

County Commissioner Reetz gave a County update and noted that he attended the EMS award night and reminded everyone of the upcoming County meeting that will deal with the issue of 911 becoming their own authority.

\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*

Gary Hicks of Republic Services was on hand to address concerns that the level of service being provided by his company was not up to City standards. He noted that most of the issues had to deal with large items pickups and it was due to the amount of time needed to clean up other areas during last summer's flood in Mid-Michigan.

Manager Grace discussed several issues that the City was having with the service being provided with the garbage as well as the recycling center. She further noted that she believed a credit in some amount should be issued to reimburse the City for the lack of service during that time.

Bob David asked about the possibility of having smaller trucks that wouldn't damage City streets as much. Mr. Hicks noted that the bigger trucks are required in Michigan.

Mayor Lawrence noted an issue she had with the service provided last summer. She also recommended better communication was needed between the company and City officials when there are interruptions in regular service. In addition, she noted that she would like to see Mr. Hicks and Manager Grace work

together to come up with an amount of reimbursement and have it available for presentation at their February 19th Council meeting.

Member Bennett noted the importance of the large item pickup because it affects the appearance of the entire City. She also stressed the importance of customer service and communication from

\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*

Manager Grace gave an update on the banner policy and noted she did receive a response from Consumers Energy that they would not be interested in hanging the banners over Houghton Ave. due to the fact of liability concerns. Manager Grace also noted that since the risk factor has been discussed several times in meetings and due to new information she received in discussion with the DPW that it is even more risky than initially thought, that she would be administratively discontinuing the program

Marcia Young submitted plans done by Ken Neubecker for a pulley system that they could use to stretch the banners across the street without having to put workers in the middle of the street. It was also noted the Mr. Neubecker would be available to meet with anyone on the discussion of pulley system. She further noted that she understood the dangers involved with hanging the signs but felt very strongly that the banners do help organizations and that they should exhaust every idea before it is officially

Manager Grace noted she would reach out to Consumers Energy and look into the possibility of putting the pulley system onto Consumers poles or into the possibility of putting City owned poles in that location. Manager Grace also noted looking into the possibility of having an electronic billboard

Member Showalter asked if it was agreed upon by all of the organizations in attendance to have Mr. Neubecker speak on their behalf if he were to attend any meetings. It was the consensus of those in attendance that they would be fine with Mr. Neubecker being the point person.

Member Bennett asked about the cost of the pulley system and it was noted the cost had not been

Sharon Goethe asked if other projects requiring stuff to be strung across the street were going to be discontinued. Manager Grace noted that she would be ceasing all projects requiring stuff to be strung

Mayor Lawrence noted that if Consumers Energy is not interested in hanging the banners due to liability issues then why would the City want to take that risk to their employees.

Sharon Goethe asked about the fact that at the first meeting a \$100 fee was discussed and now it is being discontinued altogether. Manager Grace again noted that she did in fact make that decision originally but after more information was gathered and the increased risk of a lawsuit if something were to happen due to the fact that the safety concern was brought up several times that she did in fact change her mind and was making the administrative decision to discontinue the program.

Ms. Goethe asked if there were a safer way to hang the banners. Manager Grace noted that it was the opinion of the DPW Superintendent that they were operating currently in the safest way possible.

Member Bennett noted there is a definite safety concern and the safety of City workers should be the first concern. She further noted that they should continue to look at compromises that may be beneficial to both sides.

Manager Grace noted that she could look into signage grants that may help with the cost of the pulley system if it works out.

MOTION BY BENNETT, SECOND BY SCHAIBERGER, TO APPROVE BILLS IN THE AMOUNT OF \$75.757.71.

Yes — Bennett, Lawrence, Schaiberger, Tuttle

No – None

Absent -Showalter, Weiler

Motion carried

\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*

A special event permit was submitted by Relay for Life for their annual cancer walk. The request noted that while it is not going to be held on City property this year, they did need an exemption from the noise ordinance due to the fact that the walk will take place all night.

# MOTION BY SCHAIBERGER, SECOND BY TUTTLE, TO APPROVE RESOLUTION 18-03

# Resolution # 18-03

Whereas, Section 95.2 of the City of West Branch Code of Ordinances generally prohibits "the use, operation or permitting the use or operation of any radio or receiving set, musical instrument, stereo, or other machine or device designed for the production or reproduction of sound in such a manner as to disturb the peace, quiet and comfort of others in the vicinity, or . . . in such a manner that the noise is plainly audible at a distance of 50 feet from the source of the noise" "between the hours of 11:00 p.m. and 7:00 a.m. on Friday and Saturday and between the hours of 10:00 p.m. and 7:00 a.m. Sunday through Thursday"; and

Whereas, Section 95.2 (a) indicates that an "exception to prosecution under [ordinance 95.2 (also called the City's 'noise ordinance')] may be granted for cause via resolution of Council; and

Whereas, the non-profit group "Relay for Life of Ogemaw County" is requesting such an exception to prosecution from July 20, 2018 through July 22, 2018, for the purpose of holding a

community event to raise monies for the American Cancer Society at the Tolfree Wellness Park located near West Branch Regional Medical Center; and

Now, therefore, be it resolved the this Honorable Body hereby grants to Relay for Life of Ogemaw County an exception to prosecution under City ordinance 95.2 for cause via this Resolution

Yes — Bennett, Lawrence, Schaiberger, Tuttle

No - None

Absent –Showalter, Weiler

Motion carried

\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* A request was presented from the National School Choice Week organization asking to proclaim January

MOTION BY SCHAIBERGER, SECOND BY BENNETT, TO APPROVE PROCLAMATION 18-01

# PROCLAMATION 18-01

A Proclamation Commemorating West Branch School Choice Week

WHEREAS, all children in the City of West Branch should have access to the highestquality education possible; and,

WHEREAS, the City of West Branch recognizes the important role that an effective education plays in preparing all students in the City of West Branch to be successful adults; and,

WHEREAS, quality education is critically important to the economic vitality of the City of West Branch; and,

WHERAS, the City of West Branch is home to a multitude of excellent education options from which parents can choose for their children; and,

WHEREAS, educational variety no only helps to diversify our economy, but also enhances the vibrancy of our community; and,

WHEREAS, our area has many high-quality teaching professionals who are committed to educating our children; and,

WHEREAS, School Choice Week is celebrated across the country by millions of students, parents, educators, schools, and organizations to raise awareness of the need for NOW, THEREFORE BE IT RESOLVED that the City of West Branch hereby recognizes January 21-27, 2018 as School Choice Week.

Yes — Bennett, Lawrence, Schaiberger, Tuttle

No – None Absent –Showalter, Weiler

Motion carried

\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*

A request was presented from the Up North Prevention organization asking to proclaim April as Social Host Responsibility Month.

# MOTION BY BENNETT SECOND BY TUTTLE, TO APPROVE PROCLAMATION 18-02

# PROCLAMATION 18-2

WHEREAS, underage drinking is a problem that affects our community, our health, and our future. It exacts a terrible toll on individuals and families, and places a costly tax burden on the community at large for law enforcement, medical services, and other social services involved in the prevention and treatment of underage drinking, and

WHEREAS, underage drinking has severe consequences, many of which parents and caregivers may not be fully aware of. Consequences of underage drinking may include injury or death from accidents; unintended, unwanted, and unprotected sexual activity; academic problems; and drug use; and

WHEREAS, parents and caregivers have a significant influence on young people's decisions about alcohol consumption, especially when they create supportive and nurturing alcohol-free environments; and

WHEREAS, youth who start drinking before the age of 15 are five times more likely to develop alcohol dependence or abuse later in life than those who begin drinking at or after age 21; and

WHEREAS, alcohol use by young people is dangerous, not only because of the risks associated with acute impairment, but also because of the grave threat to their long-term development and well-being; and

WHEREAS, parents, educators, and community leaders who work with our young people every day are our best advocates for responsible decision-making; and

WHEREAS, one-hundred percent of any alcohol consumed by a minor came from an adult. At one time, an adult over the age of 21 was In control of the alcohol and a minor gained access to it, and

WHEREAS, it is illegal for adults to knowingly allow their child's friends to drink alcohol in their home, even with the permission of the friends' parents, and adults have the authority and should have the responsibility to take steps to reduce the likelihood that their homes will become venues for underage drinking. and

NOW, THEREFORE BE RESOLVED, we the City of West Branch of the county of Ogemaw, a Community Committed to UNDERAGE DRINKING PREVENTION, do hereby proclaim that April 2018 is Social Host Responsibility Month. We also call upon all parents, citizens, homeowners and property owners to host gatherings responsibly and take measures to eliminate access of alcohol to persons under the age of 21.

		access of alcohol
Yes — Bennett, L	awrence, Schaiberger, Tuttle	331101
,	Tuttle	
No – None	AL	
	Absent –Showalter, Weiler	B 400 %
	* * * * * * * * * * * * * * * * * * *	Motion carried
MOTION BY SCHAII FROM THE REGULA	BERGER, SECOND BY BENNETT, TO APPROVE THE R MEETING HELD JANUARY 8, 2017	MINUTES AND SUMMARY
Yes — Bennett, Law	rence, Schaiberger, Tuttle	
No - None		
	Absent –Showalter, Weiler	
	* * * * * * * * * * * * * * * * * * * *	Motion carried
MOTION BY SCHAIBE REPORT AND INVEST	RGER, SECOND BY LAWRENCE, TO RECEIVE AND F	ILE THE TREASURE

MOTION BY SCHAIBERGER, SECOND BY LAWRENCE, TO RECEIVE AND FILE THE TREASURER'S REPORT AND INVESTMENT SUMMARY; ADMINISTRATIVE BUDGET AMENDMENTS; THE EMS BOARD MINUTES FROM THE MEETING HELD NOVEMBER 16, 2017; THE PLANNING COMMISSIN BOARD MINUTES FROM THE MEETING HELD DECEMBER 12, 2017; AND THE DECEMBER POLICE DEPARTMENT REPORT

Yes — Bennett, Lawrence, Schaiberger, Tuttle

No. N		
No – None	Absent –Showalter, Weiler	Motion carried
A mailing from the O	* * * * * * * * * * * * * * * * *	motion carried
and Hom the Ogemaw	County Genealogical Society was shared.	
	* * * * * * * * * * * * * * * * * * * *	

Member Schaiberger gave a Kids Club update and apologized in advance for not being able to make the Planning Commission meeting to be held on January 23, 2018.

Mayor Lawrence gave an update on the EMS awards night and noted the EMS Board is in favor of 911 having their own authority. She reminded everyone of the County meeting that is coming up dealing with the discussion of having 911 become their own authority. She also gave updates on the Fire Board meeting and joint DDA meeting that she attended.

Manager Grace noted the need for Council Members to let her know if they were going to be at the County 911 meeting so she can post it in case they have enough members to have a quorum. She also updated Council on the last Waste Water Treatment Plant Authority meeting and noted that they have had discussions on ways to correct issues that the original governing documents have due to the fact that there is no mention of how to proceed with the joint ownership after the bond is paid off. She boards attend a meeting in March to discuss this.

Member Bennett recommended waiting till fall sometime due to the fact that the decision is not needed right away.

It was the consensus to wait till fall to have a joint meeting with the Boards of Ogemaw and West Branch Township.

Denise Lawrence, Mayor

John Dantzer, Clerk

SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY

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

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

Other officers present: Manager Grace, Clerk/Treasurer Dantzer, Planning Chairman Jackson, County Commissioner Reetz, and Chief Walters.

All stood for the pledge of allegiance.

Members Showalter and Weiler were excused from the meeting.

County Commissioner Reetz gave a County update.

Gary Hicks of Republic Services addressed concerns on service levels.

Manager Grace, Mayor Lawrence, and Member Bennett spoke on the issue as well.

Bob David spoke on garbage concerns he had.

Manager Grace gave an update on the City banner policy.

Marcia Young and Ken Neubecker presented an idea for a pulley system to hang the

Sharon Goethe asked questions on the banner policy as well.

Council approved bills in the amount of \$75,757.71.

Council approved resolution 18-03 to approve a noise ordinance exemption.

Council approved proclamation 18-01 proclaiming January 21-27 as School Choice

Council approved proclamation 18-02 proclaiming April as Social Host Responsibility

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

Council received and filed the treasurer's report, investment summary, administrative budget amendments, the EMS Board minutes from the meeting held November 16, 2017, A communication was shared.

Member Schaiberger, Mayor Lawrence, and Manager Grace gave reports.

Chief Walters gave a report

Mayor Lawrence adjourned the meeting at 6:58 pm.

# Consent Agenda

TOTAL - ALL FUNDS

User: MICHELLE DD. Mosthmanch City Ending Beginning Total Balance Total Balance Bank Code 02/28/2019 Credits Debits 02/01/2018 Description Fund GEN1 GEN1 - GENERAL CHECKING 934,539.68 22,136,18 375.55 956,300.31 101 0.00 18.191.77 0.00 18.191.77 CEMETERY PERPETUAL CARE 150 7,084.49 381.02 0.00 7,465.51 CEMETERY FUND 209 46.441.10 2.110.44 48,551.54 0.00 DDA OPERATING FUND 248 3,692.86 0.00 0.00 3.692.86 INDUSTRIAL PARK FUND 251 0.00 181,428.13 75.00 181.353.13 HOUSING RESOURCE FUND 276 122,769.19 421.94 0.00 122,347.25 SEWER DEBT FUND 318 240.72 0.00 240.72 0.00 WATER DEBT FUND 319 30,808.28 0.00 0.00 30,808.28 COLLECTION REPLACEMENT FUND 571 4,765.68 0.00 4.761.46 4.22 PLANT REPLACEMENT FUND (R&I) 572 197,629.70 8,714.63 265.83 206,078.50 590 SEWER FUND 198,171.74 1.880.94 211.11 199.841.57 WATER FUND 591 281,342.13 0.00 0.00 281,342.13 WATER REPLACEMENT FUND 592 186.73 56,507.83 40.95 56,653.61 SEWER COLLECTION 593 100,401.2 1,789.79 6.257.46 95,933.62 **EQUIPMENT FUND** 661 0.00 0.0 35,665.51 (35.665.51)PAYROLL CLEARING 704 4,215.7 0.00 0.00 IRONS PARK ENTERTAINMENT FUND 4,215.73 705 1,081.7 0.00 0.00 1.081.78 707 YOUTH SAFETY PROGRAM 3,848.7 0.00 0.00 3,848.73 RECYCLING CENTER 714 2,193,160.8 37,199.73 43.317.57 2,187,042.99 GEN1 - GENERAL CHECKING M/LST MAJOR/ LOCAL STREETS 495,109.6 0.00 3,496.19 498.605.85 MAJOR STREET FUND 202 1.227.05 323,906.3 0.00 325,133.38 203 LOCAL STREET FUND 819,015.9 4,723.24 0.00 823,739.23 MAJOR/ LOCAL STREETS PAY PAYROLL 12,905.9 33,170.20 0.00 PAYROLL CLEARING 46,076.10 704 12,905.9 33,170.20 0.00 46,076.10 PAYROLL CHEM SAVINGS 434,978.2 0.00 0.00 434,978.27 101 1,646.8 0.00 0.00 1,646.87 CEMETERY PERPETUAL CARE 150 20,833.5 0.00 0.00 20,833.55 INDUSTRIAL PARK FUND 251 2,350.5 0.00 0.00 2,350.58 COLLECTION REPLACEMENT FUND 571 25.986.8 0.00 0.00 25,986.89 WATER FUND 591 19,535.0 0.00 0.00 19,535.09 WATER REPLACEMENT FUND 592 779.2 0.00 0.00 779.22 SEWER COLLECTION 593 0.00 0.00 103,222.4 103,222.42 **EQUIPMENT FUND** 661 1,014.0 0.00 0.00 1.014.04 RECYCLING CENTER 714 0.00 610,346.9 610,346.93 0.00 SAVINGS TAX TAXES 0.00 6,680.5 0.00 6,680.50 TAX AGENCY 701 6,680.5 0.00 0.00 6,680.50 TAXES WATDB WATER DEBT 0.00 159.2 159.25 0.00 WATER DEBT FUND 319 159.2 0.00 159.25 0.00 WATER DEBT 3,642,269.4 75,093.17

3,674,045.00

43,317.57

02/02/2018 08:41 AM User: MICHELLE DP: Westbrooch City

# CASH SUMMARY BY ACCOUNT FOR WEST BRANCH FROM 02/01/2018 TO 02/28/2018 FUND: ALL FUNDS INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 02/01/2018	Total Debits	Total Credits	Ending Balance 02/28/2018
Fund 101					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	150,000.00	0.00	0.00	150,000.00
		250,000.00	0.00	0.00	250,000.00
Fund 150 CI	METERY PERPETUAL CARE				
004.300	CERTIFICATE OF DEPOSIT A	114,255.00	0.00	0.00	114,255.00
004.300	CERTIFICATE OF DEPOSIT B	114,822.11	0.00	0.00	114,822.11
		220.077.11	0.00	0.00	229,077.11
	CEMETERY PERPETUAL CARE	229,077.11	0.00	0.00	223,077.11
Fund 251 IN	DUSTRIAL PARK FUND		1000 (2000)		100 000 00
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	100,000.00	0.00	0.00	100,000.00
	INDUSTRIAL PARK FUND	200,000.00	0.00	0.00	200,000.00
	INDUSTRIAL PARK FUND	200,000.00	0.00		And purchased on the desired country of the second process.
Fund 661 E	QUIPMENT FUND			0.00	150 000 00
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
	EOUIPMENT FUND	250,000.00	0.00	0.00	250,000.00
	EQUIPMENT FUND	255,000.00			
	TOTAL - ALL FUNDS	929,077.11	0.00	0.00	929,077.11

West Branch JOURNAL ENTRY

JE: 9745

Post Date: 01/31/2018

Entry Date: 01/31/2018
Description: BUDGET POLICY AMENDMENT

Entered By: MICHELLE

Journal: BA

GL #	Description		DR	CR
101-101.000-865.700	PROFESSIONAL DEVELOPMENT		500.00	
101-101.000-956.700	EXPENSES			500.00
		Journal Total:	500.00	500.00
APPROVED BY:				

Planning Commission Meeting minutes for January 9, 2018

Meeting called to order 5:58pm.

Roll call Lisa Saurer, Dan Weiler, Mike Jackson, Bill Ehinger, Tim Schaiberger, Bob David, Kara Fachting, Denise Lawrence, Jan Hasty

Absent Kara Fachting

Also present – Denise Kline, Heather Grace, Kelli Collins

Pledge

Public Hearings- none

Additions- Member Jackson noted this is the first scheduled meeting of the Planning Commission of 2018, and asked for volunteers for the positions of Chair and Vice Chair. Member Saurer nominated Mike Jackson for Chair, and Bob David for vice chair. Both accepted nominations.

\*Motion- Member Saurer motioned to elect Mike Jackson as Chair and Bob David as vice Chair. Second by member Schaiberger. All in favor, none opposed. Motion carried.

Public comment - none

\*Motion - Member Ehinger motioned to approve the minutes from the Planning Commission Meeting held on Dec 12, 2017. Second by Schaiberger. All in favor, none opposed. Motion Carried.

Site Plans - none

Site permits – none.

Old business – none.

New business. Denise Kline from NEMCOG discussed her position in writing zoning ordinances, and master plans for 16 years. Denise and the planning members discussed some of the re-writes she has done to clear up confusion in the new Master Plan, as well as discussion regarding definitions and language to better understand the new Master Plan as its being developed. Over the year 2018, there will be 3 meetings regarding the Master Plan, and 9 meetings regarding zoning.

Member Jackson noted that planning will go to meetings twice a month, the second and fourth Tuesday of each month; the first Tuesdays meeting will be focused on Master Plan and zoning, the second meeting per month will focus on regular business of the Planning Commission.

Denise will return on March 27th.

The commission also went over a survey prepared by Denise Kline, which will be available on the website, as well as on Facebook. Heather Grace will look into possibly getting a gift card, in which a persons name who has completed the survey will be entered into a drawing.

Member Jackson noted the next Planning meeting will be January 23, 2018. There will also be training in Clare on Feb. 15<sup>th</sup>.at 5:00pm.

There will be no regular meeting on February 13<sup>th</sup>.

There will be a regular meeting on February 27<sup>th</sup>.

Jackson noted there will be a Public Hearing on January 23<sup>rd</sup> in regards to a Special Use Permit.

Member Reports – Jan Hasty, nothing. Mike Jackson, welcomed Jan Hasty back to Planning. Tim Schaiberger, nothing. Denise Lawrence, nothing. Bob David, noted that the DDA has issues they are trying to straighten out. Dan Weiler, nothing. Bill Ehinger, nothing. Lisa Saurer, nothing. Mike Jackson, nothing.

DDA Report- none.

Public Comment, none.

Motion to adjourn by member Jackson, seconded by Hasty. All in favor, none opposed. Motion Carried.

Meeting adjourned at 8:17pm.

Minutes taken and prepared by Member/Secretary Lisa Saurer

# WEST BRANCH AREA WASTEWATER TREATMENT PLANT AUTHORITY

A regular meeting of the West Branch Area Wastewater Treatment Plant Authority was held on Tuesday, October 17, 2017 at the West Branch City Hall.

Chairman Stephens called the meeting to order at 3:32 p.m.

Present: Heather Grace, City of West Branch; Denis Stephens, Ogemaw Township; and Ryan Veeder, West Branch Township.

Absent: Rusty Showalter, City of West Branch

Others in attendance: John Dantzer, Secretary/Treasurer; Dan Robb, Wastewater Treatment Plant Superintendent, and City Attorney Gabrielle Dantzer.

Member Grace noted that City Attorney Gabrielle Dantzer was able to make it to the meeting to speak on potential changes to the Authority agreement and should be added to the agenda.

Motion by Grace, second by Stephens, to approve the addition of Gabrielle Dantzer to the agenda.

Yes – Grace, Stephens, Veeder

No - None

Absent - Showalter

Motion carried

\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*

Motion by Grace, second by Stephens, to approve the minutes from the meeting held August 24, 2017.

Yes - Grace, Stephens,

No – Veeder Absent – Showalter

Motion carried

Member Veeder noted some wording that he would like changed in the minutes for clarification.

Motion by Veeder, second by Stephens, to bring back to the table the approval of the minutes and approve the minutes with corrections from the meeting held August 24, 2017.

Yes – Grace, Stephens, Veeder

No - None

Absent – Showalter

Motion carried

\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*

Motion by Grace, second by Veeder, to approve the Diebold quarterly insurance invoice in the amount of \$3,093.00.

Yes – Grace, Stephens, Veeder No – None Absent – Showalter

Motion carried

Motion by Grace, second by Veeder, to approve the annual Diebold bond insurance invoice in the amount of \$981.00.

Yes – Grace, Stephens, Veeder No – None Absent – Showalter

Motion carried

\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*

Motion by Grace, second by Veeder, to approve the December installments for bond 92-01 in the amount of \$93,037.50 and 92.02 in the amount of \$43,662.50.

Member Stephens asked if anyone had received any additional correspondence on the sewer backup issue. Member Veeder noted he did receive correspondence from the attorney of Forwards noting they received the notice from the Authority's insurance company declining coverage and that they were reaching back out to the Township. Member Veeder further noted he sent that letter to the Township Attorney and they have a meeting set up to go over it.

Member Grace noted she did send out an RFP for bids on computerized maintenance management system/asset management software to help with the Asset Management Plan which is required by the MDEQ in order to keep the treatment plants discharge permit active. She further noted they did only receive one bid from Silversmith and it was \$26,000 for the initial cost and \$5,200 in annual maintenance fees. Member Grace noted that they did discuss the bid at the City's department head meeting and DPW Superintendent Mike Killackey noted the company he used at a previous City where he worked was much less expensive.

WWTP Superintendent Dan Robb went over the information needed for the asset management plan and his recommendation to not approve the bid because he believed they could find something less expensive.

Member Grace said she would look into other options if that was what the Board wanted.

Motion by Grace, second by Veeder, to approve Member Grace to reach out to other companies to seek additional quotes.

Yes - Grace, Stephens, Veeder

No - None

Absent - Showalter

Motion carried

Attorney Dantzer noted that she has looked over the Wastewater Treatment Plant agreement and noted the agreement was supposed to be renewed every five years but in her opinion it needed some clarification on some issues and wanted to hear input from the members before she did a rough draft. Things she recommended were adding a section with definitions, elaborate on the different responsibilities of Townships and City, to clarify the distinction between the ownership of the sewer system parts between the Townships and City and the WWTPA, and adding a provision that new commercial or industrial customers would need to be presented to the Board for approval before they are added to the sewer system.

Member Grace noted she would like to see the interceptor responsibilities addressed.

Member Veeder noted he would like to see a requirement that all parties must have sewer backup insurance coverage added to the agreement.

Member Stephens noted the initial agreement noted percentage of ownership and that current billing is based on percentage of usage which is not the same as the original ownership percentages. He further noted he did not see an advantage of having the original percentage of ownership in the new agreement and that the ownership should be based on percentage of usage. He further noted that he agreed they need to have a meeting to approve new businesses that are coming in.

Member Stephens noted that they need to look at the time and material billing that would be charged for services provided to the Township by the City and that they could possibly look into incorporating an indemnity agreement with the new plan.

Attorney Dantzer noted she would also look at the Articles of Incorporation and By-laws and that she would work with WWTP Superintendent on the draft and present it to the Authority upon completion.

Member Stephens noted they could call a special meeting to go over it if needed.

Member Veeder asked if there would be a different time that would be better for Member Showalter to be able to make it more frequently.

Secretary/Treasurer Dantzer submitted the Treasurers report and noted he just completed the audit of the Authority and was told that everything looked good and they were not expecting any notice of findings.

Motion by Veed	er, second b	v Grace, t	to receive and	file the	Treasurers F	Report

Yes – Grace, Steph	ens,	V	ee	de	r			No	<b>–</b>	N	on	е					A	bs	ser	nt –	Sh	owa	alte	er
Motion carried																								
	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*				

There being no further business, Chairman Stephens adjourned the meeting at 4:43 p.m.

The West Branch Community Airport Board met on this date in the Conference Room, West Branch Community Airport Terminal, West Branch, Michigan. Chairman Ron Quackenbush called the meeting to order at 12:00 p.m.

Present: Ron Quackenbush, Denise Lawrence, Gary Klacking, Karen Michael, Heather Grace and Ben Evergreen. Absent – Craig Scott, Terry Hodges, and Dave Lucas.

Motion by Grace, second by Quackenbush, the minutes of the November 15, 2017 meeting be approved as noted. Voice vote. Ayes – all. Motion carried. [12-1-#1]

Motion by Quackenbush, second by Lawrence, claims in the amount of \$5,836.07 be approved for payment. Voice vote. Ayes – all. Motion carried. [12-1-#2]

Ben Evergreen, Airport Manager, gave the financial report. The combined account balance is \$225,160.49. Ben stated this is a good place to be at this time. The airport audit will be presented in April 2018.

Ben stated Mead & Hunt, airport consultants, will be at the January 2018 meeting to begin work on the airport strategic plan.

Motion by Klacking, second by Grace, the West Branch Community Airport Board authorize the expenditure of \$5,000 for tree removal on airport property. Voice vote. Ayes – all. Motion carried. [12-1-#3]

Ms. Lawrence stated Dave Lucas will be resigning his position on the West Branch City Council due to health reasons. As a result of the resignation he will no longer be attending airport board meetings. A replacement will be appointed for him.

There being no further business to conduct, Chairman Quackenbush adjourned the meeting at 12:12 p.m.

Minutes by Board Secretary Gary R. Klacking.

MEETING OF THE WEST BRANCH ZONING BOARD OF APPEALS MEETING HELD IN THE COUNCIL CHAMBER OF CITY HALL, 121 NORTH FOURTH STREET, ON THURSDAY, NOVEMBER 9, 2017

Member Tim Schaiberger called the meeting to order at 6:00 p.m.

Present: Glenda Colclassure, Kara Fachting, Thom Jones, and Tim Schaiberger

Absent: Anthony Wirth

Others present: Clerk/Treasurer John Dantzer, Zoning Administrator Kelli Collins

MOTION BY FACHTING, SECOND BY JONES, TO APPROVE THE MINUTES FROM THE MEETING HELD MAY 23, 2016.

Yes - Colclassure, Fachting, Jones, and Schaiberger

No - None

Absent -Wirth

Motion carried

Member Schaiberger opened the public hearing for a variance request by Karen Riley of 235 N. Third St to replace an existing porch with a wraparound porch which is 9'6" from the sidewalk and 19'6" from the front lot line. Per zoning ordinance as written in Chapter 4, General Regulations, Section 4.8, Nonconformities Expansion of Nonconformity Prohibited "No structure may be enlarged or structurally altered in such a way as to increase its nonconformity.

Zoning Administrator Kelli Collins noted the reason for the denial was due to the fact that even though she was replacing an existing porch that was already nonconforming because it was closer than the 25' allowed front yard setback it had to be denied because she is not allowed to approve a nonconformity to be rebuilt or altered.

Member Colclassure noted she did look at the location and that many of the other houses in that neighborhood are equally close to the front of their property lines.

Member Jones noted he also looked at it and with the new porch, it would still be in the same line of site of the other neighboring houses.

Ms. Riley went over her plans and noted that the new porch would only be one foot closer to the front lot line than the current porch that she is replacing currently is. She noted that the style of porch she would be building would make it look more to the tradition of that area and that several other homes have a similar look.

Member Colclassure noted in her opinion the homeowner does have a hardship because the structure is closer to the road than allowed and in many cases it was due to the streets being widened at some point after the initial house was built.

Member Schaiberger noted because it is only one foot closer than the current existing porch and it is similar to the look and setbacks of the other homes in the area that he did not see any issue with allowing it.

With no one else wishing to be heard, Member Schaiberger closed the public hearing.

MOTION BY COLCLASSURE, SECOND BY FACHTING, TO APPROVE THE SETBACK VARIANCE AS REQUESTED OF 19'6' FROM THE FRONT YARD SETBACK FOR KAREN RILEY AT 235 N. THIRD ST

Yes - Colclassure, Fachting, Jones, and Schaiberger

No - None

Absent - Wirth

Motion carried

Member Colclassure recommended looking at having wording in the updated planning ordinance that would be set up to allow an appeal to be handled administratively if for example a certain number of other homes in the area exhibit the same issue.

Meeting adjourned at 6:16 p.m.

REGULAR MEETING OF THE OGEMAW COUNTY EMS AUTHORITY BOARD WAS HELD AT THE OGEMAW COUNTY EMS AUTHORITY BUILDING ON December 21, 2017 at 4:30 P.M.

Present: Denise Lawrence, City of West Branch, Danny Morrison, Cummings Township, Bruce
Reetz, Ogemaw County, Dave Reasner, City of Rose City, Lisa Cotton, Mills Township
, , , , , , , , , , , , , , , , , , , ,
Others Present: Trista Spencer-Director, Gail Seder-Administrative Assistant
others Present. Trista Spencer-Director, Gail Seder-Administrative Assistant
**********************

Motion by Denise, supported by Danny, all in favor to approve the November 16, 2017 minutes.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

### **CORRESPONDENCE:**

No Correspondence to review.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

### **CLAIMS & ACCOUNTS:**

Motion by Lisa to approve the Claims and Accounts in the amount of \$89,764.93. Supported by Danny, all in favor, motion carried. Roll Call: Danny-Yes, Dave – Yes, Lisa-Yes, Denise – Yes, Bruce – Yes.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

# **OLD BUSINESS:**

911 User Fee Payment – Bruce stated that the County Board of Commissioners will host a meeting on 01-25-18 with the Townships to discuss.

Project Land in Rose City – A survey will be done soon. Landowner will sell one acre and any additional property needed, she will donate to EMS.

Night of Hero's Appreciation Dinner – Coming together fine. Receiving products and certificates for the silent auction. Dinner will be at 5 pm.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

### **NEW BUSINESS:**

Mills Station Lease has expired, and a new lease for 3 years has been provided by the Mills Township Board. Lease will be from 01-01-18 to 12-31-20. The lease amount will increase \$10.00 per month for each year.

Motion made by Dave to approve the new lease agreement. Supported by Danny, all in favor, motion carried. Roll Call: Danny-Yes, Dave – Yes, Lisa-Yes, Denise – Yes, Bruce – Yes.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

### PUBLIC COMMENT:

Bruce discussed some 911 Authority Meeting comments from the Commissioners and one idea is to raise the phone surcharge to \$3.00 max.

### EMS DIRECTORS REPORT:

Trista would like to purchase cameras for the rigs. This is needed for our own protection, since sexual harassment cases in the public forum, are getting quite common lately.

Trista and Bobby Dack are working on writing a grant to obtain power lifts for the ambulances. The charge for Bobby to write the grant will be \$500.00.

ADJOURNMENT: 5:10 p.m.

Motion made by Dave to adjourn at 5:00 p.m. Supported by Lisa. All in favor. Motion carried.

The next meeting will be Thursday, January 18, 2018 at 4:30 p.m.

Mw/gs/board mtg/12-21-17 minutes

# Communications



WEST BRANCH - WEST BRANCH
COMMUNITY AIRPORT

PLAN

This document serves as the airport's individual airport report. This report includes information pertinent to the facility that was generated as a part of the 2017 Michigan Aviation System Plan (MASP). Included in this report are the following:

- 1. Airport Forecast
- 2. Airport Report Card
- 3. Airport Community Benefits Assessment (CBA) Report

An introduction to each of these components is provided in this report. To view the 2017 MASP Technical Report or Executive Summary, please visit the Michigan Department of Transportation (MDOT) Aeronautics (AERO) website at <a href="http://www.michigan.gov/aero/">http://www.michigan.gov/aero/</a>. A PDF copy of this individual airport report is also available on the website.



# **Airport Forecast**

This forecast presents the historical and projected activity for the airport and includes:

- Table presenting operations and based aircraft. Ten years of historical data (2005 to 2015) is shown, where available, as well as data for forecast years 2020, 2025, 2030 and 2035. Operations are segmented by type:
  - o Itinerant Air Carrier
  - Itinerant Air Taxi
  - Itinerant GA
  - Itinerant Military
  - Local GA
  - Local Military
  - Total Operations
- · Graph of total operations
- · Graph of total based aircraft

The growth rate shown is the compounded annual growth rate of operations from 2015 to 2035.

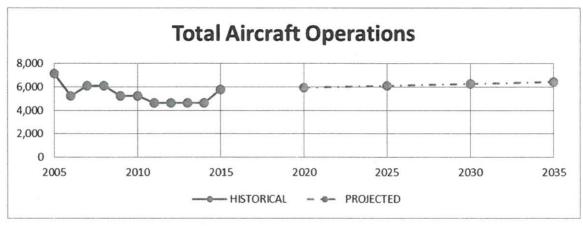
# West Branch Community (Y31)

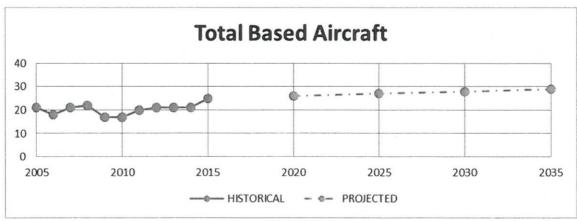
West Branch, MI

Growth Rate (2015-2035): 0.53%

		ltinera	ant .		Lo	cal	Total	Based
Year	Air Carrier	Air Taxi	GA	Military	GA	Military	Operations	Aircraft
Historic	al							
2005	0	2,200	2,958	0	1,972	0	7,130	21
2006	0	0	2,096	0	3,145	0	5,241	18
2007	0	0	2,530	0	3,584	0	6,114	21
2008	0	0	2,530	0	3,584	0	6,114	22
2009	0	. 0	2,530	0	2,688	0	5,218	17
2010	0	0	2,530	0	2,688	0	5,218	17
2011	0	0	2,328	0	2,328	0	4,656	20
2012	0	0	2,328	0	2,328	0	4,656	21
2013	0	0	2,328	0	2,328	0	4,656	21
2014	0	0	2,328	0	2,328	0	4,656	21
2015	0	500	2,650	0	2,650	0	5,800	25
Projecte	ed							
2020	0	511	2,711	0	2,711	0	5,933	26
2025	0	524	2,779	0	2,779	0	6,083	27
2030	0	539	2,859	0	2,859	0	6,257	28
2035	0	555	2,943	0	2,943	0	6,442	29

Source: Jacobsen|Daniels, June 2017 (MASP forecast), FAA Terminal Area Forecast 2016 – 2036 (historical) Totals may not add due to rounding.





### Airport Report Card

Michigan's system airports are classified using a two-step methodology including:

- 1. MASP Airport Tier (1, 2 and 3)
- 2. Airport Reference Codes (ARCs) associated with the airport tier known as a MASP ARC (ranging from A-I to C-II).

Airports are assigned a tier classification based on the role they play in achieving the eight system-wide goals. The highest tier achieved for any of the eight system goals becomes the airport's overall MASP Tier. The ARC associated with the airport's MASP Tier becomes the airport's MASP ARC. **Table 1** below summarizes the system goals, tiers and associated ARCs. For example, if an airport meets Tier 1 criteria under the Business Center goal, the airport is a Tier 1 airport with a MASP ARC of C-II.

Table 1: MASP System Goals, Tiers, and ARCs

Tier	Population Center	Business Center	Tourism Center	General Population	Land	Regional Capacity	Isolated Areas	NPIAS Inclusion
Tier 1	C-II	C-II	B-II	B-II	B-II	A-I	B-I	B-I
Tier 2	B-II	B-II	B-II	n/a	n/a	A-I	n/a	B-I
Tier 3			1.	No	target			

The MASP ARC is an indicator of the type of activity that occurs at an airport, and the role the airport plays in meeting system goals. The MASP ARC helps align the facility goals appropriate to each airport, including:

- Primary Runway System
- Lighting and Visual Aids
- Approach Protection
- Basic Pilot and Aircraft Services
- All-Weather Access
- Year-Round Access
- Landside Access

Each facility goal contains specific development items based on the MASP ARC assigned to an airport. The MASP ARC and the associated facility goals reflect what MDOT Office of Aeronautics (AERO) believes is the appropriate level of development to support each system goal, however, it is not a justification for individual airports to require funding to meet their MASP ARC designations and associated facility goals. Individual planning studies may be necessary to address site specific justification for various development projects. **Table 2** lists the specific facility goals by MASP ARC.



Table 2: Michigan Airport Facility Development Goals by MASP ARC for Tier 1 and Tier 2 Airports

Facility Goal		MASP Airport Reference Code (ARC)						
	Airport Development Item	A-I	B-I	B-II	C-II*			
	Length (feet)	2,500	3,500	4,300	5,000*			
Primary Runway System	Width (feet)	100	60	75	100*			
	Surface Type	Turf	Paved	Paved	Paved			
	Primary Taxiway System	None	Full Parallel i	f 20,000+ ops	Full Paralle			
	Runway Lighting System	Markers	MIRL	MIRL	HIRL			
	PAPI	No	Yes	Yes	Yes			
Lighting	REIL	No	Yes	Yes	Yes			
and Visual	MALSR	No	No	No	Yes			
Aids	Rotating Beacon	No	Yes	Yes	Yes			
	Lighted Wind Indicator	No	Yes	Yes	Yes			
	Segmented Circle	No	Yes	Yes	Yes			
Approach Protection	Approach Protection Plan	Yes	Yes	Yes	Yes			
	Restrooms	No	Yes	Yes	Yes			
Basic Pilot and Aircraft	Fuel	No	Yes	Yes	Yes			
	Aircraft Parking	Yes	Yes	Yes	Yes			
Services	Aircraft Maintenance	No	No	Yes	Yes			
	Available Staff	Yes	Yes	Yes	Yes			
All-Weather Access	Instrument Approach	Visual	Non-Precision	Non-Precision	Precision			
	Weather Reporting (AWOS)	Preferred	Preferred	Yes	Yes			
	Weather Briefing Access	Preferred	Preferred	Yes	Yes			
Year-Round	Open Year-Round	Yes	Yes	Yes	Yes			
Access	Snow Removal	Yes	Yes	Yes	Yes			
Landside Access	Public/Private Transportation	No	No	Yes	Yes			

Notes:

Tier 3 airport minimum development standards are defined in the MAC General Rules for licensed airports.

Runway length goals shown in the table are subject to FAA/AERO justification determination.

For A-I airports with paved runways, the standard width is 60 feet.

Airports having a VASI instead of a PAPI are acceptable. VASI/PAPI/REIL on one runway end is acceptable.

An Airport Zoning Ordinance is considered an acceptable Approach Protection Plan.

Aircraft parking consists of either a hangar, tie-down, or parking area.

Weather briefing access may be provided by a Weather Briefing System, computer, internet access, or cell phone coverage.

Source: MDOT AERO

The airport report card provided on the next page includes a comparison between the existing facilities and services available at the airport and the facility goals assigned to the airport. Please note that because the MASP ARC assigned to the airport is independent of its existing Federal Aviation Administration (FAA) design ARC, the airport should continue to develop in accordance with individual airport needs and federal design standards as identified in airport planning studies and documents. However, the facility development goals assigned to the airport through its MASP ARC should also be recognized and considered during future planning exercises in an effort to meet system goals.

### **Airport Report Card**

### **WEST BRANCH**

**Airport Name: West Branch Community** 

Airport

FAA Identifier: Y31

2017 MASP Tier: 1

Current FAA Airport Reference Code (ARC): B-II 2017 MASP Airport Reference Code (ARC): C-II

Facility			2017 MASP ARC	2017 MASP ARC			
Goal	Airport Development Item	Currently Has	C-II Development Goals	Met?			
		F 000	£ 000	Von			
Primary	Length (feet)	5,000	5,000	Yes			
Runway	Width (feet)	100		AN CONTRACTOR			
System	Surface Type	Paved	Paved	Yes			
W. S. Francisco	Primary Taxiway System	Partial Parallel	Full Parallel	No			
	Runway Lighting System	MIRL	HIRL	No			
	PAPI	Yes	Yes	Yes			
l inteller and	REIL	Yes	Yes	Yes			
Lighting and Visual Aids	MALSR	No	No	Yes			
VISUAI AIUS	Rotating Beacon	Yes	Yes	Yes			
	Lighted Wind Indicator	Yes	Yes	Yes			
	Segmented Circle	Yes	Yes	Yes			
Approach Protection	Approach Protection Plan	Yes	Yes	Yes			
	Restrooms (24 hours)	Yes	Yes	Yes			
Basic Pilot	Fuel	Yes	Yes	Yes			
and Aircraft	Aircraft Parking	Yes	Yes	Yes			
Services	Aircraft Maintenance	Yes	Yes	Yes			
	Available Staff	Yes	Yes	Yes			
	Instrument Approach	Non-Precision	Precision	No			
All-Weather	Weather Reporting (AWOS/ASOS)	Yes	Yes	Yes			
Access	Weather Briefing Access	Yes	Yes	Yes			
Year-Round	Open Year-Round	Yes	Yes	Yes			
Access	Snow Removal	Yes	Yes	Yes			
Landside Access	Public/Private Transportation	Yes	Yes	Yes			

### Notes:

For A-I airports with paved runways, the standard width is 60 feet.

Runway length goal shown is subject to FAA/AERO justification determination.

A VASI in lieu of a PAPI is acceptable. VASI/PAPI/REIL on one runway end is acceptable.

An Airport Zoning Ordinance is considered an acceptable Approach Protection Plan.

Aircraft parking consists of either a hangar, tie-down, or parking area.

Weather briefing access may be provided by a Weather Briefing System, computer, internet access, or cell phone coverage.

### Additional Airport Notes:

MALSR is not a development goal for C-II airports without an existing precision approach

Pavement Condition Index (PCI)		Existing PCI	Minimum PCI Goal	PCI Performance
Based on FAA Aircraft Approach	Runway	72	55	Meeting goal
Category (AAC): 'B'	Taxiway	72	45	Meeting goal
Source: ASM/Facility Information Work	sheets/MDOT Air	port Directory/FAA Form 5	010/MDOT APMS/FAA Digital-C	hart Supplement (d-CS)





### Airport CBA Report

Based upon a 2017 study, the contribution of Michigan airports to the state economy is nearly \$22 billion in business sales and budget expenditures (economic output) that includes more than \$7 billion in labor income to Michigan residents and supports almost 184,000 full-time and part-time jobs across the state. These totals are based on findings from 114 of the nearly 230 public-use airports in Michigan. Surveys were distributed to 111 airports that are identified as Tier 1 and Tier 2 levels and three Tier 1 airports provided their own recently completed economic studies that were used as part of the calculation.

Findings from the survey effort of the 111 airports were entered in to the MDOT Office of Aeronautics' (AERO) Community Benefit Assessment (CBA) Tool. The CBA enables AERO to record aviation activities and the direct economic contributions of Michigan airports, including: (1) aviation reliant and non-aviation reliant activities on airports; (2) off-airport related and/or reliant activity; (3) economic impacts to Michigan from out-of-state visitor spending facilitated by airports (and separated from #2 to avoid double counting); and (4) the impacts of construction on airport.

Reports generated by the CBA list each of these four segments of Michigan's aviation economy and separate direct impacts (initial transactions) from the multiplier impacts of both sales by Michigan suppliers that support the direct impacts, and spending of wages earned from the direct and supplier transactions (see sample CBA Report on the following page). The CBA analysis was completed for 111 airports. In addition, Detroit Metropolitan Wayne County (DTW), Gerald Ford International (GRR), and Willow Run (YIP) had completed economic impact studies in 2013 (DTW) and 2014 (GRR and YIP). To minimize costs and burdens on these airports, AERO used these studies and the totals were added to the findings from the CBA base analysis.

### Total Statewide Economic Impact of Michigan's Aviation System

	Jobs	Labor Income	Output
111 System Airports with CBA Reports	55,757	\$2,244,280,000	\$7,906,093,000
Airport Economic Impact Studies Provided for Airports	without Cl	BA Reports <sup>1</sup>	
Grand Rapids - Gerald R Ford Int'l (GRR)2	40,582	\$1,537,670,000	\$3,244,928,000
Detroit – Willow Run (YIP) <sup>3</sup>	950	\$41,372,000	\$126,164,000
Detroit - Detroit Metro Wayne County (DTW)4	86,308	\$3,226,185,000	\$10,630,255,000
TOTAL	183,597	7,049,507,000	\$21,907,440,000

Notes

Source: CBA Tool, Economic Impact Studies from GRR, YIP, DTW

<sup>&</sup>lt;sup>1</sup>Dollars updated to 2016 using BEA price deflators for GDP

<sup>&</sup>lt;sup>2</sup>Study published January, 2015. Dollars updated from 2014 to 2016. Additional economic impact since study publication was not calculated. **Study region**: Barry, Kent, Montcalm, Muskegon and Ottawa counties.

<sup>&</sup>lt;sup>3</sup>Study published in 2014. Dollars updated from 2014 to 2016. Additional economic impact since study publication was not calculated. **Study region:** Genesee, Lapeer, Lenawee, Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw and Wayne counties.

<sup>&</sup>lt;sup>4</sup>Study published in 2013. Dollars updated from 2013 to 2016. Additional economic impact since study publication was not calculated. **Study region:** State of Michigan.



The CBA Reports that were generated by the CBA Tool include the components outlined below (a sample airport is used). The airport's actual CBA Report is included on the next page.

This section includes information about the airport, such as location, ownership, date the report was run, airport features (runway length, width, approach), evaluation year, and activity statistics. The total passengers listed in this section include both GA and commercial service passengers.

### On-going Contribution to the County Economy

This section includes economic impact data for the airport, including:

- Direct effects: jobs, income and output as a direct result of on and off-airport activity. For example, jobs at the airport and in retail and services that support aviation activity (such as airport managers, FBO staff, etc.) are counted here.
- Supplier and income re-spending effects: indirect and induced jobs, income and output that result from the recycling of dollars in the community. For example, the spending of airport employee income on consumer purchases that leads to sales at other businesses that support other jobs & income to workers
- Total Impact: a combination of direct and indirect impacts in the form of jobs, income and output.
- Tax Generated by Aviation-Related Activities: income tax levied on wages of jobs supported by aviation activity and sales tax levied on visitor spending and more. Fuel tax is also calculated for airports that sell fuel and is based on gallons of fuel sold.

All impacts shown are based on information provided by the airport manager or sponsor on jobs reliant on the airport and annual activity, such as the number of operations and visitor portion of passengers. This information is collected by MDOT on a periodic basis.

### Michigan Department of Transportation - Office of Aeronautic CRA Community Renefits Assessment Airport Role in Economy Evaluated for Year: MASP ARC B-II Activity Data Current FAA ARC B-II Total Operations Total Aircraft: Cramby Eaton 8.760 Public Primary Runway Lengt Primary Runway Width Total Passengers Total Cargo Tons 3/28/2017 11:46:16 AM On-going Contribution to the County E Output (\$) <u>State</u> \$2,662,000 Direct Effect \$2,662,000 Airport (incl. FBO and air related tenants) Airport Tenants: non-air related Off-Site: Supported by Visitor Spending \$683,000 \$683,000 \$100.000 \$310,000 \$310,000 \$22,489,000 4. Off-Site: Staff or Cargo Reliant \$1,362,000 \$1,362,000 \$22,489,000 \$1,572,000 -due to Visitor Spendi \$31,000 due to Reliance on Air Tra \$647,000 \$2,112,000 \$1,920,000 \$13,134,000 \$3,239,000 \$4,750,000 \$28,586,000 B. Total Impact from Airport Activit Off-Site Tax Generated by Aviation-Related Activity 10. State Sales Tax \$254,000 \$1,382,000 150,000 8.333 8,334 2017 MASP Goals: Serve Significant Population Centers Serve Significant Business Centers Serve Significant Tourism/Convention wide Access to the General Population Tier 3 ovide Adequate Land Area Co ve Regional Capacity Serve Seasonally Isolated Areas Tier 3 n the Service-area economy as defined by th \* Supplier and Income re-spending effects t ARC = Airport Reference Code rage visitor spending (per visitor): \$42.00 Visitor spending source: Prosperity Region & Class Developed by Economic Development Research Group, Inc., Boston, MA Page 1 of 1 Annual Capital Expenditures This section includes a breakdown of annual capital expenditures into federal, state and local amounts. The

year for which the capital expenditures are reported is also provided.

### 2017 MASP Goals

This section includes the airport's role in meeting each of the 8 goals established in the 2017 Michigan Aviation System Plan (MASP).

### Other Attributes

Any other attributes or pertinent notes about the CBA Report are also included in this section.

### WEST BRANCH

### **CBA Community Benefits Assessment**

### **Airport Role in Economy**

Airport:

West Branch Community

City:

West Branch

Current FAA ARC B-II

County: Ownership:

Ogemaw Public

Scenario:

Service Area:

Current Ogemaw

Run Date:

4/3/2017 11:18:25 AM

MASP Tier Tier 1 MASP ARC C-II

**Airport Features** 

Primary Runway Length 5,000 Primary Runway Width 100 Instrument Approach NPI

Evaluated for Year: 2016

**Activity Data** 

Total Operations:

Total Aircraft:

5,800 25

Total Passengers: Total Cargo Tons:

18,400 0

On-going Contribution to the County Economy

Direct Effect	Jo	bs	Inco	me (\$)	0	
<ol> <li>Airport (incl. FBO and air related tenants)</li> <li>Airport Tenants: non-air related</li> <li>Off-Site: Supported by Visitor Spending</li> <li>Off-Site: Staff or Cargo Reliant</li> <li>Supplier and income re-spending effects*</li> </ol>	Local 5 1 57 95	<u>State</u> 5 1 57 95	Local \$254,000 \$31,000 \$1,387,000 \$3,615,000	<u>State</u> \$254,000 \$31,000 \$1,387,000 \$3,615,000	Local \$990,000 \$98,000 \$3,956,000 \$19,972,000	<b>State</b> \$990,000 \$98,000 \$3,956,000 \$19,972,000
<ul> <li>-due to Airport and Related Activities**</li> <li>-due to Visitor Spending</li> <li>-due to Reliance on Air Transport</li> </ul>	24 12 63	37 24 190	\$816,000 \$404,000 \$6,388,000	\$998,000 \$964,000 \$3,847,000	\$2,497,000 \$1,349,000	\$4,287,000 \$2,932,000
3. Total Impact from Airport Activities	257	409	\$12,895,000	\$11,096,000	\$5,882,000 \$34,744,000	\$9,124,000 \$41,359,000

Ta	x Generated	by Aviation-Related	Activity
0	Chata V	_	MCCIVILY

9. State Income Tax

10. State Sales Tax

11. Tax generated by fuel sales

At-Airport	
\$33,000	
\$322,000	
\$256	

Off-Site \$153,000 \$1,612,000

Local \$

8,334

**Annual Capital Expenditures** Total Federal \$ 2015 State \$ Budget: 166,667 150,000

Serve Significant Population Centers	Tier 3
Serve Significant Business Centers	Tier 1
Serve Significant Tourism/Convention Centers	Tier 3
Provide Access to the General Population	Tier 3
Provide Adequate Land Area Coverage	Tier 1
Preserve Regional Capacity	Tier 2
Serve Seasonally Isolated Areas	Tier 3
Inclusion in NPIAS	Tier 2

Other Attributes		

8,333

ARC = Airport Reference Code

NPIAS = National Plan of Integrated Airport Systems

Average visitor spending (per visitor): \$604.00

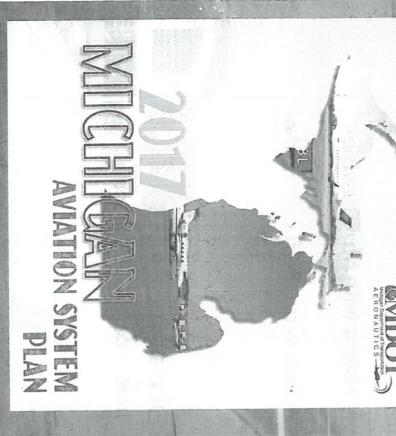
Visitor spending source: visitor survey

<sup>\*</sup> on the Service-area economy as defined by the user

<sup>\*\*</sup> Supplier and income re-spending effects pertain only to air-related and air support activities

# Michigan Aviation System Plan





January 24, 2018 West Branch Community Airport Presentation to:

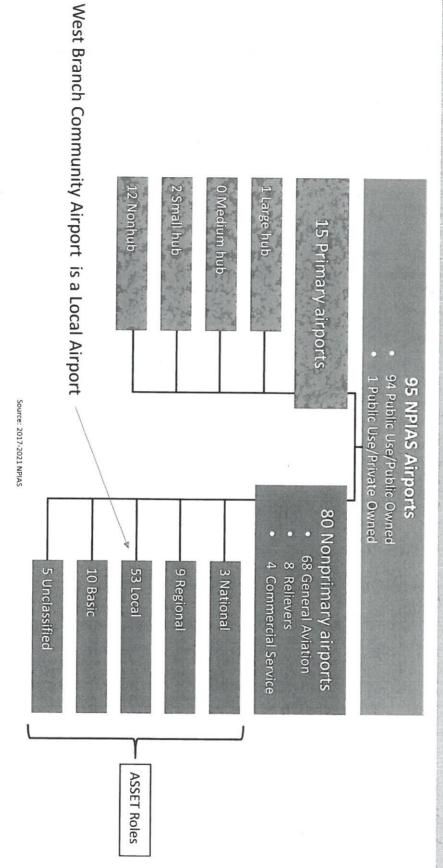


### Project Overview

- The Michigan Aviation System Plan (MASP):
- Establishes a desired level of infrastructure consistent with MDOT's vision, mission, and goals.
- Identifies aviation needs and make recommendations on the future of the state's aviation system.
- Last updated in 2008
- Community Benefits Assessment (CBA) Tool was updated
- Allows us to measure both the direct and in-direct economic impacts of individual airports, regions, and statewide.

## NPIAS Airports in Michigan

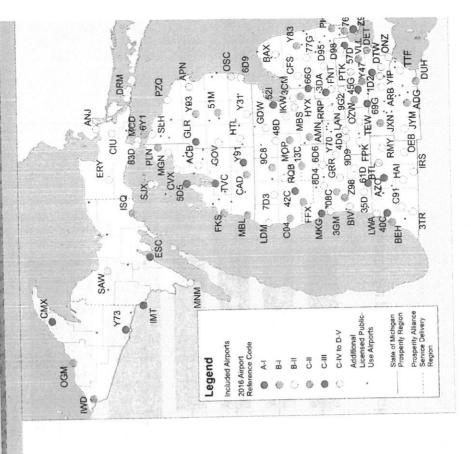






## Michigan Aviation System

- Total of 226 licensed <u>public-use</u> airports, of which:
- 130 publicly owned (58%)
- 96 privately owned (42%)
- Additional privately-owned aviation facilities not considered in the MASP (not included in the map):
- 7 heliports (public-use)
- 1 seaplane base (public-use)



## MASP Airport Tier System\*



## Tier 1: Respond to essential/critical state airport system goals.

Should develop to their full and appropriate level.



# Tier 2: Complement the essential/critical state airport system and/or respond to local community needs.

Focus should be on maintaining infrastructure with a lesser emphasis on facility expansion.



### Tier 3: Remaining public-use airports.

Duplicate services provided by other airports and/or respond to specific needs of individuals and/or small business.

<sup>\*</sup>Only Tier 1 and Tier 2 airports are evaluated in the MASP.

# MASP Airport Reference Code (ARC)



- Airports are assigned a Tier for each goal and are given a MASP ARC appropriate to that goal, ranging from A-I to C-II.
- The ARC is composed of two components; used FAA ARC as base:
- Aircraft approach category (AAC) based on approach speed
- Airplane design group (ADG) based on wingspan and tail height
- MASP ARCs: A-I, B-I, B-II, C-II

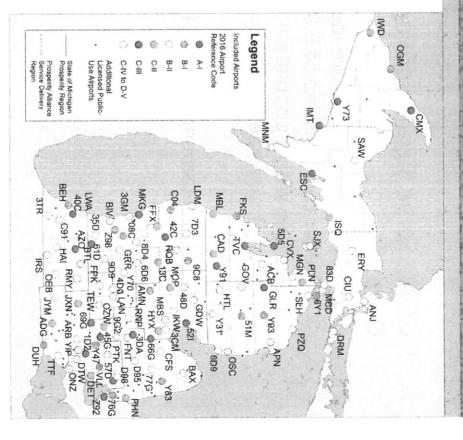
AAC	Approach Speed
4	Approach speed less than 91 knots
8	Approach speed 91 knots or more but less than 121 knots
v	Approach speed 121 knots or more but less than 141 knots
٥	Approach speed 141 knots or more but less than 166 knots
ш	Approach speed 166 knots or more

					4.7		
Wingspan	Less than 49 feet	49 – 79 feet	79 – 118 feet	118 – 171 feet	171 – 214 feet	214 – 262 feet	
Tail Height	Less than 20 feet	20 – 30 feet	30 – 45 feet	45 – 60 feet	60 – 66 feet	66 – 80 feet	
ADG	-		=	N .	>	5	
ADG	-		=	M	>	5	

## MASP System Goals



 Address the capability of Michigan's aviation system to meet the air transportation needs of Michigan's residents, visitors, and the business community in 7 primary categories.

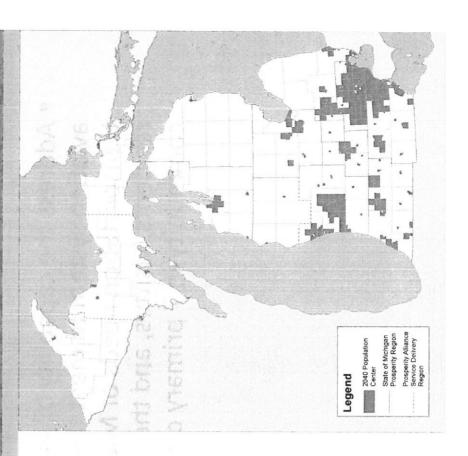




## Population Centers

## GOAL: Serve Significant Population Centers

- Population centers are identified as minor civil divisions of 5,000 or more people with a population density of 250 or more per square mile.
- GIS Assessment: 30 minute drive time



## Population Centers

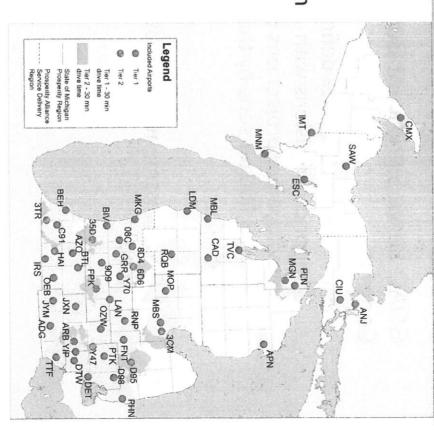


<u>Tier 1</u>: Airports necessary to reach (touch the boundary of) all defined population centers within a 30 minute drive time.

<u>Tier 2</u>: Airports necessary to completely cover (where possible) the population centers within a 30 minute drive time.

### Y31= Tier 3

Tier 3 MASP ARC	Tier 2 MASP ARC	Tier 1 MASP ARC	Surface Travel Time	System Standards
N/A	<b>B</b> -	C-II	30 minutes	System Standards – Population Centers
173	1	42		Total Airports

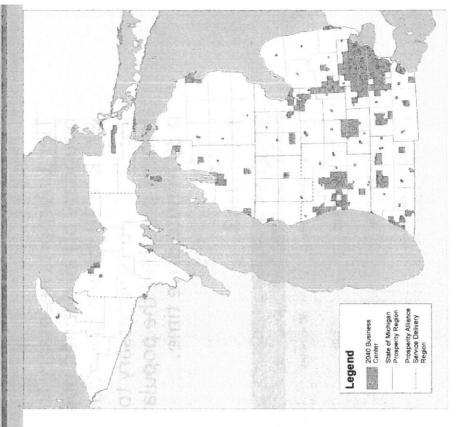




### **Business Centers**

### GOAL: Serve Significant Business Centers

- Business centers are defined as minor civil divisions with employment projections of at least 3,000 persons by the year 2040.
- GIS Assessment: 30 minute drive time



### **Business Centers**

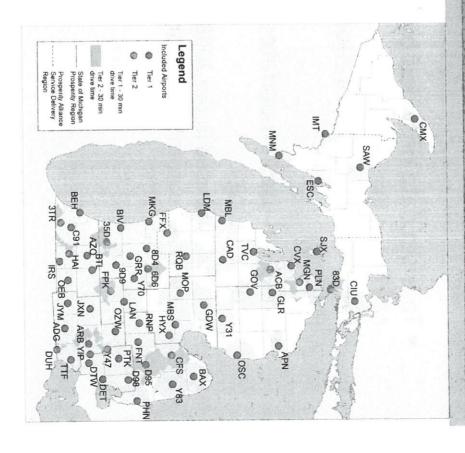


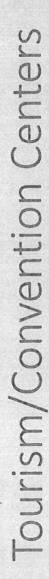
Tier 1: Airports necessary to reach (touch the boundary of) all defined business centers within a 30 minute drive time.

Tier 2: Airports necessary to completely cover (where possible) the business centers within a 30 minute drive time.

Y31 = Tier 1

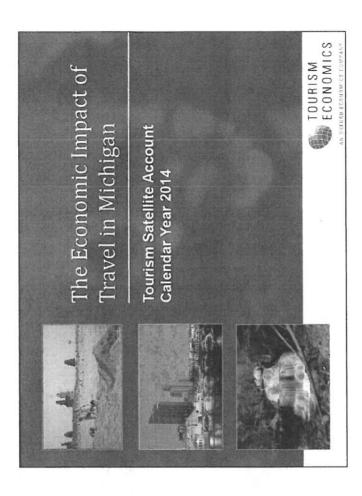
Tier 3 MASP ARC	Tier 2 MASP ARC	Tier 1 MASP ARC	Surface Travel Time	System Standards – Business Centers
N/A	<b>B</b> -II	C-II	30 minutes	siness Centers
161	13	52		Total Airports







- Tourism data provided by the Michigan Economic Development Corporation (MEDC)
- This goal uses an updated methodology
- The data used in the 2008 plan was not current/unavailable.



## Tourism/Convention Centers



Visitor spending by county ranges from a low of \$20 Million to a high of \$6.8 Billion.

Sample spending:

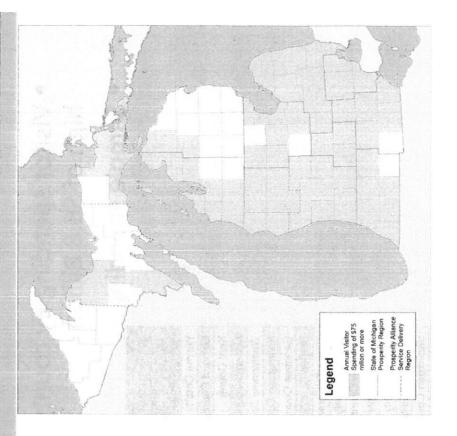
County	Total Visitor Spending (in millions of dollars)	Tier	Primary Airport FAA Identifier	Primary Airport Na
Wayne County	6,784.70	_	DTW	Detroit Metro
Oakland County	2,548.01	-	PTK	Oakland Pontiac
Kent County	1,157.30	_	GRR	Ford International
Macomb County	1,005.61	-	D98	Ray
Washtenaw County	684.45	ے	ARB	Ann Arbor
Kalamazoo County	445.10	4	AZO	Kalamazoo
Genesee County	437.95	ے	FNT	Flint
Berrien County	403.45	_	H38	Benton Harbor
Grand Traverse County	401.40	_	TVC	Traverse City
Ingham County	391.34	-	LAN	Capital City
Saginaw County	378.69	_	MBS	MBS International
Emmet County	357.72	-	PLN	Pellston
Ottawa County	328.26	1	3GM	Grand Haven
Calhoun County	290.24	-	BTL	Battle Creek
Muskegon County	289 68	_	MKG	Muskegon



## Tourism/Convention Centers

### GOAL: Serve Significant Tourism/Convention Centers

- Counties with more than \$75M in visitor spending qualify for Tier 1 or Tier 2
- One publicly-owned airport from each county was attributed as the primary airport for that county.
- For counties with more than one airport, the largest airport (by ARC) was identified as the primary airport.



## Tourism/Convention Centers



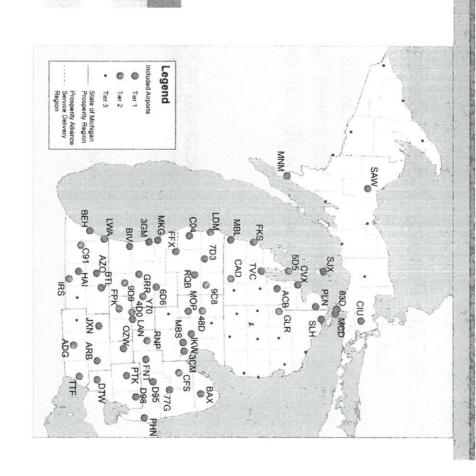
Total visitor spending by county:

Tier 1: More than \$125 million

Tier 2: \$75 million to \$125 million

Y31=Tier 3
Ogemaw County = \$67.35 million

Tier 3 MASP ARC	Tier 2 MASP ARC	Tier 1 MASP ARC	System Standards – Tourism/Convention Centers
N/A	B-II	B-11	m/Convention Centers
167	24	35	Total Airports





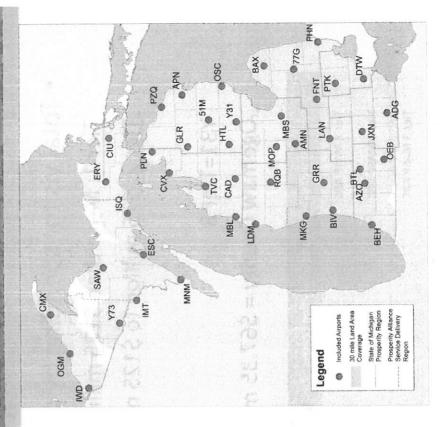
## Land Area Coverage

## GOAL: Provide Adequate Land Area Coverage

<u>Tier 1:</u> airports necessary to reach 95% of Michigan's total land area (water bodies included) within a 30 mile radius.

### Y31 = Tier 1

System Standards – Land Area Coverage	nd Area Coverage	Total Airports
Distance	30 miles	
Tier 1 MASP ARC	B-II	44
Tier 1 Performance Target	95% Land Coverage	
Tier 2 MASP ARC	N/A	N/A
Tier 3 MASP ARC	N/A	182



## General Population Access

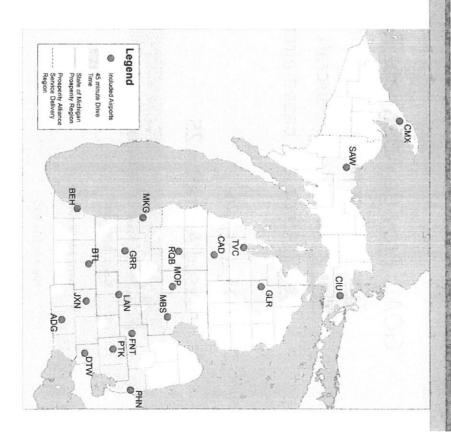


## GOAL: Provide Access to General Population

<u>Tier 1:</u> airports necessary to reach 95% of Michigan's total population within a 45 minute drive time

Y31 = Tier3

Tier 3 ARC	Tier 2 ARC	Tier 1 Performance Target	Tier 1 ARC	Surface Travel Time	System Standards – Ge
N/A	N/A	95% population coverage	B-II	45 minutes	System Standards – General Population Access
206	N/A		20		Total Airports





## Regional Capacity

GOAL: Provide Adequate Regional Capacity

Tier 1: 40 or more based aircraft

Tier 2: 20-39 based aircraft

Tier 3: 19 or less based aircraft

Y31 = Tier 2 Based Aircraft = 25

System Standards – Regional Capacity  1 MASP ARC  A-I  A-I  A-I  MASP ARC  N/A
--------------------------------------------------------------------------------

	APN 6D9	P. C. OF K. P. C. F.
	Y31 52	MBS FOR MBS
3-	GUR TVC CAD Y91 HTL	804 606 804 606 806 GRR 7 298 909 850 610 FPK AZ 911 RR
SAW	MOT	MKG 3GM BIV 1VA 40C BEH CG 3TR
CMX	WINIW	nd Auports Tret 1 Tret 2 State of Michigan Prosperity Region Prosperity Alliance Scalice Delivery Region
	8	Legend Included Aliports Title 1 Title 2 State of Prospent Prospent Prospent Prospent Region

## Seasonally Isolated Areas

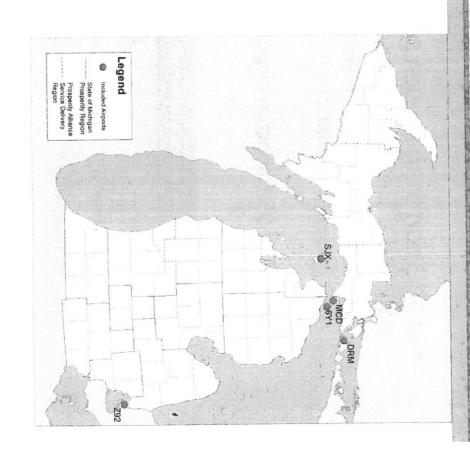


## Serve Seasonally Isolated Areas

<u>Tier 1:</u> Airport is on one of five islands in the Great Lakes that are inhabited year-round and need access to air transportation:

- Beaver Island
- Bois Blanc Island
- Drummond Island
- Harsens Island
- Mackinac Island

Tier 2 MASP ARC N/A	Tier 1 MASP ARC B-I 5	System Standards – Isolated Areas Total Airports





### NPIAS Inclusion

 In addition to the seven system goals, airports in the NPIAS are assigned a Tier as follows:

Tier 1: Supports some level of commercial service

Tier 2: General Aviation

A total of 95 Michigan airports are in the NPIAS Y31 = Tier 2

System Standards – NPIAS Inclusion	NPIAS Inclusion	Total Airports
Tier 1 MASP ARC	8-	18
Tier 2 MASP ARC	B-I Section and the contract of the contract o	77
Tier 3 MASP ARC	N/A	131

# West Branch Community Airport Tier



# In both 2008 and 2017, Y31 has been classified as a Tier 1 Airport

	Tier 3	Tier 2	Tier 1	Airports	2017	2008	Year
550	173	=	42		ω	na	Population Center (C-II)
022	161	13	52		_	_	Business Center (C-II)
226	167	24	35		ω	па	Tourism Center (B-II)
226	206	N A	20		ω	_	General Population (B-II)
226	182	NA	44		_	_	Land Coverage (B-II)
226	143	43	40		2	N	Regional Capacity (A-I)
226	221	N A	ΟΊ		ω	na	Isolated Areas (B-I)
226	131	77	18		N	N/A	NPIAS Inclusion (B-I)
Z	0	0	53		으	0-≡	MASP Airport Reference Code

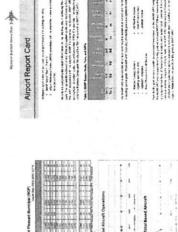
# 2017 MASP Individual Airport Reports

Airport Forecast

MINDOT ACRES OF CONTROL OF CONTRO

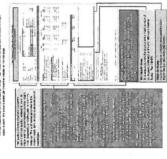






SELO				
Airport Report Card	The state of the s	The an extraorrenament were have a place to a present and and a labely to a strength of the analysis of the an	And the second s	The state of the s





	real to	B 257001			And the section of th	
it as i		1	The state of the s	TO DOTALIA	Description of the control of the co	
the of two testings of the state of the stat						

Airport CBA Report		Month Annie 201 dans de Leitheann Mahalan de eine fermannen de vermein bei der der Keiter dem der der der der der de Annie 1 von de Grein der der der der der der der Keiter dem der	And a second sec	And the second is to this district of an interval and respect to the second or all the second is to the second or an experiment or or an experi	September 1997 - Septem	The approximation of the property of the approximation of the approximat
1	atampatate atampatate	( S & 2 a 2	SEEE S	2 E 2 4 5 4 5 F	<b>計畫</b> 9	Marketiness of the Control of the Co

	WOUNT PLEASANT	network tale net tenan the Critic day becomes to spok tale towns Critic day and and to spok tale to Critic day.	This shared-a map marriage transporture a marriage sales of a marriage sales of a	-	Airrort
-	The second secon	A LONG STORY	PRO WARP ARC		Today.
1	As part Tonnakyonnel Bless	Committees of	C-8 Streetoment Ol-Sh	ì	The second
İ	100	100	1,000		Based store 236' di
Peters P	00.40	30	401	1,44	Married and a second
10	office Tigo	Byth	Proof	1	the second of the second
-	Metary I a was larker	Par Feeder	To the state of	150	START BUT BER CO.
J.E.	The state of the s		-	Yest	H ACH REPORTED AT
1	- T	1.0	- 10 months	100	STATE OF SERVICE
St. and	Latery from an	-	-	101	ST ASSESSMENT OF THE STREET
14	ZPRASTI BOLINE	d,	4		Marie Walle while
January,	Green Pulls ibn from		1	in.	APPEAR OF THE CAPTER OF THE CA
		-	-	100	
Name Anna			36	10	Payer a greening Right
and drust A	Sept. A Sept. Language and Sept.	748	The second secon	Part I	the don't burne, yet
	ALC: UNITED BY	-	-	100	Mago, w. Pr fifted
,	The Parket	No. Physical	Propins	4	O a . og Livenskapp
The section of	with feeting artists.	Very Contract of the Contract	-	2.504	San Carlotte
1	Support to the Assessment	100 Met 200		No.	-
Complete Street	an terminal	11	1 2	A MA	1 oils (Brandth Mint)
10000	AC-division Transmission	,		100	Contract of the last
	ALCOHOLD CONTRACT CON		Section 19 and 1	I	Mary Valle
A COLUMN TO A COLU	4774	This period office is not investigated to compare the compare of t	Many tone or a	1	Com pater of the
A Part of	Water St. Stranderson	Spinster, Name	Brange MC Spot PRO Fee	- Continue	Name and State of the Original of the Control of th
Special de la constante de la	C Suprator Suprator	2 4	Comp.	Loss Con	OF STREET STREET

1	And incompanies to the con-	The second second	C-88 Dr seftrament On-the	i	
	and the	400	1000	-	Based races 230
Phone	00.48		101	141	A STATE OF THE PARTY OF THE PAR
1	Defect Tale	Pene	Prest	-	of the same of the same
	Pretury I s. was Enfert	Pull Frank	1 divental	144	
ľ	Region (Spin) Area	last	4	- 10	No. of Concession, Name of Street, or other party of the Concession, Name of Street, or other party of the Concession, Name of
	A.E.	-	The state of the s	Yes	-
	Age.	CONTRACTOR OF STREET	**	105	Service of the bar
100	Apple A	DESCRIPTION ASSESSMENT	2	Jan 1	ARA BALLAC
	Freely free pr	142	4	124	BL-7 GAR-WAY AND S-1
100	ARCHART BOUNT	The same of	-	-	Mary 1984 Californ
-	September 1978	100	-		Action and a still section of the control
P. remarker	Appears Profession Pro-		ı		a ser de ser
Carrier and Control	CARTER OF GREATS	Marie Alexander	4	746	Physia demand No.
Scor. Pald	2		4	120	Sear Copera Studies
-	The state of the s		Total State of State	100	the deeps bugges of, we
	1	-	- 10	And A	Maro, or Pre Effer
	The second second	No. Person	Proston	4	a. It is a state of the state o
Action	Waster Section of Street	/m	-	164	State of the state of
I	Hape haby Aren	Contract of the Contract of th		- 10	200
County (Mar.	Cash No. Assets		4		Total Minewalls by
Ĭ	Bacatrate Cupenda			,	Trian Name
Control of part formation of part	he life, in the ball had been been been been been been been bee	- Contraction of the Contraction		Γ	No.
	Par - sespent	SANTA SANTA ANDRESS		_	1
A COUNTY OF THE PARTY OF		the party of the state of the s	of Mary Design		Com and and
1	The state of the s	-			The state of
	Confidential Paris	Valence MCI	Budden #3 Graf. Petrifero	200000	Mary Bring Line
Dogs of La	of Second Assessment Suffrage	8	El Salve	1994	Control of the last
Others 24	Paris Company	STREET, SQUARES SEE	STATE OF THE PARTY OF THE PARTY.	200	
Total A Sale	and otherwise historian below	and discounted by American Section	The Property of the Party of th	A CANCELL	and of the state

MOUNT PLEASANT - MOUNT PLEASANT MUNICIPAL AIRPORT

	-	H	p los	1	***	Maria Maria		1 30 80 10			100	
	11		) on the	. 4	100	20,00	CS. PH	B 100	THE STATE OF THE S		1:	a popular de la companya della companya della companya de la companya de la companya della compa
	- Land		Con Contraction	1	Table of the last	1	15	11,38,00	-		in the same	
	Aspert Bulk on the	Short laters Short forest layer	Market Japan	1 3			- 4	N O	ing:		10	1001000 Page 1
AUDUST LIN	N. Second 1.	111	ALIAN TRUMPLUSTER TO		trees for the people		Administratory Property	or from Highest Activities	Elichanter Belond Septem of Day of the oral by and septem	bend to all hydron	, dec.	to the control of the
MT. PLEABANT	14	:11	P. I De	part (par	1		11	I lagles	To Continue II. 5		ž	A control of the cont

# Forecasts of Operations and Based Aircraft(

### AVIATION SYSTEM PLAN

### West Branch Community (Y31)

West Branch, MI

Growth Rate (2015-2035): 0.53%

		fineant	Th.		0.1	Logal	Total	Вазед
Year	Air Carrier	Air Taxi	CA	Military	CA.	M litary	Operations	Aircraft
Historica	**							
2005	0	2,200	2,958	0	1,972	0	7,130	21
2006	0	0	2,096	0	3,145	0	5,241	18
2007	0	0	2,530	0	3,584	0	6,114	21
2008	0	0	2,530	0	3,584	0	6,114	22
2009	0	0	2,530	0	2,688	0	5,218	17
2010	0	0	2,530	0	2,688	0	5,218	17
2011	0	0	2,328	0	2,328	0	4,656	20
2012	0	0	2,328	0	2,328	0	4,656	21
2013	0	0	2,328	0	2,328	0	4,656	21
2014	0	0	2,328	0	2,328	0	4,656	21
2015	0	500	2,650	0	2,650	0	5,800	25
Projected	ď							
2020	0	511	2,711	0	2,711	0	5,933	26
2025	0	524	2,779	0	2,779	0	6,083	27
2030	0	539	2,859	0	2,859	0	6,257	28
2035	0	555	2,943	0	2,943	0	6,442	29

Source: JacobsenjDaniels, June 2017 (MASP forecast), FAA Terminal Area Forecast 2016 – 2036 (historical) Totals may not add due to rounding.

## Airport Report Card

Facility Development Goals are primary classifications of infrastructure and services.

**Development items** are specific goals for airports to meet based on their role in Michigan's aviation system.

- They are not FAA or state requirements.
- Serve as a guide to airports, along with local, state, and federal aviation agencies, in identifying deficiencies in the aviation system.
- The MASP ARC is an indicator of what type of activity occurs at a particular airport.

WEST BRANCH	RANCH			
		FAA dentimer: 735 2017 MASP Ther: 1 2017 MASP Ther: 1 2017 MASP Altport Reference Code (ARC); B-II 2017 MASP Altport Reference Code (ARC); C-II	FAA Identifier: Y31 2017 MA3P Tier: 1 nce Code (ARC): B-II nce Code (ARC): C-II	
Santilly			2017 BASP ARC	
Good	Alrport Development Rem	Currently Haz	C-II Development Goals	Met7
	Length (feet)	000'5	2000'S	Yes
Primary	Wildlin (Reet)	100	100	Yes
Stratem	Surface Type	Paved	Paved	Yes
	Primary Taxiway System	Partial Parallel	Full Paraties	No
	Runway Lighting System	MIRL	HIRE	Mo
	PAPI	Yes.	Yes	Yes
	REIL	Yes	Yes	Yes
Lightong and	MALSE	No	No	Yes
-	Rotating Beacon	Yes	Yes	Yes
	Lighted Wind Indicator	Yes	Yes	Yea
	Segmented Olytie	Yes	Yes	Yes
Approach	Approach Protection Plan	Yes	ğ	Yes
	Restroams (24 hours)	765	Yes	Yes
Basic Pilet	Fuel	Yes	Yes	Yes
and Ahoraff	Arcraft Farting	Yes	Yes	Yes
Services	Aircraft Maintenance	Yes	Yes	Yes
	Available Staff	Yes	Yes	Yes
	Instrument Approach	Mon-Precision	Precision	No
Acres	Weather Reporting (AWOSINECS)	Yes	Yes	Yes
Company of the Parket	Weather Briefing Access	Yes	Yes	Yes
Year-Round	Open Year-Round	Yes	Yes	Yes
Access	Snow Removal	Yes	Yes	Yes
Landside			ļ	-

Piotes:

k-i airporthe with proved noneseys, the schedulesi width he 500 heat.
sept bergth goal shown to subject to FAAAERO josEflusbon determination.

s encloses en los los tentrals de encompanios, la postar la valencia, ser che suspense entre en encompanios de Nos deponde la companios de companios de companios de la encompanio de presentar la professione filman Nos depondes companios de definir de sentence de participado de la prefessione de participado de filmando de participado d Vereibte krifting auchta neig be provided by a Vereibne Seleting System, compaling, orderent access, or celetinare Additional Alignof Notice. Additional Alignof Notice.

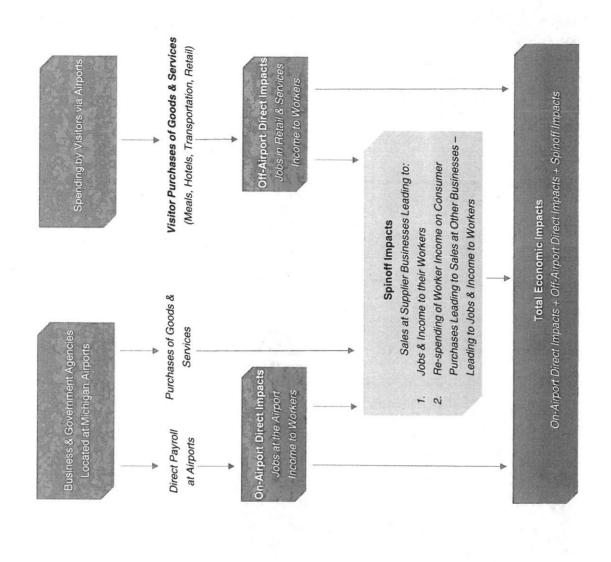
MALER is set a development gold for Call supples without an enviring process minimum PCs Good PCs Perfore Stated on FAA Aircraft Approach Runkery 72 55 Meating Category (AAC): 48" Tashasy 72 45 Meating Meating Category (AAC): 48" Tashasy 72 45 Meating Meating Category (AAC): 48" Tashasy 72 72 45 Meating Meating Category (AAC): 48" Meati

Benefits Assessme



MICHGAN AVIATION SYSTEM PLAN

### Economic Impact Calculation:



## Statewide Economic Impact



# Total Statewide Economic Impact of Michigan's Aviation System:

\$21,907,440,000	\$7,049,507,000	183,597	TOTAL
Output (\$)	Labor Income (\$)	Jobs	

### (Direct, Indirect and Induced Impacts): Total Economic Impact of Mt. Pleasant Municipal Airport

\$8,642,000	\$2,007,000	50	TOTAL
Output (\$)	Labor Income (\$)	Jobs	

### CBA Report

- Top Portion general information
- Middle Portion economic impact
- Bottom Portion MASP tiers
- Vistor surveys used for spending amounts: \$604.00 per visitor

EST BRANCI	=	CBA Community Benefits Assessment	sment	
		Airport Rale in Economy		
Anjoh	West Branch Convencion	NACO TO-	Ther 1 Evalue	Evaluated for Year:
7	WASE Branch	PRACOP AUT.	#0	
DEPTH PAR ADC B-11	911		Acth	by Data

					-		
ő	What Branch PAR	MARSH AUT.			D.E.		
Cumber FAA AIRC	11.8				- W	Activity Date	
Churity: Ownership:	rièm	Misport Features		9	£.	Total Operations:	3,800
Scenistic		History Harway Length	Length		5,00%	retur America	2
Service deed-	<u> </u>	History Phasmay Vetable	Westh		1:00	TOTAL PUBLISHINGS	15,430
Man Date:	TILLE 25 AM	theirunnent Approach	paterin		MF	Trottal Cangles Terroic	8
Carpotes Cost	thurston to the County Economy						
		7	John	Dieta	Income (\$)	ô	Output (\$)
Direct Effect		LONG	1	LUXUE	State	LOSSE	THE PARTY NAMED IN
1. Airport (inc	Ahrport (Incl. FEO and air related tenants)	ws	W	\$334,006	\$254,000	\$500,000	\$590,000
2. Airport Tun	Airport Tustantas mon-air related	1	**	\$30,000	\$ 371,0600	\$75,000	DONE (800)
3. Off-Silber St.	Off-Gilbes Supported by Walter Spending	25	S.	\$1,387,000	\$1,387,600	\$3,956,000	\$3,996,000
4. Off-Sibne St.	Off-Silns Staff or Carpo Bollant	*	88	\$3,615,000	\$3,615,000	\$12,972,600	<b>第2位307.2,000</b> 0
Supplier and in	istration and income re-assembles effects.						
S. date to A	-dan to Airport and Related Activities **	Z	M	\$626,000	\$1974,000	\$2,497,500	\$4,287,000
6dun to V	dun to Visitor Spending	17	Z	\$404,000	\$364,000	\$1,349,800	\$2,932,000
7. dun to R	due to Relience on Air Transport	3	1200	96, 388,000	\$3,847,000	\$5,882,000	\$9,1.24,000
ft. Total Impa-	Testal Impact from Abpent Activities	25.7	400	\$12,918,000	\$11,096,000	\$34,744,500	\$40,359,050

		TOTAL	Federal \$	2000	Local \$
2003	Buriget.	1866,666.7	150,000	8,333	8,334
2017 HAMP	Zeeller		Other Attributes		
Serve Styriffu	ant Propulation Cargass	Ther 3			
Serve Significa	INTERNATION CANDERS	They 1			
Sene Styrifter	and Translating Committees Contains	Ther 3			
Provide Access	access to the Center of Population	The 3			

48-Airport \$33,000 \$102,000 \$256

LINE
E
ě
42
med
垩
6
8
20
E
HO
ĕ
ş
ş
2
E
ä
46
8
*

Provide Adequate Land Area Coverage Presidente Regional Casacth Serve Sensonally Sistems Areas Inclusion in NYSAS

ARC = Airport Reference Code

NP185 = Walkonal Plan of Infagrated Atrocal System

orage visitor spending (per visitor): \$5043

Listending reserved. (Citie Action

<sup>\*\*</sup> Supplier and income re-spunding effects pertain only to sir-velated and air support activities

### **CBA** Report



### On-going Contribution to the County Economy

Jobs         Income (\$)           Local         State         Local         State         Local           5         \$254,000         \$254,000         \$990,1           1         1         \$31,000         \$31,300         \$98,1           57         \$7         \$1,387,000         \$1,387,000         \$3,956,1           95         95         \$3,615,000         \$3,615,000         \$19,972,1           12         37         \$816,000         \$998,000         \$2,497,0           12         24         \$404,000         \$964,000         \$1,349,0           257         409         \$12,895,000         \$11,096,000         \$3,4744,0           257         409         \$12,895,000         \$11,096,000         \$34,744,0           257         409         \$12,895,000         \$11,096,000         \$34,744,0           257         409         \$12,895,000         \$11,096,000         \$34,744,0           258         \$3,000         \$11,096,000         \$34,744,0           259         \$1,53,000         \$15,000         \$15,000	11. Tax generated by fuel sales	10. State Sales Tax	9. State Income Tax	San Seneration of Association Methylly	Tax Generated by Aviation-Related Activity	8. Total Impact from Airport Activities	/due to Reliance on Air Transport	bdue to Visitor Spending	5due to Airport and Related Activities**	Supplier and income re-spending effects*	4. UIT-Site: Staff or Cargo Reliant	3. UT-Site: Supported by Visitor Spending	2. Airport lenants: non-air related	Airport (incl. FBU and air related tenants)	Direct Flied	Discort P. Co.	
State   Local   State   Stat						257	63	12	24		95	57	1	5	Local	Jo	
Income (\$)  ocal State \$254,000 \$254,000 \$31,000 \$31,387,000 \$387,000 \$3,615,000 \$1615,000 \$998,000 \$404,000 \$964,000 \$95,000 \$11,096,000  off-Sit \$153,000 \$1,612,000		\$322	\$32		At-A	409	190	24	37		95	57	<b>_</b>	5	State	bs	
(\$) <u>State</u> \$254,000 \$31,387,000 \$1,387,000 \$3,615,000 \$964,000 \$964,000 \$11,096,000 \$11,096,000 \$153,000		2,000	3,000	rport	-	\$12,895,000	\$6,388,000	\$404,000	\$816,000		\$3,615,000	\$1,387,000	\$31,000	\$254,000	Local	Incon	
Local \$990, \$98, \$3,956, \$19,972, \$1,349,1 \$5,882,1 \$34,744,0 \$34,744,0		\$1,612,	\$153,	0#	Off.	\$11,096,000	\$3,847,000	\$964,000	\$998,000		\$3,615,000	\$1,387,000	\$31,000	\$254,000	State	ne (\$)	
Output (\$) 000 \$ 000 \$19 000 \$4 000 \$2 000 \$4		000	000	Site		\$34,744,000	\$5,882,000	\$1,349,000	\$2,497,000		\$19,972,000	\$3,956,000	\$98,000	\$990,000	Local	Outpu	
State \$990,000 \$98,000 \$3,956,000 \$19,972,000 \$4,287,000 \$2,932,000 \$9,124,000 \$41,359,000						\$41,359,000	\$9,124,000	\$2,932,000	\$4,287,000		\$19,972,000	\$3,956,000	\$98,000	\$990,000	State	rt (\$)	



# Total Statewide Economic Impact of Commercial Service Airports

.

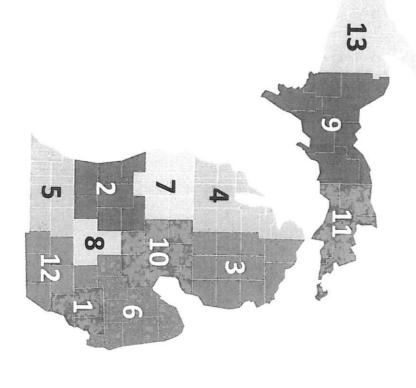
Output (\$)	\$10,630,255,000	\$3,244,928,000	\$991,364,000	\$407,182,000	\$315,759,000	\$274,852,000	\$209,045,000	\$137,703,000	\$101,397,000	\$70,319,000	\$54,538,000	\$36,277,000	\$33,033,000	\$31,756,000	\$31,091,000	\$29,873,000	\$20,903,000	\$8,710,000	\$16,628,985,000
Labor Income (\$)	\$3,226,185,000	\$1,537,670,000	\$278,286,000	\$130,416,000	\$93,702,000	\$72,198,000	\$73,551,000	\$64,449,000	\$25,546,000	\$21,222,000	\$13,865,000	\$19,575,000	\$11,101,000	\$13,661,000	\$9,187,000	\$8,165,000	\$5,564,000	\$3,530,000	\$5,607,873,000
Sqof	86,308	40,582	8,045	3,721	3,195	1,831	1,522	1,295	647	929	335	395	255	332	262	233	225	85	149,844
Airport	Detroit - Detroit Metro Wayne County (DTW)1	Grand Rapids - Gerald R Ford International (GRR) <sup>2</sup>	Traverse City - Cherry Capital (TVC)	Flint – Bishop International (FNT)	Lansing - Capital Region International (LAN)	Marquette - Sawyer International (SAW)	Saginaw – MBS International (MBS)	Sault Ste Marie - Chippewa County International (CIU)	Manistee – Manistee County (MBL)	Pellston – Pellston Regional of Emmet County (PLN)	Iron Mountain Kingsford – Ford (IMT)	Alpena – Alpena County Regional (APN)	Muskegon – Muskegon County (MKG)	Kalamazoo – Kalamazoo/Battle Creek International (AZO)	Hancock - Houghton County Memorial (CMX)	Charlevoix - Charlevoix Municipal (CVX)	Escanaba – Delta County (ESC)	Ironwood – Gogebic Iron County (IWD)	TOTAL
Statewide Rank	1	2	3	10	12	13	14	15	19	22	24	28	32	33	34	37	42	99	
Commercial Service Rank	-	2	3	4	5	9	7	8	6	10	- 11	12	13	14	15	16	17	18	

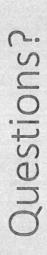
Notes:
¹Study published in 2013. Dollars updated from 2013 to 2016. **Study region**: State of Michigan.
²Study published January, 2015. Dollars updated from 2014 to 2016. **Study region**: Barry, Kent, Montcalm, Muskegon and Ottawa counties.
Source: CBA Tool, Economic Impact Studies from DTW and GRR

# Statewide Economic Impact



Region)         Income (\$)         Output (\$)         Ranking           ro (10)         90,674         \$3,502,888,000         \$11,495,318,000         1           gan (13)         47,934         \$1,864,949,000         \$4,377,862,000         2           11)         8,355         \$291,003,000         \$1,445,289,000         3           (11)         10,319         \$362,420,000         \$1,280,145,000         4           (11)         3,547         \$157,162,000         \$650,366,000         5           jan (12)         5,053         \$186,498,000         \$622,876,000         6           al (7)         4,363         \$168,876,000         \$482,939,000         7           ral (4)         3,933         \$140,337,000         \$375,282,000         8           (5)         2,437         \$93,200,000         \$354,834,000         9           (10)         2,226         \$100,552,000         \$189,002,000         10           (7)         1,794         \$81,650,000         \$189,002,000         11           9)         1,262         \$57,156,000         \$181,705,000         12           9         1,262         \$57,156,000         \$156,562,000         12		\$21,907,440,000	\$7,049,507,000	183,597	TOTAL
Income (\$)         Output (\$)           Ion)         90,674         \$3,502,888,000         \$11,495,318,000           (13)         47,934         \$1,864,949,000         \$4,377,862,000           8,355         \$291,003,000         \$1,445,289,000           10,319         \$362,420,000         \$1,280,145,000           3,547         \$157,162,000         \$650,366,000           12)         5,053         \$186,498,000         \$622,876,000           4)         3,933         \$140,337,000         \$375,282,000           4)         3,933         \$140,337,000         \$354,834,000           2,437         \$93,200,000         \$354,834,000           1,794         \$81,650,000         \$189,002,000           1,262         \$57,156,000         \$181,705,000	13	\$156,562,000	\$42,816,000	1,700	Western UP (4)
Tier         2         Jobs         Income (\$)         Output (\$)           (10)         90,674         \$3,502,888,000         \$11,495,318,000           n (13)         47,934         \$1,864,949,000         \$4,377,862,000           )         8,355         \$291,003,000         \$1,445,289,000           )         10,319         \$362,420,000         \$1,280,145,000           )         3,547         \$157,162,000         \$650,366,000           (7)         4,363         \$186,498,000         \$622,876,000           (7)         4,363         \$168,876,000         \$482,939,000           (4)         3,933         \$140,337,000         \$375,282,000           (4)         3,933         \$140,337,000         \$354,834,000           (10)         2,236         \$100,552,000         \$295,260,000           (10)         2,226         \$100,552,000         \$189,002,000	12	\$181,705,000	\$57,156,000	1,262	Southeast (9)
Income (\$)  Output (\$)  1)  90,674 \$3,502,888,000 \$11,495,318,000  8,355 \$291,003,000 \$4,377,862,000  10,319 \$362,420,000 \$1,280,145,000  3,547 \$157,162,000 \$650,366,000  2) 5,053 \$186,498,000 \$622,876,000  4,363 \$168,876,000 \$482,939,000  2,437 \$93,200,000 \$375,282,000  2,437 \$93,200,000 \$354,834,000	=	\$189,002,000	\$81,650,000	1,794	Eastern UP (7)
Income (\$)  Output	10	\$295,260,000	\$100,552,000	2,226	East Central (10)
In)  90,674 \$3,502,888,000 \$11,495,318,000 \$1,331,331,333 \$145,360,366,000 \$375,282,000 \$3,933 \$140,337,000 \$375,282,000	9	\$354,834,000	\$93,200,000	2,437	Central UP (5)
Income (\$)  Output (\$)  1)  90,674 \$3,502,888,000 \$11,495,318,000  3)  47,934 \$1,864,949,000 \$4,377,862,000  8,355 \$291,003,000 \$1,445,289,000  10,319 \$362,420,000 \$1,280,145,000  3,547 \$157,162,000 \$650,366,000  2)  5,053 \$186,498,000 \$622,876,000  4,363 \$168,876,000 \$482,939,000	8	\$375,282,000	\$140,337,000	3,933	South Central (4)
er         2         Jobs         Income (\$)         Output (\$)           on)         90,674         \$3,502,888,000         \$11,495,318,000           13)         47,934         \$1,864,949,000         \$4,377,862,000           8,355         \$291,003,000         \$1,445,289,000           10,319         \$362,420,000         \$1,280,145,000           3,547         \$157,162,000         \$650,366,000           2)         5,053         \$186,498,000         \$622,876,000	7	\$482,939,000	\$168,876,000	4,363	West Central (7)
Fier 2         Jobs         Income (\$)         Output (\$)           10)         90,674         \$3,502,888,000         \$11,495,318,000           (13)         47,934         \$1,864,949,000         \$4,377,862,000           8,355         \$291,003,000         \$1,445,289,000           10,319         \$362,420,000         \$1,280,145,000           3,547         \$157,162,000         \$650,366,000	6	\$622,876,000	\$186,498,000	5,053	East Michigan (12)
Fier 2         Jobs         Income (\$)         Output (\$)           iion)         90,674         \$3,502,888,000         \$11,495,318,000           (13)         47,934         \$1,864,949,000         \$4,377,862,000           8,355         \$291,003,000         \$1,445,289,000           10,319         \$362,420,000         \$1,280,145,000	5	\$650,366,000	\$157,162,000	3,547	Southwest (11)
2 Jobs Income (\$) Output (\$) 90,674 \$3,502,888,000 \$11,495,318,000 47,934 \$1,864,949,000 \$4,377,862,000 8,355 \$291,003,000 \$1,445,289,000	4	\$1,280,145,000	\$362,420,000	10,319	Northwest (11)
2 Jobs Income (\$) Output (\$) 90,674 \$3,502,888,000 \$11,495,318,000 47,934 \$1,864,949,000 \$4,377,862,000	ω	\$1,445,289,000	\$291,003,000	8,355	Northeast (11)
2 Jobs Income (\$) Output (\$) 90,674 \$3,502,888,000 \$11,495,318,000	2	\$4,377,862,000	\$1,864,949,000	47,934	West Michigan (13)
r 2 Jobs Income (\$) Output (\$)		\$11,495,318,000	\$3,502,888,000	90,674	Detroit Metro (10)
negion	Ranking	Output (\$)	Income (\$)	Jobs	





Stephanie Ward Mead & Hunt Project Manager 517-908-3121 stephanie.ward@meadhunt.com

To learn more, get updates, and download project documents, visit the MDOT AERO website:

MICHIGAN AVIATION SYSTEM PLAN

http://www.michigan.gov/aero/0,4533,7-145-61367 78280---,00.html



# Scope of Services Airport Layout Plan Update

## West Branch Community Airport – West Branch, Michigan January 24, 2018

The West Branch Community Airport serves an important role in the general aviation infrastructure of Michigan's Northeastern lower peninsula. The City of West Branch and Ogemaw County, owners of the Airport (SPONSOR) and the Michigan Department of Transportation Office of Aeronautics (MDOT AERO) have elected to undertake a study to create an updated airport layout plan (ALP) and narrative report for the Airport. This study will address numerous areas of interest which have a bearing on the management and development of the airport in the future.

Specific elements that either lead to the development of this update or will be addressed as part of this update include:

- The age of the existing ALP drawing set warrants an update
  - o (the last full update was 2006 with approval in 2009)
- The current ALP drawing set does not meet current FAA standards per the FAA SOP 2.0
- The ALP update will include an aerial approach survey and review of the runway approaches for obstructions in an effort to restore the runway approaches and meet airspace to FAA standards
- The Exhibit "A" Property Map (current drawing from 2006) will be developed electronically to meet current FAA standards per the FAA SOP 3.0.
- The ALP will include a boundary survey and title search to support the identification of surrounding properties for the Exhibit "A" Property Map.
- Other...

This scope of services will outline the tasks to be undertaken as part of this study. The following sections provide a narrative description of the effort and tasks associated with each identified study element:

- 1.0 Study Design
- 2.0 Project Management, Coordination and Communication
- 3.0 Sponsor Involvement
- 4.0 Data Collection / Inventory
- 5.0 Projections of Aviation Operations
- 6.0 Facility Requirements
- 7.0 Alternatives Analysis
- 8.0 Environmental Overview
- 9.0 Airport Layout Plan Set
- 10.0 Documentation
- 11.0 Reviews

Each element is discussed in more detail on the following pages. The resulting ALP will be developed in accordance with the FAA Standard Operating Procedures ARP No. 2.00 Standard Operating Procedure for FAA Review and Approval of Airport Layout Plans (ALPs) and ARP SOP 3.00 Standard Operating Procedure (SOP) for FAA Review of Exhibit "A Airport Property Inventory Maps, both effective October 1, 2013.

### Task 1.0 Study Design

It is important at the onset of the planning process to design a detailed scope of services to guide the project. The design includes development of a comprehensive scope of services, definition of effort necessary to accomplish the work scope and the preparation of a realistic work effort and cost estimates for completing the work. It also serves to organize the project team, which includes the CONSULTANT and the SPONSOR.

The following outlines the assumptions that are being made based upon the discussion at this meeting:

- All new CADD files and drawings will be developed for the ALP.
- Existing critical aircraft categories are unknown at this time, due to the wide variety of aircraft that
  operate at the Airport. The CONSULTANT will coordinate with the Airport Manager to catalog the
  based and primary itinerant users to establish a critical aircraft for the airport. A user survey will
  be conducted as part of the study.
- · New wind data will be ordered using the most relevant wind data.
- Runway end coordinates will be obtained from the MDOT AERO and field verified as part of the aerial mapping. If data can be obtained from a WAAS survey effort, this data will also be incorporated.
- The current approaches for the Airport will be shown and assessed to determine their full impact.
- Evaluation of FAR Part 77 Surfaces and threshold siting surfaces to clear current obstructions will be provided.
- Obstruction information will be obtained from the aerial photography and digital mapping that will be completed for the VG Airspace Analysis surfaces (see Task 4.1). This will be completed during leaf-on conditions.
- The Exhibit "A" Property Map update will be included in the scope of services, along with illustration
  of any necessary future acquisition. To support the development of the Exhibit A to meet the SOP
  standards, a boundary survey will be included, along with a title search for the parcels that make
  up the airport.
- Other.....

### Task 2.0 Project Management, Coordination and Communication

This task of the study defines the project management, project coordination and communication efforts. The approach provides routine and timely coordination with the SPONSOR throughout the study. Project management tasks will continue throughout all aspects of the anticipated project schedule. The project management and coordination process includes the following elements:

### Task 2.1 Project Management

This effort includes communication among the project team for purposes of tracking the progress

of the studies. Managing the various technical work tasks among the project team is necessary for a successful project. Project management duties will include:

- Developing and documenting the project plan
- · Organizing the project team
- · Launching the project activities
- Executing project activities
- Monitoring and controlling the project to achieve results
- · Managing/mitigating risks and solving challenges
- · Invoicing and monitoring project budget
- · Closing out the project

### Task 2.2 Sponsor Briefings

Project status briefings will take place throughout the study process. These briefings will take place via a telephone call or an email between the SPONSOR Point of Contact and the CONSULTANT Project Manager. These briefings will include status reports of current work, upcoming meetings and work effort and discussion of any challenges in the study effort which may affect the schedule, process or budget.

The specific points of contact (POC) for the SPONSOR, Airport and the CONSULTANT will be:

SPONSOR POC

CONSULTANT POC

Ben Evergreen

Stephanie Ward

Airport Manager

Manager, Aviation Planning

West Branch Community Airport

Mead & Hunt, Inc.

### Task 2.3 Sponsor Approval

Up to two (2) meetings are planned to provide engagement with the SPONSOR to provide information and subsequent approval of the final development to be reflected on the ALP document. The CONSULTANT POC will work with the SPONSOR POC to identify the appropriate points in the study when these meetings are appropriate.

### Task 3.0 Sponsor Involvement

# IS AN AIRPORT ADVISORY COMMITTEE NEEDED/WANTED? IF SO, MEMBERSHIP AND LEVEL OF ENGAGMENT

The CONSULTANT believes that coordinating with the SPONSOR and the Airport Board will help assess the airport issues and be a vital part of the overall project. Up to three (3) meetings, over the course of the project, will be held to provide interaction between the SPONSOR POC, the Airport Board, and the CONSULTANT team. These meetings will be scheduled to coincide with critical decision points in the

process and will be used to solicit information and responses from the group regarding information presented by the CONSULTANT team.

Deliverables associated with this task will be no more than fifteen (15) project workbooks, including meeting handouts, meeting notification letters and meeting minutes. This will also include one hard copy of the working documents for each of the project work items. General review of all project work items will be handled with a review of a single hard copy document and then subsequent reviews will be handled by the SPONSOR. The SPONSOR will be responsible for providing the meeting location for the meetings. Copies will be provided to MDOT AERO.

### Task 4.0 Data Collection/Inventory

The initial step in the inventory process will be to review previous planning, environmental, and other issue-specific studies undertaken for the SPONSOR to determine their continued validity. Data collection and analysis will include:

### Task 4.1 Aerial Photography & Digital Mapping

Aerial photography and digital mapping for the project will be provided by a subconsultant (Quantum Spatial). This task will include an ortho-rectified photo as well as digital mapping. We understand that the purpose of this project is to accomplish FAA Airport Airspace Analysis Survey for all surfaces defined in FAA Advisory Circular 150/5300 - 18B: Section 2.7.1.1 Runways with vertical guidance. This is inclusive of 2.7.1.1.1 through 2.7.1.1.7.

For this project, Quantum Spatial will acquire new vertical stereo aerial photography at a nominal scale of 1"=1,905' for obstruction surface areas and 1"=508' for the airport property. The aerial photography will cover all of the VG Airspace Analysis surfaces using Zeiss Z/I digital mapping camera during leaf-on conditions.

From the 1"=1,905' aerial photography, we will produce the following:

- Limited landmark feature planimetric mapping
- Color digital orthophotos with a 1.0' pixel resolution
- Identification and mapping of obstruction obstacles for all of the VG
- Identification and mapping of obstruction obstacles for the PAPI OCS surfaces.

From the 1"=508' aerial photography, we will produce the following:

- Identification and mapping of obstruction obstacles for the VGPS
- 100 scale planimetric features and 2 foot contours

### **Quality Standards**

The project has been designed to conform to the National Map Accuracy Standards for twelve inch orthophoto production. In addition, Quantum Spatial will produce photogrammetric mapping will

meet all FAA and NGS standards. Quantum Spatial will exercise reasonable care and will conform to the standards of practice ordinarily used by the photogrammetric profession.

### Project Area

The project area encompasses all the West Branch Community Airport inclusive of the obstruction surfaces as defined in AC 150/5300-18B.

### Control Surveying

The aerial photography will be completed with ABGPS control which will be used for the base control for the geo-referencing of the aerial imagery. Quantum Spatial will process the ABGPS data using COR stations and reference it to the project control datums:

- Horizontal: North American Datum of 1983/2011 (NAD 83(2011)), in the MI State Plane Coordinate System, South zone in International survey feet.
- o Vertical: North American Vertical Datum of 1988 (NAVD 88)

### The on-site ground control surveys, will include:

- Geodetic control validation of the existing airport PACS and SACS stations or establish temporary airport control according to the guidelines established in AC 150/5300-16A
- Obtain all necessary ground control photo identifiable control check points required to validate the ABGPS control.
- o Control of all the airport runway end positions
- o Collection of vertical profiles for all runways
- Collection of the position, elevation, and where required the appropriate navigational aid perpendicular point of all electronic and visual navigational aids (NAVAIDS) located on the airport and associated with any current instrument approach servicing the airport
- Control for any obstruction obstacles or airport planimetric features that cannot be collected by photogrammetric methods
- o Complete map checks for feature attribute data and update the final map file attribution
- Preparation of a survey and quality control plan, imagery plan, and final project report as required for submission to the FAA AGIS online database.
- All other tasks, not specifically listed above, as outlined in FAA AC-18B, Table 2-1 "Survey Requirements Matrix for Airport Obstruction Charts."

### Ortho Mapping

Quantum Spatial will use the control solution and scans of the aerial negatives to generate a Digital Elevation Model (DEM) for the VG surfaces. The aerial scans will be processed into color digital orthophotos using the aforementioned DEM to rectify the images. Orthophotos for the entire project area will be developed with a 1.0' pixel resolution and be delivered in a GeoTIFF file format via external hard drives.

VGA Obstruction Survey

For the VGA Obstructions Surfaces our production personnel will satisfy the following requirements of the AC 150/5300-18B:

 2.7.1.2 Analysis of Runway(s) with Vertically Guided Operations (Surfaces include the VGRPS, VGPCS, VGAS, VGPS, VGATS, VGHS and VGCS)

The specific types and quantities of obstructions for each surface are outlined and clearly defined for the particular surface in each circular section. Any obstructions that meet the requirement of the circular, but are of a nature that elevations at the highest point of the obstruction are virtually impossible to read through photogrammetric methods (cell tower, electrical tower, etc.), will be identified by Quantum Spatial and relayed to the CONSULTANT to initiate field surveyed elevations for the obstruction.

The obstruction deliveries will include the off-airport landmark planimetric mapping. The final data will be delivered in a format to work with ESRI shape files. Feature attributes will be built into a spreadsheet (with key object identifiers). Delivery formats can be discussed and adjusted between the CONSULTANT and Quantum Spatial as the project continues to develop.

Deliverables for this task will be provided predominately by Quantum Spatial. Quantum Spatial will submit all data collected and associated required deliverable in the formats specified in the appropriate advisory circulars to the FAA Office of Airports, Airports Surveying-GIS Program. All data submissions to the FAA will be through the program's web site at <a href="http://airports-gis.faa.gov">http://airports-gis.faa.gov</a>.

The AC 150/5300-17C project data deliveries that will not be submitted through the web site will be delivered on external hard drives or DVDs.

The 18B deliverables that will be uploaded to the AGIS website include:

- o Statement of Work, Imagery Plan and Survey and Quality Control Plan
- o Image Delivery
- o Digital limited landmark detail outside the airport
- Color digital orthophotos with a 1.0' pixel resolution (GeoTIFF format)
- Obstruction survey data (that covers VG surfaces)
- Surveyed centerline profile on VG runways
- NAVAID data
- o Photogrammetrically derived attributes in defined format
- FGDC compliant metadata
- Final Report

Other than the 18B delivery, Quantum Spatial will deliver the following items to the CONSULTANT:

- o PAPI OCS obstruction analysis
- o Color digital orthophotos with a 1.0' pixel resolution in GeoTIFF (project area)

 2 color enlargements (approx. 30"x40") covering the airport and surrounding area (mounted/laminated/framed)

### Task 4.2 Existing Documentation

The CONSULTANT will review existing airport planning documents to assist in developing a comprehensive base of information to be used in the planning process. The SPONSOR shall provide the CONSULTANT with copies of any existing electronic files which may be of assistance in developing the ALP update, as well as reports or studies which contain information related to the planning topics identified during the scoping meeting. These may include documents such as, but not limited to the following:

- Existing Exhibit "A" Property Map drawings and documents
- Existing deeds related to property acquisition, avigation easements and utility easements
- Existing Airport Approach Protection Plans and/or Airport Zoning Ordinances
- Existing Airport Layout Plan Sets
- · Historic aircraft operation reports
- Existing based aircraft
- Itinerant users
- Existing GIS database information

The CONSULTANT shall use the collected data resource information for the various work tasks.

### Task 4.3 Existing Facilities

The CONSULTANT will conduct on-site inspections to inventory the following facilities on the existing ALP drawings:

- Runways and taxiways
- · Apron and ramp areas
- Terminal and office areas
- Airport access roads
- Maintenance facilities
- Hangars
- Auto parking
- Fuel facilities
- Existing and proposed uses of Airport property
- Airfield lighting
- · Landing aids and instrumentation
- Wind data
- · Runway Protection Zones
- Runway Safety Areas

This subtask will also include preliminary engineering necessary to assess the approach survey efforts required to assess possible obstructions to the approaches and the PAPI Obstacle Clearance Surface (OCS). Some of the necessary data will be obtained as part of Task 4.1., however, on-site survey will also be accomplished to verify some elevations and obstructions.

Deliverables for this sub-task will include a summary of the existing facilities at the airport, as part of the summary in the ALP narrative report required by the FAA SOP No. 2.

### Task 4.4 Historical Levels of Air Traffic

The CONSULTANT will obtain the FAA's Traffic Flow Management System Counts (TFMSC) data provided by the FAA as a resource to identify airport use over the past five (5) years. This data will be used to assist in the identification of the critical aircraft. Deliverables for this sub-task will include a summary of historic operations.

### Task 4.5 Tenant and User Surveys

Survey instruments will be developed and sent to airport tenants and users to supplement the data collection effort. These surveys will solicit user and tenant input regarding the adequacy of specific airport facilities. The SPONSOR will provide a mailing list for use in the survey effort and the CONSULTANT will send out and tabulate the survey results. Surveys will be conducted for itinerant users, airport tenants and other community based or corporate users as identified by the SPONSOR, Airport Manager, and the CONSULTANT. Up to 100 user surveys will be distributed, based upon the contact information generated by the SPONSOR, Airport Manager and the CONSULTANT. The most current user survey form developed by AERO will be utilized for the distribution of the survey.

Deliverables for this sub-task will include up to 100 user/tenant surveys which will be distributed by the CONSULTANT including delivery materials (envelope, postage, etc). A summary of the survey findings will be provided for review and will serve as a data source for facility requirements.

### Task 5.0 Projections of Aviation Operations

# HAS MDOT SHARED ANY CONCERN ABOUT FORECASTS OR DO YOU WANT FORECASTS LOCALLY?

Since this project is not including a traditional master planning effort or master plan document, a full calculation of projections of aviation operations is not provided. This task will instead, utilize the data collected in Tasks 4.4 and 4.5 to review the likelihood of future development and generally summarize the needs identified in those tasks for inclusion in the SOP 2.0 Narrative Report and the ALP drawing set, where appropriate. During the scoping meetings, no significant future developments were identified that

would require projections of aviation operations at this time; however, review of the current FAA Terminal Area Forecast (TAF) numbers will be conducted.

### Task 6.0 Facility Requirements

Required facilities will be identified through the inventory of existing facilities compared to the needs identified in Tasks 4.4, 4.5 and 5.0. The anticipated timing of required improvements will also be identified. FAA Advisory Circulars (AC) referenced as part of this task will include but not be limited to: AC 150/5300-13A Airport Design; FAR Part 77 – Objects Affecting Navigable Airspace; 150/5060-5 - Airport Capacity and Delay, and 150/5070-6B Airport Master Plans.

### Task 6.1 Facility Requirements

To create a more efficient use of the airfield facilities, an analysis will be done to identify individual aircraft reference codes for specific locations on the airport. Facilities to be analyzed include:

- · Runways (number, orientation, strength, and length)
- Runway Safety Areas
- Taxiways
- · Aircraft apron areas
- General aviation terminal/administration building
- Hangar areas
- Auto parking
- · Support facilities such as maintenance, ARFF, fuel farms, utilities
- Lighting, NAVAIDs, AWOS

Deliverables for this task will include summaries of the facility requirements for review by the SPONSOR.

### Task 6.2 Runway Justification Study

HAS MOOT INDICATED THAT A JUSTIFICATION STUDY IS NECESSARY? WHAT IS LIFE EXPECTANCY OF THE RUNWAY PAVEMENT PER THE PCI STUDY?

### Task 7.0 Alternatives Analysis

Once the existing data is inventoried and user needs are cataloged, the CONSULTANT will develop and document feasible alternatives for the development of the Airport's facilities, based on the results of the previous tasks. Each of the alternatives will be graphically illustrated, as appropriate, and presented to the SPONSOR for review and consideration. These alternatives will take into consideration the long-term development of the airport, while also planning for the near-term implementation of projects.

The alternatives analysis will identify potential alternatives for meeting future facility requirements. Alternatives will be identified, graphically depicted, and evaluated in light of the data collected in Tasks 3 through Task 6.

Deliverables for this task will include graphics and text as appropriate to summarize and document the merits of each alternative developed. This information will be presented in a working paper format which will be included in the summary project report.

### Task 8.0 Environmental Overview

This element will provide a cursory review of environmental factors to determine if any of the impact areas identified in FAA Orders 1050.1E, and 5050.4B need detailed review in a subsequent environmental assessment or other environmental document.

In accordance with the guidelines established in the referenced FAA Orders, the impact categories will be reviewed in a cursory manner using the existing information available from the Airport sources and available Federal and State sources. The CONSULTANT will coordinate with the various state and federal agencies having environmental concerns. The bulk of this review will involve correspondence with the appropriate resource agencies, whereby an opinion of potential environmental impacts/issues will be requested. No additional wetland delineation and Section 106 (historic, archeological, and cultural resources) review will be included as part of this document. This effort will be limited to the summarization of the responses received from the various resource agencies and no additional field verification will be completed. Results of this task will be included in the narrative report, as an appendix.

### Task 9.0 Airport Layout Plan set (ALP)

Development recommended for the Airport over the 20-year planning period will be exhibited in a graphic manner within the ALP set. The ALP set will be created with the use of the aerial photography and associated topographic information generated by Quantum Spatial. The ALP set will be updated in accordance with the FAA ARP SOP No. 2.0 as well as FAA AC 150/5300-13A, change 1. Preparation of the ALP will be based on the findings of the previous tasks and will include the following individual drawings:

- TITLE SHEET: This sheet will include the approval signatures and the approval letter. The final
  approval letter will be entered into the electronic files so that it will be a part of the complete ALP
  drawing package.
- AIRPORT DATA SHEET: This sheet will contain runway data tables, airport data tables, the airport wind rose and wind data table and locational maps to illustrate the geographic location of the airport.
- AIRPORT LAYOUT PLANS: It is anticipated that multiple drawings may need to be created to show existing and future development of the airport. These plans will be line drawings showing

major airport facilities, airport boundaries, and runway protection zones, etc.

- AIRPORT AERIAL PLAN: The Airport Aerial Plan shall be drawn using aerial photography. This
  sheet is a line drawing showing existing facilities, airport boundaries, and runway protection zones
  superimposed on an aerial photo.
- BUILDING AREA SHEETS: This shall be a sheet (possibly two depending on the findings of the building area alternatives) showing all new and future development in the administration, FBO, and other aeronautical use areas.
- RUNWAY APPROACH SHEETS: Approach drawings shall be drawn using the new aerial photography. Runway 09, and Runway 27 will be illustrated in separate sheets along with future sheets, if necessary, to provide more clarity in the information being conveyed. The locations of objects in plan and profile, existing and future, will be shown on separate sheets. Plan views shall be superimposed on aerial photos or a detailed line drawing. The data needed for these sheets will be a result of a field survey and photogrammetry, to determine obstructions to FAR Part 77 surfaces which must be numbered in plan and profile. The obstructions will be listed numerically in a table with data describing the obstruction type, top elevation, allowable elevation, amount of penetration, and proposed dispositions. Elevations of roads, railroads, power poles, trees, buildings, etc., in the approaches shall be shown. Part 77 surfaces for existing, future, and ultimate approaches will be shown. The FAA threshold siting surface (TSS) and any navigational aid surfaces such as the PAPI OCS surface will also be included.
- FAR PART 77 SURFACES: FAR Part 77 surfaces will be superimposed on a USGS quadrangle map. This sheet shall depict objects which violate FAR Part 77 surfaces that have not been identified on the ALP or approach sheets. Top elevation of each obstruction will be listed in a table. The CONSULTANT will receive an obstruction summary from the MDOT AERO which will be included on this drawing. This will include tall structures which are contained in the FAA OEAAA database. The CONSULTANT will field verify the existence of towers noted in the FAA OEAAA database through the use of a driving tour of the area within the Part 77 Surfaces. The CONSULTANT will only confirm their existence, no validation of height or exact location will be part of this contract.
- EXHIBIT "A" PROPERTY MAP PLAN: Existing and future Airport property limits will be delineated. Base information will be taken from the existing 2006 hard copy, airport Exhibit "A" Property Map and information provided to the CONSULTANT by the Airport and the MDOT AERO.

A boundary survey is being included in this effort, along with an informational parcel search to provide specific information on the airport property. This data will be valuable in the development of the updated drawing set.

This effort may result in several sheets being developed depending upon the legibility of the information. An update of the property acquisition dates is planned for the Exhibit "A" Property Map to meet FAA ARP SOP. 3.0 – Standard Operating Procedure (SOP) for FAA Review of Exhibit "A" Airport Property Inventory Maps requirements.

The Airport Layout Plan will consist of 24" x 36" sheets, containing sufficient data to obtain approvals from the FAA and MDOT AERO. The SOP 2.0 Appendix A which contains the ALP checklist and outlines in detail the items required on the base ALP sheets, shall become part of the agreement between the SPONSOR and the CONSULTANT. All of the sheets in the ALP shall depict existing conditions and shall reflect the current FAA and MDOT AERO standards and the changes based on this study.

The CONSULTANT will submit a signed copy of the SOP No. 2.0 checklist to the MDOT AERO for airspace review. Preparation of the ALP set shall be on CAD equipment and shall conform to the current MDOT Aero CADD Standards. Specific deliverables associated with the production of the ALP are shown in Task 10 – Documentation.

### Task 10.0 Documentation

An effective airport plan places emphasis on developing concise, effective study documentation. Several types of materials will be produced to document the planning process conducted as part of Tasks 1-9 and is noted below.

### Task 10.1 Meeting Handouts

Meeting handouts documenting each phase of the study's technical analysis will be prepared and distributed for the SPONSOR POC review and comment. Not more than fifteen (15) copies of each handout will be developed for distribution as determined acceptable by the SPONSOR. In addition, a project notebook (three-ring binder) will be provided for collection of working papers and other project documents.

### Task 10.2 Narrative Report

The CONSULTANT shall prepare a narrative report that catalogs the planning process and generally documents the findings of the tasks outlined in this scope of services per FAA ARP SOP 2.0. The draft report shall be submitted to MDOT AERO for review at the time the ALP is submitted for review. Five (5) final reports will be developed as part of the study with one copy being provided to the MDOT AERO and four copies provided to the SPONSOR.

### Task 10.3 Airport Layout Plans

The Airport Layout Plan sets will be provided in a final draft form for FAA airspace review and SPONSOR approval. It will then be published as a final document for distribution upon receipt of FAA and MDOT AERO approval. The documentation will include the following:

AERO reviews:

1 full ALP set of 24" x 36" drawings 1st draft

1 electronic copy of ALP set in AutoCAD 2<sup>ND</sup> draft 1 full ALP set of 24" x 36" drawings 2<sup>nd</sup> draft

1 full Exhibit "A" Property Map 24" x 36" drawings 1st draft

1 electronic copy of Exhibit "A" Property Map in AutoCAD 2ND draft

1 full Exhibit "A" Property Map 24" x 36" drawings 2nd draft

FAA Airspace:

2 full ALP sets of 24" x 36" drawings 1 electronic PDF set of ALP drawings

2 full Exhibit "A" Property Map 24" x 36" drawings 1 electronic PDF Exhibit "A" Property Map

Final Drawings:

2 full ALP sets of 24" x 36" drawings for AERO use/distribution

1 full ALP set of 24" x 36" drawings for SPONSOR use

2 electronic PDF set of ALP drawings on CD

(AERO/SPONSOR)

1 electronic ALP AutoCAD set for AERO use

2 full Exhibit "A" Property Map 24" x 36" drawings for AERO

use/distribution

1 full Exhibit "A" Property Map 24" x 36" drawings for SPONSOR use

2 electronic PDF Exhibit "A" Property Map drawings on CD

(AERO/SPONSOR)

1 electronic Exhibit "A" Property Map drawings AutoCAD set for AERO

use

### Task 11.0 Reviews

There will be several iterations for reviews to provide evaluation of the ALP and Exhibit "A" drawings as noted below.

### Task 11.1 Sponsor Review

The CONSULTANT will meet with the SPONSOR once the ALP and Exhibit "A" Property Map are completed to approximately 75% to review the information contained in the documents prior to finalizing the documents for submission to the MDOT AERO and FAA.

### Task 11.2 MDOT Review - 1st Draft

The CONSULTANT will meet with the MDOT AERO to review the draft ALP and Exhibit "A" Property Map after they have been submitted for review. This meeting will be used to review all sheets in the ALP set and the Exhibit "A" Property Map. The CONSULTANT will make any necessary to the ALP set and Exhibit "A" Property Map based upon comments from the meeting and resubmit to MDOT AERO as part of Task 11.3

### Task 11.3 MDOT Review – 2<sup>nd</sup> Draft

The CONSULTANT will meet with the MDOT AERO to review the final draft ALP and Exhibit "A" Property Map after they have been submitted for review. This meeting will be used to review all sheets in the ALP set and the Exhibit "A" Property Map. The CONSULTANT will make any necessary changes to the ALP set and Exhibit "A" Property Map based upon comments from the meeting and resubmit to MDOT AERO to submit to the FAA for airspace review as part of Task 11.4.

### Task 11.4 FAA Airspace Review

The CONSULTANT will meet with the MDOT AERO to review the comments from the FAA based upon the airspace review. The CONSULTANT will make any necessary to the ALP set based upon comments from the meeting and resubmit to MDOT AERO for final distribution noted in Task 11.5.

### Task 11.5 Final Document Distribution

The CONSULTANT will produce the final ALP sets and Exhibit "A" Property Map as noted in Task 10.3 for distribution to the MDOT AERO/FAA and the SPONSOR.

### U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

### AIRPORT MASTER RECORD

PRINT DATE: 1/24/2018 AFD FFF 01/04/2018 FORM APPROVED OMB 2120-0015

> 1 ASSOC CITY WEST BRANCH 4 STATE: MI LOC ID: FAA SITE NR: 10438.1\*A > 2 AIRPORT NAME WEST BRANCH COMMUNITY 5 COUNTY OGEMAW MI 3 CBD TO AIRPORT (NM): 03 SE 6 REGION/ADO: AGL/DET 7 SECT AERO CHT: LAKE HURON GENERAL **SERVICES BASED AIRCRAFT** 10 OWNERSHIP: **PUBLIC** > 70 FUEL: 100LL A 90 SINGLE ENG: > 11 OWNER: CO OGEMAW CITY W BRANCH 24 91 MULTI ENG: > 12 ADDRESS: 3 121 N 4TH ST > 71 AIRFRAME RPRS: MAJOR 92 JET: 0 WEST BRANCH, MI 48661 > 72 PWR PLANT RPRS: MAJOR TOTAL > 13 PHONE NR 27 (989) 345-0500 > 73 BOTTLE OXYGEN: NONE > 14 MANAGER BEN EVERGREEN > 74 BULK OXYGEN: 93 HELICOPTERS NONE 0 > 15 ADDRESS 1519 AIRPORT RD., P.O. BOX 183 75 TSNT STORAGE: HGR. TIF 94 GLIDERS 0 WEST BRANCH, MI 48661 76 OTHER SERVICES: 95 MILITARY 0 > 16 PHONE NR 989-345-1453 96 ULTRA-LIGHT 0 > 17 ATTENDANCE SCHEDULE: ALL MON-FRI 0800-1700 **FACILITIES OPERATIONS** ALL SAT-SUN BY PRIOR > 80 ARPT BCN: CG ARRANGEMENT 100 AIR CARRIER: 0 > 81 ARPT LGT SKED: SEE RMK 102 AIR TAXI: 18 AIRPORT USE: PUBLIC. 0 BCN LGT SKFD. SS-SR 19 ARPT LAT: 103 G A LOCAL: 2,650 44-14-41.3260N ESTIMATED > 82 UNICOM: 122.800 104 G A ITNRNT 20 ARPT LONG 2.650 084-10-47.3135W > 83 WIND INDICATOR YES-L 21 ARPT ELEV: 105 MILITARY: 882.9 SURVEYED 84 SEGMENTED CIRCLE: YES TOTAL . 5.300 22 ACREAGE 520 85 CONTROL TWR: NO > 23 RIGHT TRAFFIC: NO OPERATIONS FOR 86 FSS: LANSING > 24 NON-COMM LANDING: NO 12 MONTHS 87 FSS ON ARPT NO 12/31/2014 ENDING: 25 NPIAS/FED AGREEMENTS: NGY 88 FSS PHONE NR: > 26 FAR 139 INDEX 89 TOLL FREE NR: 1-800-WX-BRIFF **RUNWAY DATA** > 30 RUNWAY INDENT: 09/27 > 31 LENGTH: 5,000 > 32 WIDTH: 100 > 33 SURF TYPE-COND: > 34 SURF TREATMENT: ASPH-F 35 GROSS WT S 26.0 36 (IN THSDS) D 37 20 38 2D/2D2 > 39 PCN: LIGHTING/APCH AIDS > 40 EDGE INTENSITY: MED NPI-F / NPI-F > 42 RWY MARK TYPE-COND: P4L / P4L > 43 VGSI 44 THR COSSING HGT.: 41 / 41 45 VISUAL GLIDE ANGLE: 3.00 / 3.00 > 46 CNTRLN-TDZ: > 47 RVR-RVV: > 48 REIL: Y > 49 APCH LIGHTS: **OBSTRUCTION DATA** 50 FAR 77 CATEGORY C/C > 51 DISPLACED THR > 52 CTLG OBSTN: TREES / TREES > 53 OBSTN MARKED/LGTD: > 54 HGT ABOVE RWY END: 74 / 90 > 55 DIST FROM RWY FND 1,760 / 2,250 > 56 CNTRLN OFFSET 0B / 0B 57 OBSTN CLNC SLOPE: 21:1 / 22:1 58 CLOSE-IN OBSTN: N/N DECLARED DISTANCES > 60 TAKE OFF RUN AVBL (TORA): > 61 TAKE OFF DIST AVBL (TODA) > 62 ACLT STOP DIST AVBL (ASDA): > 63 LNDG DIST AVBL (LDA) (>) ARPT MGR PLEASE ADVISE FSS IN ITEM 86 WHEN CHANGES OCCUR TO ITEMS PRECEDED BY > > 110 REMARKS

A 013 WEST BRANCH CITY MGR.

A 017 FOR ATTENDANT AFT HRS CALL 989-345-1453; SVC CHARGE.

ACTVT MIRL RY 09/27; PAPI & REIL RYS 09 & 27 - CTAF A 081

A 110-001 DEER ON & INVOF ARPT.

A 110-002 ADMIN BLDG ACCESS, 5-3-2-1-#

111 INSPECTOR:

(S)

112 LAST INSP:

12/14/2015

113 LAST INFO REQ:

# Governor Continues Week of Policy Announcements

Posted on January 31, 2018 by Chris Hackbarth

Following Governor Snyder's eighth and final State of the State speech last week, his team has immediately moved into announcement mode, capitalizing on the initiatives he announced during his January 23rd speech to the Legislature.

A new announcement is planned for each day this week, in advance of next Wednesday's (Feb 7th) FY 2018-19 state budget presentation.

On Monday, the Governor signed Executive Order 2018-2 in Port Huron, promoting the expansion of broadband internet service. This E.O. creates a new state-level commission, the Michigan Consortium of Advanced Networks, to advise the Governor on the state's broadband infrastructure needs, identifying gaps in coverage and capacity and recommending solutions for state and private sector investment to bridge those gaps.

On Tuesday, the Governor announced his Renew MI plan as a replacement for the former Clean Michigan Initiative bond program. This \$675 million bond program, approved by the state's voters in the late '90s, is nearly tapped of remaining bond capacity, so the Governor is proposing an increase in landfill tipping fees as a replacement for that bond revenue to avoid adding to the state's long-term debt liabilities. This new proposal would increase the tipping fee from the current .36/ton to \$4.75/ton as a way to bring in an estimated \$79 million per year to clean up contaminated sites, invest in recycling programming, assist with local solid waste management planning, and support ongoing water quality monitoring efforts at beaches, lakes, and rivers.

Wednesday's announcement centers around efforts to curb invasive species, like Asian Carp from entering the Great Lakes. On Thursday, the Governor is expected to announce his plans for investment in the state's water infrastructure systems. Finally, on Friday he is scheduled to detail his specific proposals for improving the state's recycling efforts.

League staff have participated in briefings on these announcements and are reviewing the available information and awaiting the forthcoming announcements to determine the various impacts on local governments. We will share additional details as the remaining initiatives are announced later this week.

Please contact our office if you have any questions.

Chris Hackbarth is the League's director of state & federal affairs. He can be reached at 517-908-0304 and chackbarth@mml.org.

# Governor Announces Plan to Rebuild Michigan's Water Infrastructure

Posted on February 1, 2018 by John LaMacchia II

The League attend a briefing with the Governor this morning where he laid out his plan to rebuild Michigan's water infrastructure. The plan is centered around a \$5 annual fee per resident that would begin in 2020, have a five-year phase-in period, and sunset in 2040. It is expected to generate \$110 million in annual revenue. As a way to ensure that those being charged will receive direct benefit, 80 percent of the revenue generated from the fee will be expended in the region in which it was generated.

The \$110 million will be utilized to fund three key areas: Integrated Asset Management (\$25M), State Capital Investment Program (\$75M), and Emergency Infrastructure Failure (\$10M).

At the briefing, we were provided with the framework of the proposal but many of the specific details need to be worked out, and ultimately the legislature will need to approve it. You can see the documents that were presented to us by clicking the following two links:

Water Infrastructure Info Graph

Proposal to Rebuild Michigan's Water Infrastructure

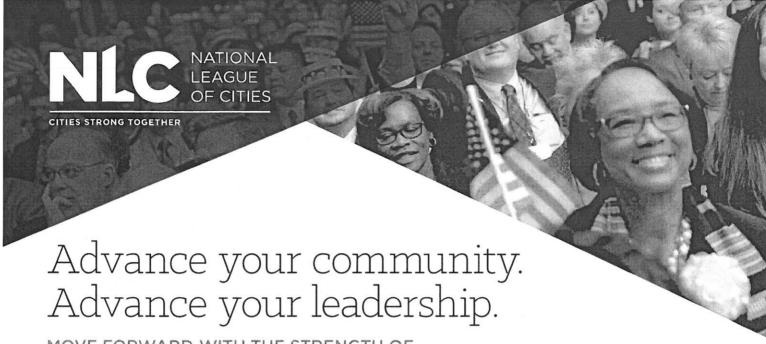
While at the meeting, the League made it a point to express our appreciation to the Governor for his efforts to invest in water infrastructure, but illustrated that this is only one component of local government and that we need to continue to work on our overall fiscal stability. We also highlighted the need for continued investment in communities because the creation of great places is the key component in attracting talent, which leads to attracting business.

John LaMacchia is the Assistant Director of State and Federal Affairs for the League handling transportation, infrastructure, energy and environment issues. He can be reached at jlamacchia@mml.org or 517-908-0303.

### SHARE THIS:



This entry was posted in Infrastructure, Uncategorized, Water, Environment by John LaMacchia II. Bookmark the permalink [http://blogs.mml.org/wp/inside208/2018/02/01/governor-announces-plan-to-rebuild-michigans-water-infrastructure/].



MOVE FORWARD WITH THE STRENGTH OF THE NATIONAL LEAGUE OF CITIES



### Advocate

ACHIEVE YOUR POLICY
AGENDA IN WASHINGTON, DC

- Attend the Congressional City Conference in DC, as 2,000+ attendees bring the local agenda to Capitol Hill.
- Get the Federal Advocacy Update, our bi-weekly newsletter on federal issues affecting cities, towns, and villages.
- Visit the Take Action section of NLC's website for resources and tools to influence federal policy.

Congressional City Conference Statistics

2,000+

250+



### Federal Advocacy Committees

Join one of 7 Federal Advocacy Committees to help shape NLC's priorities and advocate for cities, towns, and villages.

- Community & Economic Development
- Energy, Environment & Natural Resources
- Finance, Administration & Intergovernmental Relations
- · Human Development
- Information Technology & Communications
- · Public Safety & Crime Prevention
- Transportation & Infrastructure Services

Through NLC's Federal Advocacy
Committees, my city has learned what
other cities, large and small, are doing
on key issues. Personally, I was able
to participate in Infrastructure Week,
lobby for federal grants for my city
and every city around the nation, and
give a presentation highlighting key
issues to lawmakers on Capitol Hill, all
through membership in NLC.

**CRAIG THURMOND** | MAYOR *Broken Arrow, OK* 

Chair, NLC Community and Economic Development Committee

### 2 Solve

ACCESS CASE STUDIES, TECHNICAL ASSISTANCE, BEST PRACTICES, RESEARCH, AND FUNDING

- Get NLC Weekly, our flagship newsletter, your link to news, challenges, and successes in cities across the U.S.
- Visit the Center for City Solutions, your national resource for innovative solutions to emerging challenges that cities face.
- Search Grant Access for 5,800+ funding opportunities online.
- Engage with the Institute for Youth, Education, and Families for toolkits, strategy guides, other resources, and technical assistance opportunities.
- Participate in one of NLC's many programs that serve cities and residents, and save taxpayer money, like the NLC Prescription Discount Program.



### **BUILD YOUR KNOWLEDGE** Learn AND LEADERSHIP SKILLS

- · Attend the City Summit, our signature annual event with 3,500+ attendees, 200+ exhibitors, and 100+ workshops.
- · Learn from the Big Ideas series. a TED-style platform of creative approaches by forward-thinking cities and businesses.
- · Enroll in NLC University, our multi-dimensional learning experience featuring workshops. seminars, and access to national experts.
- · Attend the Leadership Summit, an intimate, two-day immersive program on vision, partnership, and success.





# Network CONNECT TO THOUSANDS OF PEERS

- Join one of 6 Member Councils to meet and share ideas with municipal leaders in communities like yours.
- Join the Young Elected Leaders Network, our newest community, connecting NLC members 40 and under.
- Engage on social media with NLC, city officials and city partners on Facebook, LinkedIn, Twitter, and Instagram.
- Join one of 5 Constituency Groups representing and celebrating the diversity of city officials.
- Access 10+ Issue Networks organized by distinct policy and programmatic issues.

### Member Councils

- First Tier Suburbs Council
- Large Cities Council
- Military Communities Council
- Small Cities Council
- University Communities Council
- · Council on Youth, Education, and Families

### Constituency Groups

- Asian Pacific American Municipal Officials
- Hispanic Elected Local Officials
- · Lesbian, Gay, Bisexual, Transgender Local Officials
- National Black Caucus of Local **Elected Officials**
- Women in Municipal Government

# Take the next step, contact your NLC representative:

SEANTAE BYERS

Member Services & **Engagement Director** 

(202) 626-3168 sbyers@nlc.org

MIKE NELSON

West Region

(202) 626-3063

nelson@nlc.org

KATRINA AMOS WASHINGTON

South Region

(202) 626-3151 washington@nlc.org SARAH LINDSAY

Midwest Region

(202) 626-3067 lindsay@nlc.org

ARIEL GUERRERO

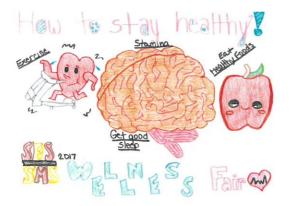
Northeast/Mid-Atlantic Region

(202) 626-3035 guerrero@nlc.org



"The Municipality of Norristown and I are excited to work with the NLC team to find innovative ways to expand our dynamic workforce and lift it up on the national level."

//DISTRICT COUNCILWOMAN VALERIE SCOTT COOPER NORRISTOWN, PA



### Surline Elementary-March 17, 2018

Follow us on Facebook
"Kid's Wellness and Science Fair"

2017 Winner-Alivia Whisman

### 2nd Annual Kid's Wellness and Science Fair

We are looking for vendors/businesses/individuals to be part of promoting the Wellness and Science Fair.

There are 4 ways you can be part of this event:

# 1. WELLNESS BOOTH:

This can be interactive, educational, informational, a game, a challenge...it just has to be about wellness or science.

# 2. BOOTH SPONSORSHIP:

We are encouraging classrooms to design their own booth for the event, but they will need monetary donations for materials.

## 3. PRIZE SPONSORSHIP:

Every child who attends will be given a score card to collect stamps at each booth. Each stamp can be redeemed for tickets to win wellness prizes (Fitbits, sporting equipment, etc.). We need your support to help buy the prizes.

### 4. VOLUNTEER:

We will need volunteers to help with the planning, marketing, set-up and clean up of this event.

Location: Surline Elementary School Date: Saturday, March 17, 2018 Time: 10:00 am- 2:00 pm

Your Name/Business You		nail Address	Your Phone
1. I would like to have a booth	]	Comments: Please g	ive us some detail of how you would like to
2. I would like to sponsor a class	room booth 🗆	help. (i.e. type of bo	ooth, type of prize sponsorship, etc.)
3. I would like to be a prize spon	sor		
4. I would like to volunteer □			



### Please send responses to:

Diebold Insurance Agency Julie Hock 817 W. Houghton Ave. West Branch, MI 48661 Phone: 989-343-2325

Email: julieh@dieboldinsurance.com

Checks made payable to: Surline Elementary School

# Reports

Mayor

Council

**City Manager** 

# Public Comment -Any Topic

# Adjournment