

- AGENDA -

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON TUESDAY, SEPTEMBER 18, 2017 BEGINNING AT **6:00 P.M.**

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

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

[NOTICE: **Audio and/or video may be recorded at public meetings of the West Branch City Council.**]

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Public Hearings
  - A. 6:02 pm – Changes to the Downtown Development Authority and Planning Commission
- V. Additions to the Agenda
- VI. Public Comment – Agenda Items Only – 3 Minute Limit (general rule)
- VII. Scheduled Matters from the Floor
  - A. Marcia Young & Ken Neubecker on behalf of the Victorian Art Fair
  - B. Bridget Charles – Recreation Committee
  - C. June Longstreet
- VIII. Bids
  - A. Weed Control
  - B. General Asphalt Repairs
- IX. Unfinished Business
  - A. Appointment to ZBA – Glenda Colclassure
- X. New Business
  - A. Bills
  - B. Green and Local Purchasing Policy
  - C. Resignation of Jan Hasty from the Planning Commission.
  - D. Proclamation 17-7

- E. Masterplan and Zoning update proposal and sole source vendor request
  - F. Water meter trial request
  - G. Irons Park wedding request
  - H. Planning Commission Annual Report Approval
  - I. Police vehicle update
- XI. Approval of minutes and summary from the meeting held September 5, 2017 as well as the works session minutes from the meeting held August 31, 2017
- XII. Consent Agenda (Consent Agenda items are considered routine and can be enacted by one motion.)
- A. Treasurers Report, Investment summary, and policy amendment
  - B. Planning Commission meeting held August 8, 2017
  - C. August Police Report
- XIII. Communications
- A. Ogemaw Road Commission retirement of Michael Schultz
  - B. Patronicity Expression swing update
  - C. DEQ – Cleanup criteria rules
  - D. DEQ/DNR – Repair of damage to coating on straits pipeline
- XIV. Reports and/or comments
- A. Mayor
    - 1. Planning Commission/DDA attendance requirements
  - B. Council Members
  - C. City Manager
- XV. Public Comment – Any Topic – 3 Minute Limit (general rule)
- XVI. Adjournment

**Call to Order**

**Roll Call**

**Pledge of  
Allegiance**

# Public Hearings

## NOTICE OF PUBLIC HEARING

The West Branch City Council will hold a public hearing on Monday, October 2, 2017 at 6:02 p.m. in the Council Chamber of City Hall, 121 N. Fourth St. The purpose of the hearing is to take public comment on proposed changes to the City's Downtown Development Authority (DDA) and Planning Commission. The proposed changes would be the elimination of the City's DDA Board, as it currently exists, so as to allow for the City's Planning Commission to assume the duties and functions of the City's DDA—thus making it the City's Planning Commission into a dual-purpose "DDA/Planning Commission"—which would retain its current Planning Commission duties, as well as also assuming the additional the duties currently belonging to the City's DDA. The purpose of this proposal would be to streamline processes that affect the City at large, as well as the City's DDA district, thereby making the City more redevelopment ready and efficient. The proposal would also enable citizens interested in both DDA topics as well as City Planning topics to attend just one meeting and get all of the information they are looking to be updated on from one place, rather than having to attend multiple meetings each month held at various times, with regular Planning Commission meeting dates and times set by City Ordinance to be on the 2<sup>nd</sup> Tuesday of each month at 6:00 p.m. at City Hall, with a second meeting for each month to be held on the 4<sup>th</sup> Tuesday of each month at 6:00 p.m. at City Hall, only on an "as needed" basis (i.e., to address business that cannot wait until the next regularly scheduled meeting). Copies of the ordinances and policies regarding both the City DDA Board as well as the City Planning Commission are available for public review and inspection at City Hall during normal business hours. Parties interested in sharing their views or commenting on this proposal are asked to please attend this Public Hearing and share their comments before Council considers making any decisions on the matter (or, alternatively, if you are unable to attend the October 2, 2017 Public Hearing, please submit your comments in writing, either dropped off, mailed, or emailed, to City Clerk/Treasurer John Dantzer prior to the meeting—preferably no later than noon on Wednesday, September 27, 2017, so such written comments can be copied and included in each Council Member's packets). All written correspondence can be mailed to City Hall, 121 N. Fourth St., West Branch, MI 48661 or emailed to [cityhall@westbranch.com](mailto:cityhall@westbranch.com). Any questions concerning this public hearing can be directed to West Branch City Hall at (989) 345-0500.

Accommodations are available upon request to persons with disabilities who require alternately formatted materials or auxiliary aids to ensure effective communication and access to City meetings or hearings. All requests for accommodation should be made with as much advance notice as possible by contacting City Clerk, John Dantzer at (989) 345-0500.

# **Additions to the Agenda**

**Public  
Comment  
-Agenda  
Items**

**Scheduled  
Matters  
from the  
Floor**

## John Dantzer

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**From:** Bridget Charles <cityhall@westbranch.com>  
**Sent:** Friday, September 01, 2017 3:57 PM  
**To:** John Dantzer  
**Subject:** council meeting

John,  
Marcia Young called to get her and Ken Neubecker added to the agenda for the September 18 council meeting for the Victorian Art Fair.

Bridget Charles  
Office Assistant West Branch City Hall  
989-345-0500



Virus-free. [www.avast.com](http://www.avast.com)

# Bids

## Request for Bids/Proposals

for

## Citywide Weed Control

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

*-Citywide weed control.*

**Bids Due: Wednesday, September 13<sup>th</sup> @ 4:30 p.m.**

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

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

### Additional Service Request Information:

- The weed control services requested shall encompass the application of herbicides/weed control to reduce weeds in all areas of the City road-right-of-way and in City parking lots—the goal of which is to reduce, eliminate, and discourage weeds from growing in and around City infrastructure such as streets, sidewalks, and parking lots.
- The term for this proposed service contract is September 19, 2017 – November 30, 2018.
- Successful bidders would be expected to perform weed control services for the City throughout the term of the contract whenever such service is necessary, without the City having to specially request such service—but being especially willing to address areas of concern brought to the attention of the successful bidder during the term of the contract.
- Bidder may suggest any type of price point/schedule of payment/means to determine amount of payment as bidder feels is customary and appropriate for such services, and all submit such in a clear, written format, along with a proposal describing the methods by which bidder intends to fulfill said service contract.
- Repeated or extended failures by successful bidder to address areas of concern in a timely manner after such areas of concern are brought to the successful bidder's attention shall give the City grounds to terminate said service contract early, with no penalty to the City.
- Contractor shall take special care to not damage surrounding non-weed vegetation, and shall be responsible for any such damage that may be caused.
- Contractor shall be responsible for ensuring that all employees are properly licensed to use any chemicals.
- Contractor shall be responsible for ensuring that all chemicals used are legal, and that they are used properly.

**Standard Bidder Information:**

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

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

Vendors who wish to be added to the City Vendor List and receive special notification of future RFP's should send their contact information and area of expertise to [cityhall@westbranch.com](mailto:cityhall@westbranch.com).

Unless indicated otherwise in the RFP details, all bidders are also required to submit a complete "Vendor Packet" [available at West Branch City Hall or online] along with their bid documents, in order to be awarded a bid.

Additional information can be obtained by calling West Branch City Hall at (989) 345-0500 and asking for City Manager Heather Grace.

Pursuant to the City Charter, purchases shall be made from the "lowest responsible bidder meeting specifications unless Council or the City Manager shall determine for publicly specified reasons that the public interest will be better served by accepting a higher bid[.]" also taking into consideration City Ordinance #33.05. [See below for the entirety of City Ordinance # 33.05]. In addition, to be eligible to be awarded a City contract, vendors may not be disqualified pursuant to City Ordinance # 33.10 [see below].

Excerpts of Select City Ordinances Applicable to the City Bidding Process: § 33.05 LOWEST QUALIFIED BIDDER. The "lowest qualified bidder" shall be the bidder submitting the lowest bid, provided that (A) The bidder is not disqualified pursuant to § 33.10, (B) The Purchasing Agent determines that the bidder is able to provide the goods and/or services in a timely, satisfactory manner, and (C) The bidder satisfies local preference criteria established by the Purchasing Agent or the City Council. Local preference criteria are based on a belief that local vendors contribute positive economic benefit to the City of West Branch and her citizens and such benefits should be formally recognized by local authorities. (Ord. 231, passed 2-6-95)

§ 33.10 DISQUALIFICATION. No bid shall be accepted from or contract awarded to a bidder who is in arrears to the City, who is in default on any contract with the City or who has previously demonstrated bad faith in dealings with the City. (Ord. 231, passed 2-6-95)

**Additional Information**

1. Provide proper workmanship and utilize proper equipment:

- All work shall be performed by skilled, experienced and fully qualified personnel.
- The contractor shall provide all necessary elements and complete all work in a professional manner.
- The contractor shall provide all equipment, tools, and vehicles necessary for the completion of services required under the contract.
- The contractor shall accept inspection of the final product by the City of West Branch City Manager as well as the City of West Branch WWTP Superintendent, and shall correct any rejected services at no additional expense to the City of West Branch.

2. General conditions:

- Services shall be completed by the “to be completed by” date specified in the bid materials. A reduction in payment may result for failure to complete by the “to be completed by” date specified.
- The contractor is responsible for exercising all necessary care to avoid damage to property and surrounding areas.
- The contractor’s attention is called to the possible existence of concealed water, sewer, storm drain, gas, electric, and/or telecommunications lines beneath the work areas, which may be affected by heavy equipment use, excavation, and other operations.
- The contractor’s attention is also called to MCL 460.721, *et. seq.* (i.e. Michigan’s MISS DIG law), which requires a call to “811” prior to excavations/digs to safeguard underground infrastructure and avoid accidents.
- Should damages occur to any utility lines and/or equipment during performances of services required under this contract, the contractor shall immediately contact the City of West Branch DPW Superintendent, his designee, and the appropriate utility department (and 911 if appropriate) and the contractor shall also be responsible for all damage claims resulting in.
- The contractor must take caution to protect all concrete, landscaping, fencing, etc. while the work is being completed. If any area is damaged, it shall be the responsibility of the contractor to repair or replace the damage.
- Should fire, theft, vandalism, or other casualty damage or destroy the equipment or property belonging to the contractor while on City property, the City shall be under no obligation to replace or in any way compensation the contractor for said property.
- Successful bidder agrees to indemnify and hold harmless the City of West Branch from and against any liability, loss, cost, damage, suit, claim, or expense arising occurrence on the part of the successful bidder to include its officers, servants, agents, or employees arising from its activities, operations, and performance of services while on City property and further agrees to release and discharge the City of West Branch and its Agents from all claims or liabilities arising from or caused by the successful bidder in fulfilling its obligations under this Agreement.
- It is understood and agrees by the parties that the City of West Branch will assume no liability for damages, injury, or other loss to the successful bidder, its employees, or property, tool or equipment, or to other persons or properties located on or near City facilities resulting from the successful bidder’s activities and operations while performing those services enumerated herein. The successful bidder shall assume full and complete liability for any and all damages to tombstones, markers, building improvements, fences, or other City or private properties caused by or resulting from its activities, operations, and that of its employees, agents, and officers.

3. Safety:

- The contractor must comply with all OSHA, state, and local ordinances and requirements associated with the work within this contract.
  - The contractor and/or approved subcontractors shall immediately report all accidents, injuries, or health hazards to the DPW Superintendent or his designee, as well as the City Manager, in writing.
  - The contractor shall not allow the use of intoxicating beverages or non-prescription controlled substance drugs upon or about the work site.
  - The contractor shall be solely responsible for pedestrian and vehicular safety and control within the work area and shall provide the necessary warning devices, barricades, and ground personnel required to insure the safety, protection, and warning of persons and vehicular traffic within the area.
4. References:
- Submission of a list of references, including their contact information, though not required, is greatly preferred, and failure to provide a list of references may be considered as a reason for the City Purchasing Agent (i.e., the City Manager) to recommend against the selection of said bidder.
5. Insurance:
- The contractor must maintain during the life of any contract that results from this RFP Worker's Compensation Insurance for all employees working at the project site, or as otherwise required by federal or state law.
  - The contractor shall have in place for the life of any contract that results from this RFP public liability and property damage insurance and shall protect the City of West Branch from claims for damage or personal injury, which may arise from operations under this contract. The amounts of such insurance shall not be less than \$500,000 for injuries subject to the same limit per person and \$1,000,000 for property damage or otherwise needed to protect the interests of the owner.
  - The contractor awarded a contract under this RFP shall provide a Certificate of Insurance to the City of West Branch showing the City of West Branch named as an additionally insured on all coverage. All insurance must be maintained during the duration of the contract.
  - The contractor shall furnish such additional insurance as may be required by federal and/or state law, including motor vehicle insurance in amounts not less than statutory limits.
  - Each certificate of insurance shall bear the provision that the policy cannot be altered or canceled in less than ten (10) days after mailing written notice to the assured of such alteration or cancellation, sent registered mail. The contractor shall furnish satisfactory proof of insurance required before written approval of such insurance is granted. Executed contract documents, insurance certifications, invoices, and other information requested is to be sent to:

Deputy Clerk/Treasurer Michelle Frechette  
West Branch City Hall  
121 N. 4<sup>th</sup> St.  
West Branch, MI 48661

[Ms. Frechette's email is [deputyclerktreasurer@gmail.com](mailto:deputyclerktreasurer@gmail.com) and she can be reached at 989-345-0500].  
Pricing submitted in all bids is deemed valid and eligible for acceptance by the City of West Branch for a period of 180 days after receipt, unless indicated otherwise in the bid documents.

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

Vendors who wish to be added to the City Vendor List and receive special notification of future RFP's should send their contact information and area of expertise to [cityhall@westbranch.com](mailto:cityhall@westbranch.com) with the subject line "City Vendor List" in the email.

Unless indicated otherwise in the RFP details, all bidders are also required to submit a complete "Vendor Packet" [available at West Branch City Hall or online] along with their bid documents, to be awarded a bid.

Pursuant to the City Charter, purchases shall be made from the "lowest responsible bidder meeting specifications unless Council or the City Manager shall determine for publicly specified reasons that the public interest will be better served by accepting a higher bid[.]" also taking into consideration City Ordinance #33.05. [See below for the entirety of City Ordinance # 33.05]. In addition, to be eligible to be awarded a City contract, vendors may not be disqualified pursuant to City Ordinance # 33.10 [see below].

Excerpts of Select City Ordinances Applicable to the City Bidding Process: § 33.05 LOWEST QUALIFIED BIDDER. The "lowest qualified bidder" shall be the bidder submitting the lowest bid, provided that (A) The bidder is not disqualified pursuant to § 33.10, (B) The Purchasing Agent determines that the bidder is able to provide the goods and/or services in a timely, satisfactory manner, and (C) The bidder satisfies local preference criteria established by the Purchasing Agent or the City Council. Local preference criteria are based on a belief that local vendors contribute positive economic benefit to the City of West Branch and her citizens and such benefits should be formally recognized by local authorities. (Ord. 231, passed 2-6-95)

§ 33.10 DISQUALIFICATION. No bid shall be accepted from or contract awarded to a bidder who is in arrears to the City, who is in default on any contract with the City or who has previously demonstrated bad faith in dealings with the City. (Ord. 231, passed 2-6-95)

It is expressly understood by the contractor offering a proposal after a written notice of award by the City, a written contract will be required to be executed and will serve together with this proposal, these instructions, and any detailed specifications as the entire form of contract between the parties. By submitting a proposal pursuant to this RFP, contractor is expressly stating that they understand that they must complete all requisite paperwork, including the City of West Branch Vendor Packet (available at [www.westbranch.com](http://www.westbranch.com) and at City Hall), and the contractor is also expressly stating that all employees and independent contractors that may be sub-contracted to work on this project with and for the bidder are covered under worker's compensation insurance coverage, and further, that the bidder attests that the City of West Branch accepts no responsibility for any injuries to the bidder's employees while on City property. Bidder/contractor must comply with all OSHA/MIOSHA, state, and local ordinances and requirements associated with work safety and the work within this RFP. By submitting a bid, bidder is also attesting that they are not at the time of submission in default or arrears with the City of West Branch, as this would render them ineligible to bid.

**Request for Bids/Proposals**

for

**Citywide Weed Control**

**ADDENDUM**

The following additional information applies to the City of West Branch RFP for Citywide Weed Control, issued in August of 2017 with

**Bids Due: Wednesday, September 13<sup>th</sup> @ 4:30 p.m.**

The additional information that potential bidders should consider is that the preferred type of bid/proposal that should be submitted should consist of the following:

- (1) **Hourly Rate of Service Fee**
- (2) **Monthly “Not to Exceed” Fee** [with said “not to exceed” fee meant to include payment for all services rendered during any given month of the contract, and shall consist of the bidders best estimate for the highest number of hours that will have to be dedicated to adequately performing the services requested by the City of West Branch—keeping in mind that what the City of West Branch is requesting, in summation, is weed control services that encompass the application of herbicides/weed control to reduce weeds in all areas of the City road-right-of-way and in City parking lots (with the downtown area as first area of priority, the school area as second order of priority, the office services park as the third area of priority, the industrial park as the fourth area of priority, and the remainder of the City as the fifth priority)—the goal of which is to reduce, eliminate, and discourage weeds from growing in and around City infrastructure such as streets, sidewalks, and parking lots.

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**TD SERVICE, LLC**  
**Lawn Fertilizing**  
**Licensed and Insured**

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2521 Highland Tr. - West Branch, MI. 48661  
Telephone 989-345-4594  
Cell 989-965-2408  
Fax 989-345-4594

DATE: 09-12-17

PROPOSED TO: City of West Branch  
West Branch, MI. 48661

*Description*

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*Spraying weeds using a non-selective herbicide along streets, sidewalks, and parking lots. For Fall 2017 spraying will be done along Main St. from Fairview Rd. to M-30, all public parking lots, and 1 block North and South of Main St. Hourly rate of \$75.00 an hour with materials included not to exceed \$4,500.00 a month.*

*Spraying weeds using a non-selective herbicide along streets, sidewalks, and parking lots. For 2018 season entire City of West Branch will be done. Hourly rate of \$75.00 an hour with materials included not to exceed \$3,000.00 a month.*

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*This proposal may be withdrawn by us if not accepted within 90 days.*

**ACCEPTANCE OF PROPOSAL**

*The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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***TD SERVICE, LLC***  
***Lawn Fertilizing***  
***Licensed and Insured***

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2521 Highland Tr. - West Branch, MI. 48661  
Telephone 989-345-4594  
Cell 989-965-2408  
Fax 989-345-4594

***REFERENCES***

*West Branch Regional Medical Center*      *Contact: Karen @ Plant Operations*  
2463 S. M-30  
*West Branch, MI. 48661*

*Pinnacle Rehab*      *Contact: Alan Withers*  
621 Court St.  
*West Branch, MI. 48661*

*Steuernol McClaren Funeral Home*      *Contact: Rayme Labean*  
109 E. Houghton Ave.      *Phil Stephens*  
*West Branch, MI. 48661*

*Victorian Manor*      *Contact; Dale Peters*  
434 Victorian Ct.  
*West Branch, MI. 48661*

*Taylor Entrance Systems*      *Contact: John Orr*  
632 N. 1<sup>st</sup>. St.  
*West Branch, MI. 48661*

*Diebold Agency*      *Contact: Charlie Elliot*  
817 W. Houghton Ave.  
*West Branch, MI. 48661*

Weed Control Bid

RECEIVED  
SEP 12 2017  
BY: BC

# Pest Control Service Agreement

## CENTRAL PEST CONTROL

P.O. Box 591  
West Branch, MI 48661  
1-800-272-7793

CUSTOMER <i>City of West Branch</i>		SERVICE LOCATION	
STREET <i>121 N. Fourth St</i>			
CITY, STATE and ZIP <i>West Branch, MI 48661</i>		PERSON TO BE CONTACTED <i>John Dantzer</i>	SERVICE PHONE <i>989-345-0500</i>
PHONE	TYPE OF PROPERTY TO BE SERVICED <i>City wide weed control</i>		
DATE SERVICE BEGINS <i>SEPT 19, 2017</i>	EXPIRATION DATE <i>Nov. 30, 2018</i>	RENEWAL <input type="checkbox"/>	SERVICE TO BE PERFORMED <input type="checkbox"/> MONTHLY <input type="checkbox"/> QUARTERLY <input type="checkbox"/> OTHER

PESTS TO BE CONTROLLED:

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SPECIAL INSTRUCTIONS:

*Citywide weed control : Hourly Rate: 53<sup>85</sup>*

*Hours 130*

*Total 2000.<sup>00</sup>*

TERMS AND CONDITIONS:

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**SERVICE GUARANTEE:** We agree to apply chemicals to control above-named pests in accordance with terms and conditions of this Service Agreement. All labor and materials will be furnished to provide the most efficient pest control and maximum safety required by federal, state and city regulations.

**SERVICE RENEWAL:** This agreement shall be for an initial period of one year, and will renew itself annually unless either party cancels this agreement by giving thirty days written notice before any expiration date.

ONE TIME CHARGE	\$ _____	<b>CENTRAL PEST CONTROL</b> BY <i>Mark White</i> DATE <i>9/12/17</i> <small>(AUTHORIZED SIGNATURE)</small>
INITIAL SERVICE CHARGE	\$ _____	
MONTHLY/QUARTERLY PAYMENTS	\$ _____	FOR CUSTOMER _____ DATE _____
_____	\$ _____	<small>(AUTHORIZED SIGNATURE)</small>

GENERAL WEST CONTROL

P.O. Box 5991

WEST BRANCH, MD. 48661

Boj

RECEIVED  
SEP 13 2017  
BY: SD

CITY OF WEST BRANCH

121 N. Fourth ST.

WEST BRANCH, MD. 48661

WEED CONTROL

Boj

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

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

(A) General Road Repair and Asphalt Patchwork

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

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

Up to 250 sq. ft. \$ \_\_\_\_\_ over 250 sq. ft. \$ \_\_\_\_\_

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

Up to 250 sq. ft. \$ \_\_\_\_\_ over 250 sq. ft. \$ \_\_\_\_\_

**Bids Due:    Wednesday, September 13<sup>th</sup> @ 4:30 p.m.**

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

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

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

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

Vendors who wish to be added to the City Vendor List and receive special notification of future RFP's should send their contact information and area of expertise to [cityhall@westbranch.com](mailto:cityhall@westbranch.com).

Unless indicated otherwise in the RFP details, all bidders are also required to submit a complete "Vendor Packet" [available at West Branch City Hall or online] along with their bid documents, in order to be awarded a bid.

Additional information can be obtained by calling West Branch City Hall at (989) 345-0500 and asking for City Manager Heather Grace.

Pursuant to the City Charter, purchases shall be made from the "lowest responsible bidder meeting specifications unless Council or the City Manager shall determine for publicly specified reasons that the public interest will be better served by accepting a higher bid[,]" also taking into consideration City Ordinance #33.05. [See below for the entirety of City Ordinance # 33.05]. In addition, to be eligible to be awarded a City contract, vendors may not be disqualified pursuant to City Ordinance # 33.10 [see below].

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Hodgins Asphalt Paving, Inc.  
P.O. Box 720  
West Branch, MI

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

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

(A) General Road Repair and Asphalt Patchwork

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

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

Up to 250 sq. ft. \$ 4.30 over 250 sq. ft. \$ 2.70

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

Up to 250 sq. ft. \$ 4.75 over 250 sq. ft. \$ 3.15

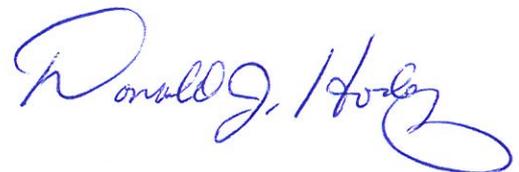
**Bids Due: Wednesday, September 13<sup>th</sup> @ 4:30 p.m.**

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

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

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

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



**Hodgins Asphalt Paving Inc.**

P.O. Box 720  
 West Branch, MI 48661  
 P-989-345-0326, F-989-345-0240  
 hodginsasphalt@sbcglobal.net

**PROPOSAL**

DATE	ESTIMATE NO.
9/13/2017	69607367

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

www.hodginsasphalt.com

DESCRIPTION	
Patch Work Bid For Paving September thru November 2017 and March thru November 2018 Asphalt paving patch work up to 250 sq. ft. @ 2" depth Saw cutting where needed Removal of existing asphalt Gravel/grading and compacting Pave 2" depth with 13A bituminous mix \$4.30/sq. ft.	
Asphalt paving patch work over 250 sq. ft. @ 2" depth Saw cutting where needed Removal of existing asphalt Gravel/grading and compacting Pave 2" depth with 13A bituminous mix \$2.70/sq. ft.	
Asphalt paving patch work up to 250 sq. ft. @ 3" depth Saw cutting where needed Removal of existing asphalt Gravel/grading and compacting Pave 1.5" base course and 1.5" top course with 13a bituminous mix Apply tack coat to contact joints \$4.75/sq. ft.	
Asphalt paving patch work over 250 sq. ft. @ 3" depth Saw cutting where needed Removal of existing asphalt Gravel/grading and compacting Pave 1.5" base course and 1.5" top course with 13A bituminous mix \$3.15/sq. ft.	
Thank you for the invitation to bid!	
	<b>TOTAL</b>

SIGNATURE

**Hodgins Asphalt Paving Inc.**

P.O. Box 720  
West Branch, MI 48661  
P-989-345-0326, F-989-345-0240  
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**PROPOSAL**

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9/13/2017	69607367

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

www.hodginsasphalt.com

DESCRIPTION

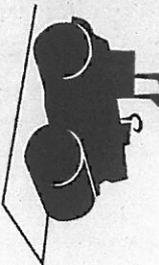
Authorized Signature: Don Hodgins  
MDOT Prequalified #06585  
Fully Insured/Bonded

Thank you for the invitation to bid!

**TOTAL**

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

SIGNATURE \_\_\_\_\_



**HODGINS ASPHALT PAVING INC.**

P.O. Box 720 \* 1659 S. Dow Road  
West Branch, MI 48661

General Road Repair

**RECEIVED**  
SEP 13 2017  
SR

City of West Branch  
121 North 4<sup>th</sup> Street  
West Branch, MI 48661

Rieth-Riley Construction Co., Inc

P.O. Box 49

Prudenville, MI 48651

(989) 366-9640

Request for Bids/Proposals

for

General Road Repair & Asphalt Patchwork

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

(A) General Road Repair and Asphalt Patchwork

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Derek Carr

Estimator

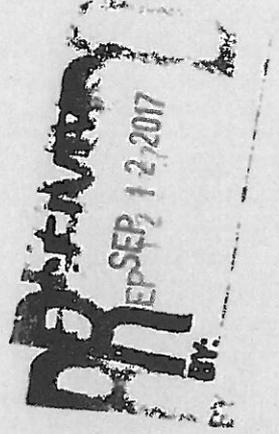
X 

City of West Branch

121 N. 4<sup>th</sup> St.

West Branch, MI 48661

Bid Division: General Road Repair &  
Asphalt Patch Work



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

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**Mid-Michigan Asphalt Paving**  
P.O. Box 849  
West Branch MI, 48661



"General Road Repair"  
City of West Branch

**RECEIVED**  
SEP - 8 2017

# **Unfinished Business**



# City of West Branch

121 N. Fourth St., West Branch, MI 48661  
Phone 989-345-0500 ☎ Fax 989-345-4390 ☎ email cityhall@westbranch.com

## APPLICATION FOR OPEN CITY BOARD OR COMMISSION POSITION

Application for: ZBA Board/Commission

Name Glenda Colasure

Address 520 Morrison St

Phone 989-345-2185 (cell/phone)

Email \_\_\_\_\_

City Resident? Yes  No \_\_\_\_\_ How Long? 20+

Please list any previous City appointments or offices ZBA

Please list any relevant employment or professional activities Completed Citizen Planner Course, currently County Zoning Administrator

Other community affiliations/activities you feel would be a benefit to this position \_\_\_\_\_

Are you aware of the meeting schedule for this Board or Commission, and are you available to attend regularly scheduled meetings?

Aware of schedule? Yes  No \_\_\_\_\_ Can attend? Yes  No \_\_\_\_\_ Unsure \_\_\_\_\_

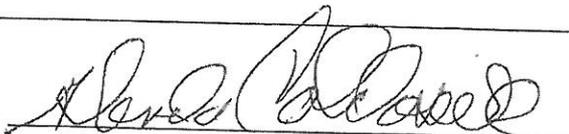
Why are you interested in serving of the City Board or Commission? to be involved in my community

What talents or experience would you bring to the position? Completed Citizen Planner Course, worked for County Planning & zoning for 14+ years

What are your primary interests in City Government and City services? MAKING KEEPING THE CITY A GOOD PLACE TO LIVE & WORK

Please relate any special goals you may have for the City SEE ABOVE

Any other information you wish to provide for Mayor and Council consideration? \_\_\_\_\_

  
Signature

9/22/17  
Date

Thank you for your interest in serving as a volunteer Board or Commission member.

Appointments to City Council advisory Board and Commissions are nominated by the Mayor and confirmed by consent of the City Council. If you are applying for a specific and currently open position, you will be notified of City Council's decision once it is made.

If you are submitting an application to be considered in the future as openings occur, you will be contacted by City staff when the vacancy is announced in order to confirm your interest in this specific opportunity.

Upon appointment, you will be required to stop by City Hall to complete a W-4, MI W-4 and an I-9 form along with supplying a copy of your driver's license and social security card or a copy of your passport.

# **New Business**

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

BILLS	\$59,769.53
MAJOR/LOCAL STREET	\$301.50
<i>BILLS AS OF 9/14/17</i>	<i>\$60,071.03</i>
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$140.00</i>
<b>TOTAL BILLS</b>	<b>\$60,211.03</b>

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

INVOICE REGISTER REPORT FOR CITY OF WEST BRANCH  
 EXP CHECK RUN DATES 09/19/2017 - 09/19/2017  
 UNJOURNALIZED  
 OPEN

Inv Num	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	JrnLized Post Date
70400	GL Distribution						
9230	ADVANCED CHEMICAL & SUPPLY INC WWTP SUPPLIES	09/19/2017 MICHELLE	09/19/2017	39.00	39.00	Open	N 09/19/2017
	590-567.000-727.700	OPERATING SUPPLIES		39.00			
	MULTIPLE						
9252	AUSABLE VALLEY CMH CITY HALL & POLICE CLEANING & RECY	09/19/2017 MICHELLE	09/19/2017	670.00	670.00	Open	N 09/19/2017
	714-000.000-214.714	DUE TO RECYCLE CENTER		547.72			
	101-201.000-801.700	CONTRACTUAL SERVICES		40.76			
	101-301.000-801.700	CONTRACTUAL SERVICES		81.52			
	CUST 000186530						
9240	AUTOZONE, INC WWTP SUPPLIES	09/19/2017 MICHELLE	09/19/2017	35.02	35.02	Open	N 09/19/2017
	590-567.000-727.700	OPERATING SUPPLIES		35.02			
	56169090117						
9236	CHARTER COMMUNICATIONS PHONE/INTERNET POLICE	09/19/2017 MICHELLE	09/19/2017	189.95	189.95	Open	N 09/19/2017
	101-301.000-853.700	TELEPHONE/RADIO COMMUNICATION		189.95			
	MULTIPLE						
9245	CONSUMERS ENERGY ELECTRIC	09/19/2017 MICHELLE	09/19/2017	285.52	285.52	Open	N 09/19/2017
	202-485.000-924.700	ELECTRICITY		285.52			
	MULTIPLE						
9246	CONSUMERS ENERGY ELECTRIC	09/19/2017 MICHELLE	09/19/2017	9,201.41	9,201.41	Open	N 09/19/2017
	101-299.000-922.700	PUBLIC UTILITIES		285.51			
	101-528.000-922.700	PUBLIC UTILITIES		34.10			
	101-299.000-922.700	PUBLIC UTILITIES		149.47			
	101-299.000-922.700	PUBLIC UTILITIES		11.61			
	101-299.000-922.700	PUBLIC UTILITIES		157.91			
	101-299.000-922.700	PUBLIC UTILITIES		2,208.64			
	101-299.000-922.700	PUBLIC UTILITIES		149.62			
	590-567.000-922.700	PUBLIC UTILITIES		6,204.55			
	ACCT 11212401						
9244	CYNERGYCOMM NET INC WWTP PHONE	09/19/2017 MICHELLE	09/19/2017	83.81	83.81	Open	N 09/19/2017
	590-567.000-853.700	TELEPHONE/RADIO COMMUNICATION		83.81			
	270744 & 270743						
9242	ELHORN ENGINEERING COMPANY WATER & SEWER SUPPLIES	09/19/2017 MICHELLE	09/19/2017	1,307.44	1,307.44	Open	N 09/19/2017
	590-567.000-727.700	OPERATING SUPPLIES		989.44			

INVOICE REGISTER REPORT FOR CITY OF WEST BRANCH  
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 UNJOURNALIZED  
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Inv Num	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlnized Post Date
13314 9233	GL Distribution 591-000.000-727.700 OPERATING SUPPLIES	09/19/2017 MICHELLE	09/19/2017	318.00	2,497.10	Open	N 09/19/2017
2506831708 9232	ELIASON LAW OFFICE LEGAL FEES AUGUST 101-266.000-801.700 CONTRACTUAL SERVICES	09/19/2017 MICHELLE	09/19/2017	2,497.10	2,497.10	Open	N 09/19/2017
ACCT 12320149 9225	FIRST ADVANTAGE PRE-EMPLOYMENT DRUG TEST M. KILLAC 101-441.000-713.701 OTHER HEALTH BENEFITS	09/19/2017 MICHELLE	09/19/2017	40.50	40.50	Open	N 09/19/2017
2418 & 2436 9249	FOSTER BLUE WATER OIL LLC FUEL 661-000.000-856.700 FUEL	09/19/2017 MICHELLE	09/19/2017	2,030.95	2,030.95	Open	N 09/19/2017
ACCT 10249 9228	GREAT LAKES TECH CONSULT LLC IT SERVICES 101-228.000-801.700 CONTRACTUAL SERVICES	09/19/2017 MICHELLE	09/19/2017	2,030.95	1,315.59	Open	N 09/19/2017
ACCT 10249 9229	GREEN ACE HARDWARE VARIOUS SUPPLIES 590-567.000-727.700 248-000.000-956.700 101-301.000-727.700 661-000.000-805.700 101-751.000-727.700 OPERATING SUPPLIES	09/19/2017 MICHELLE	09/19/2017	223.43	223.43	Open	N 09/19/2017
37931 9251	GREEN ACE HARDWARE VARIOUS SUPPLIES 203-463.000-727.700 OPERATING SUPPLIES	09/19/2017 MICHELLE	09/19/2017	15.98	15.98	Open	N 09/19/2017
178984 9231	MICHIGAN BARK PRODUCTS INC MULCH FOR EXPRESSION SWING AREA 101-751.000-801.700 CONTRACTUAL SERVICES	09/19/2017 MICHELLE	09/19/2017	336.00	336.00	Open	N 09/19/2017
MULTIPLE 9237	NORTHERN SEAL COATING RESURFACE BASKETBALL COURT - PATRO 101-751.000-801.700 CONTRACTUAL SERVICES	09/19/2017 MICHELLE	09/19/2017	11,800.00	11,800.00	Open	N 09/19/2017
	OFFICE CENTRAL VARIOUS SUPPLIES	09/19/2017 MICHELLE	09/19/2017	11,800.00	286.64	Open	N 09/19/2017

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlnized
Inv Ref#	Description	Entered By					Post Date
2500	OGEMAW COUNTY HERALD ADLINER	09/19/2017	09/19/2017	324.16	324.16	Open	N
9226	ADS	MICHELLE					09/19/2017
	101-721.000-956.700	EXPENSES		80.98			
	591-000.000-727.700	OPERATING SUPPLIES		76.87			
	101-441.000-727.700	OPERATING SUPPLIES		16.34			
	101-201.000-727.700	OPERATING SUPPLIES		112.45			
NONE							
9219	OGEMAW TOWNSHIP TREASURER	09/19/2017	09/19/2017	149.23	149.23	Open	N
	MID MICHIGAN 425	MICHELLE					09/19/2017
	101-965.000-973.700	425 AGREEMENTS		149.23			
NONE							
9220	OGEMAW TOWNSHIP TREASURER	09/19/2017	09/19/2017	149.23	149.23	Open	N
	MORGAN 425	MICHELLE					09/19/2017
	101-965.000-973.700	425 AGREEMENTS		149.23			
MULTIPLE							
9218	PITNEY BOWES	09/19/2017	09/19/2017	215.95	215.95	Open	N
	MONTHLY RENTALS (3) & INK	MICHELLE					09/19/2017
	101-201.000-741.700	POSTAGE		215.95			
101156							
9243	PRINTING SYSTEMS	09/19/2017	09/19/2017	236.70	236.70	Open	N
	GENERAL FUND CHECKS	MICHELLE					09/19/2017
	101-201.000-727.700	OPERATING SUPPLIES		76.90			
	591-000.000-727.700	OPERATING SUPPLIES		78.90			
	593-557.000-727.700	OPERATING SUPPLIES		78.90			
ACCT # 7							
9239	SAVE A LOT	09/19/2017	09/19/2017	252.30	252.30	Open	N
	VARIOUS SUPPLIES	MICHELLE					09/19/2017
	101-441.000-727.700	OPERATING SUPPLIES		13.74			
	101-751.000-727.700	OPERATING SUPPLIES		0.99			
	101-101.000-956.700	EXPENSES		7.38			
	101-201.000-727.700	OPERATING SUPPLIES		7.96			
	101-721.000-956.700	EXPENSES		222.23			
NONE							
9241	SBAM PLAN	09/19/2017	09/19/2017	14,766.09	14,766.09	Open	N
	BCN OCTOBER	MICHELLE					09/19/2017
	101-851.000-716.700	BC/BS HEALTH INSURANCE PREMIU		5.00			
	101-172.000-716.700	BC/BS HEALTH INSURANCE PREMIU		934.38			
	101-201.000-716.700	BC/BS HEALTH INSURANCE PREMIU		1,448.96			

INVOICE REGISTER REPORT FOR CITY OF WEST BRANCH  
 EXP CHECK RUN DATES 09/19/2017 - 09/19/2017  
 UNJOURNALIZED  
 OPEN

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
521210	SELLEY'S CLEANERS	09/19/2017	09/19/2017	37.00	37.00	Open	N
9235	POLICE UNIFORM CLEANING	MICHELLE					
	101-301.000-817.700						09/19/2017
ACCT 16092	UNIFORMS			37.00			
9238	SPARTAN STORES LLC	09/19/2017	09/19/2017	21.67	21.67	Open	N
	WWTP SUPPLIES	MICHELLE					
	590-567.000-727.703						09/19/2017
5256WR367	LAB SUPPLIES			21.67			
9224	UPS	09/19/2017	09/19/2017	14.38	14.38	Open	N
	POSTAGE	MICHELLE					
	590-567.000-801.700						09/19/2017
	591-000.000-741.700			3.51			
	CONTRACTUAL SERVICES			10.87			
349085							
9227	USA BLUE BOOK	09/19/2017	09/19/2017	167.71	167.71	Open	N
	WWTP SUPPLIES	MICHELLE					
	590-567.000-727.700						09/19/2017
	OPERATING SUPPLIES			167.71			
BILLING ACCOUNT							
9247	VISA	09/19/2017	09/19/2017	2,362.28	2,362.28	Open	N
	00101155-10000000	MICHELLE					
	101-172.000-956.700						09/19/2017
	101-228.000-801.700			87.24			
	248-000.000-956.700			68.54			
	101-301.000-727.700			511.40			
	101-721.000-956.700			229.87			
	101-284.000-956.700			336.75			
	101-265.000-727.700			121.98			
	101-301.000-956.700			540.52			
	101-172.000-865.700			175.00			
	101-172.000-956.700			175.00			
	101-201.000-727.700			46.00			
	OPERATING SUPPLIES			69.98			
13962							
9248	WEST BRANCH DIESEL REPAIR	09/19/2017	09/19/2017	80.00	80.00	Open	N
	WWTP TANKER INSPECTION	MICHELLE					
	590-567.000-801.700						09/19/2017
	CONTRACTUAL SERVICES			80.00			

INVOICE REGISTER REPORT FOR CITY OF WEST BRANCH  
 EXP CHECK RUN DATES 09/19/2017 - 09/19/2017  
 UNJOURNALIZED  
 OPEN

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
NONE 9221	WEST BRANCH TOWNSHIP TREASURER KMART, GLENS, CREDIT UNION 425 101-965.000-973.700	09/19/2017 MICHELLE	09/19/2017	3,303.92	3,303.92	Open	N 09/19/2017
NONE 9222	WEST BRANCH TOWNSHIP TREASURER ACE, QUALITY, NATIONAL CITY 425 101-965.000-973.700	09/19/2017 MICHELLE	09/19/2017	4,462.87	4,462.87	Open	N 09/19/2017
NONE 9223	WEST BRANCH TOWNSHIP TREASURER WALGREENS 425 101-965.000-973.700	09/19/2017 MICHELLE	09/19/2017	3,019.20	3,019.20	Open	N 09/19/2017
NONE 9234	WIRTH II, ANTHONY BOOT REIMBURSEMENT 590-567.000-817.700	09/19/2017 MICHELLE	09/19/2017	150.00	150.00	Open	N 09/19/2017
# of Invoices:	34	# Due:	34	Totals:	60,071.03		
# of Credit Memos:	0	# Due:	0	Totals:	0.00		
Net of Invoices and Credit Memos:				60,071.03	60,071.03		

--- TOTALS BY BANK ---

GEN1  
 M/LST  
 GEN1 - GENERAL CHECKING  
 MAJOR/ LOCAL STREETS

59,769.53  
 301.50

INVOICE REGISTER REPORT FOR CITY OF WEST BRANCH  
 EXP CHECK RUN DATES 09/19/2017 - 09/19/2017  
 UNJOURNALIZED  
 OPEN

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
---	TOTALS BY FUND ---						
101 -				45,488.93	45,488.93		
202 -	MAJOR STREET FUND			285.52	285.52		
203 -	LOCAL STREET FUND			15.98	15.98		
248 -	DDA OPERATING FUND			525.08	525.08		
590 -	SEWER FUND			10,555.41	10,555.41		
591 -	WATER FUND			484.64	484.64		
593 -	SEWER COLLECTION			78.90	78.90		
661 -	EQUIPMENT FUND			2,088.85	2,088.85		
714 -	RECYCLING CENTER			547.72	547.72		
---	TOTALS BY DEPT/ACTIVITY ---						
000.000 -				3,646.29	3,646.29		
101.000 -	LEGISLATIVE			72.83	72.83		
172.000 -	CITY MANAGER'S OFFICE			1,242.62	1,242.62		
201.000 -	INTERNAL SERVICES			2,233.67	2,233.67		
228.000 -	TECHNOLOGY			1,384.13	1,384.13		
253.000 -	CITY CLERK/TREASURER			1,438.10	1,438.10		
265.000 -	MUNICIPAL PROPERTIES			540.52	540.52		
266.000 -	LEGAL ASSISTANCE			2,497.10	2,497.10		
284.000 -	COMMUNITY PROMOTIONS			121.98	121.98		
299.000 -	CITY SERVICES			2,962.76	2,962.76		
301.000 -	POLICE DEPARTMENT			2,961.31	2,961.31		
441.000 -	PUBLIC WORKS DEPARTMENT			5,404.68	5,404.68		
463.000 -	ROUTINE MAINTENANCE			15.98	15.98		
485.000 -	TRAFFIC SIGNAL TRUNKLIN			285.52	285.52		
528.000 -	SOLID WASTE			34.10	34.10		
557.000 -	COLLECTION SYSTEMS			78.90	78.90		
567.000 -	TREATMENT PLANT			10,555.41	10,555.41		
721.000 -	PLANNING AND ZONING			1,360.71	1,360.71		
751.000 -	PARKS AND RECREATION			12,144.97	12,144.97		
851.000 -	INSURANCE AND RISK MANA			5.00	5.00		
965.000 -	TRANSFERS			11,084.45	11,084.45		

Check Date	Bank	Check	Vendor Name	Invoice Vendor	Description	Amount
Bank GEN1 GEN1 - GENERAL CHECKING						
Check Type: Paper Check						
09/07/2017	GEN1	64364	STATE OF MICHIGAN	STATE OF MICHIGAN	WIRTH CLASS D EXAM	70.00
09/14/2017	GEN1	64365	STATE OF MICHIGAN	STATE OF MICHIGAN	KIRBY CLASS C EXAM	70.00
					Total Paper Check:	140.00
GEN1 TOTALS:						
Total of 2 Checks:						140.00
Less 0 Void Checks:						0.00
Total of 2 Disbursements:						140.00

**Resignation Form**

By signing below, the undersigned hereby indicates her desire to resign from the City of West Branch Planning Commission, effective immediately.

Jan Hasty  
Jan Hasty

9-12-17  
Date

**PROCLAMATION #17-7**

**WHEREAS, Jan Hasty was very dedicated to the citizens and businesses of the City of West Branch as a City of West Branch Planning Commissioner.**

**WHEREAS, Jan served diligently on the West Branch Planning Commission from June 12, 1985 through September 12, 2017, and**

**WHEREAS, the City could always depend on Jan to give of her time for the citizens and businesses of the City of West Branch, and**

**WHEREAS, Jan thought of the City needs before she thought of her own, and**

**WHEREAS, the West Branch City Council would like to recognize Jan Hasty for her untiring and dedicated service to the City of West Branch,**

**NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council hereby recognizes Jan Hasty for her hard work and dedicated service to the City of West Branch, and**

**FURTHER, BE IT RESOLVED, that the West Branch City Council hereby wishes Jan well in her future endeavors.**



# Quarterly Progress Report 1 – RRC®

**Community Name:** City of West Branch  
**Name of Staff Member Completing Report:** Heather Grace, City Manager  
**Date:** 09/01/2017

## Instructions

This document is designed to inform the RRC Team of progress made in your community in terms of implementing the necessary steps to meet the RRC Best Practices. Complete the table below and please be as thorough as possible in your comments.

The “BP” column includes which Best Practice is being addressed. The “**Recommended Action for Certification**” column was taken directly from the RRC Report of Findings report and depicts the RRC Team’s recommendations. While the RRC Report of Findings outlined recommended actions to meet each best practice criteria, the city may choose its own path of alternate strategies as long as the required criteria are being accomplished. The “**Progress Made**” column is for you to include comments explaining what steps have been taken towards meeting this specific recommendation. Finally, the “**Date Completed / Expected**” column allows you to attach a time frame of when a particular recommendation was met or a projected timeline for completion.

*\*Note: There are additional questions at the bottom of this document after the table is completed.*

BP	Recommended Action for Certification	Progress Made	Date Completed / Expected
1.1	Update the master plan to include missing RRC best practice components: <ul style="list-style-type: none"> <li>• Priority redevelopment areas/strategy</li> <li>• Implementation section with tasks, responsible parties and timelines</li> <li>• Complete streets</li> </ul>	The City Planning Commission adopted the current version of our Master Plan in 2014, and began reviewing this version of the Master Plan in December of 2016. We are still in the midst of this review, as the Planning Commission is going through the Plan one section at a time, during each meeting, adding RRC best practice components as we go. In addition, once this work is complete, our	<b>December 2018</b>



		Planning Commission will need to make updates to our Master Plan to ensure that our Plan matches changes to our Zoning, which are anticipated to occur over the course of the next year.	
1.1	Establish a process for reviewing master plan progress at least annually.	Set via administrative action to be reviewed annually, beginning in January of each year.	July 2017
1.1	Upload the 2010 downtown plan to the city's website.	Completed administratively in August of 2017.	August 2017
1.1	Create a comprehensive six-year capital improvements plan and post it online.	Currently being worked on administratively. Part of the delay in completion is that our DPW Superintendent retired in April, and we have just now found a replacement who will start work in September. So once our new DPW Superintendent is in place, I will count on his help to work on our 6-year CIP draft, have it reviewed and approved by Planning & Council, and then have it posted online. (However, technical assistance in this area is likely needed).	May 2018
1.2	Develop a formal public participation strategy that meets RRC best practice 1.2. Post the finished document online.	Currently being developed administratively. Once developed, it will go before Planning & Council for approval and be posted on our website.	October 2017
2.1	Review the zoning ordinance and identify needed updates to align with the 2014 master plan.	We have recently received a proposal to have this work done by NEMCOG, and we also plan to put this work out to bid via RFP. Once all the bids are reviewed, Council will decide to either go with one of the bids or the proposal from NEMCOG to proceed.	February 2018
2.1	Discuss form-based code with the planning commission/city council and determine if it would be a good fit for downtown.	Depending on which entity is chosen by Council to perform the work discussed in section 2.1 above, this will occur during that process.	February 2018

2.1	Adopt provisions to support non-motorized transportation and pedestrian safety.	We anticipate that this will become a part of our new zoning code, which we plan to have adopted by approximately October of 2018.	October 2018
2.1	Adopt provisions to support green infrastructure.	We anticipate that this will become a part of our new zoning code, which we plan to have adopted by approximately October of 2018.	October 2018
2.1	Review ordinance definitions and correct any existing concerns.	We anticipate that this will become a part of our new zoning code, which we plan to have adopted by approximately October of 2018.	February 2018 – October 2018
3.1	Advertise the availability of conceptual review meetings and establish a checklist for preparation/outcomes.	As of August 2017, City Administration advertised the availability of conceptual review meetings on the City website. However, administration is still establishing a checklist for preparation/outcomes— which we anticipate having complete by October of 2017.	August 2017/ October 2017
3.1	Develop a strategy for encouraging early public outreach on potentially controversial development projects. (Include as part of the public participation strategy)	Currently being developed by Administration. Anticipated to be completed by November 2017.	November 2017.
3.1	Establish a formal joint review team.	Currently being developed by Administration. Anticipated to be completed by November 2017.	November 2017
3.1	Develop formal procedures for handling development reviews from application submittal to approval.	Currently being developed by Administration. Anticipated to be completed by January 2018— though the process developed by Administration may be amended during the update of the City's Zoning Code, which is anticipated to take place between February 2018 and October 2018.	January 2018/ October 2018
3.1	Develop flow charts to visually demonstrate each development process.	Currently being developed by Administration. Anticipated to be completed by January 2018— though the process developed by Administration	January 2018/ 2018/

		may be amended during the update of the City's Zoning Code, which is anticipated to take place between February 2018 and October 2018.	<b>October 2018</b>
3.1	Review procedures in the ordinance against those in guides or internal processes. Make updates where needed.	Anticipated to be completed by the entity chosen by Council to update the City's Zoning Code. Anticipated to take place between February 2018 and October 2018.	<b>February 2018/ October 2018</b>
3.1	Establish a more formal communication process with the county regarding the status of building permits and inspections.	Currently being developed by Administration. Anticipated to be completed by January 2018—though the process developed by Administration may be amended during the update of the City's Zoning Code, which is anticipated to take place between February 2018 and October 2018.	<b>January 2018/ October 2018</b>
3.1	Develop a mechanism to track development projects from application to occupancy.	Currently being developed by Administration. Anticipated to be completed by April 2018—though the process developed by Administration may be amended during the update of the City's Zoning Code, which is anticipated to take place between February 2018 and October 2018.	<b>April 2018/ October 2018</b>
3.1	Develop a formal developer feedback mechanism and a process for reviewing feedback at least annually.	Currently being developed by Administration. Anticipated to be completed by April 2018—though the process developed by Administration may be amended during the update of the City's Zoning Code, which is anticipated to take place between February 2018 and October 2018.	<b>April 2018/ October 2018</b>
3.2	Compile an online Guide to Development as outlined in RRC best practice 3.2.	Currently being developed by Administration. Anticipated to be completed by April 2018—though the process developed by Administration may be amended during the update of the City's Zoning Code, which is anticipated to take place between February 2018 and October 2018.	<b>April 2018/ October 2018</b>

4.1	Establish expectations and desired skills sets for the city's boards and commissions.	Completed by City Administration and approved by City Council in July and August of 2017.	July-August 2017
4.1	Create a boards and commissions application and post it online.	Completed by City Administration and approved by City Council in July and August of 2017.	July-August 2017
4.2	Establish a system to identify training needs and track attendance.	Mostly complete. Administration plans to have completed by October of 2017.	October 2017
4.2	Hold an annual joint meeting with city council, planning commission and the DDA to discuss common issues.	Joint meetings between the City Council and Planning Commission have occurred, but not yet between all three entities. Though this is anticipated to occur soon (or may occur during the next joint Council/Planning meeting, as Council is currently considering merging out DDA with our Planning Commission, as is allowed for cities with populations under 5,000). Anticipated to be complete by February 2018.	February 2018
4.2	Prepare a planning commission annual report.	Complete by Administration and reviewed and approved by Planning Commission in July of 2017, and set for review and approval by City Council in September of 2017.	September 2017
5.1	Identify and prioritize at least three development sites within the city. For each site also: <ul style="list-style-type: none"> <li>• Gather basic information;</li> <li>• Develop a vision; and</li> <li>• Identify financial or other resources/incentives available for development.</li> </ul>	Administration is currently working on developing recommendations for review, 1 <sup>st</sup> by Planning Commission, and then by Council. Anticipated completion by March 2018.	March 2018
5.1	Complete at least one full property information package.	Administration is currently working on developing recommendations for review, 1 <sup>st</sup> by Planning	March 2018



		Commission, and then by Council. Anticipated completion by March 2018.	
5.1	Market the city's priority sites online either on the city's website or through partners.	Once the priority sites are identified and the property marketing information is gathered and approved by Council (anticipated completion date of March 2018), Administration anticipates having such information marketed on the City website right away.	<b>March 2018</b>
6.1	Develop a formal economic development strategy, building off the work already done in the master plan.	Administration plans to take the City's newly updated Master Plan (which is anticipated to be completed in December 2018) and use this to develop an updated, formal economic development strategy—with an anticipated completion date of April 2019.	<b>April 2019</b>
6.1	Establish a process for reviewing the economic development strategy at least annually.	Such a formal process will be established administratively and be presented to Council for approval along with the Formal Economic Development Strategy.	<b>April 2019</b>
6.2	Develop a unified marketing strategy that covers marketing to residents, visitors and businesses.	Such a unified marketing strategy will be developed administratively and will be encompassed in the Economic Development Strategy that is anticipated to be completed by April of 2019.	<b>April 2019</b>
6.2	Add missing RRC documents to the website. All documents noted in RRC best practice 6.2 should be included in a centralized location.	Once all RRC documents are completed (anticipated completion date for latest document is April 2019), all missing documents will be added right away by City Administration, with an anticipated completion date of April 2019.	<b>April 2019</b>

### Additional Questions/Feedback

1. Describe technical assistance needed by your community to achieve RRC certification. Does your community have funds available to complete these projects?

To achieve RRC certification, our community will need technical assistance in the following areas: (a) zoning ordinance updates; (b) master plan update; (c) creation of a comprehensive six-year capital improvements plan [CIP]; (d) creation of a formal economic development strategy; and (e) development of a unified marketing strategy. Though our community does have some funds available to complete these projects, we do not have enough funds available to complete these projects in a timely or sufficient manner without financial assistance of some sort.

**2. Has your community used any of the RRC Resource Guides?**

Yes. Our community is currently making use of the "Marketing and Branding Strategy Guide", and we have meetings planned with our Downtown Retail Merchants Group to discuss this issue, using the Guide to direct us. We also plan to utilize the "Economic Development Strategy Guide" to help us determine our formal economic development strategy, and we further plan to use the "Participation Plan Guide" to help us develop our own specific formal public participation strategies, etc.

**3. Has your community been provided any technical assistance from RRC Team or Community Assistance Team (CA Team) members? Please explain:**

Yes, our community has been fortunate enough to receive excellent technical assistance from the RRC Team, as well as our CA Team members, since our involvement with the RRC program. Dan Leonard helped Administration complete the initial RRC self-assessment. Christopher Germain, along with other RRC Team members, offered various training seminars that City Manager Heather Grace attended. Christopher Germain also provided multiple instances of telephonic and email assistance, helping to guide administration through the initial RRC processes. Moreover, RRC was gracious enough to provide technical/financial assistance to the City to help cover the costs of a "Citizen Planner" course offered by the MSU-Extension office so that our Planning Commissioners could get up-to-date comprehensive training on planning, zoning, and related issues.

**4. Please include any additional information concerning community successes, lessons learned, or redevelopment challenges since the last progress report.**

One fairly significant community success is the City DDA's recent purchase of the "Roger Brooks International Destination Development Association" membership, including its monthly webinar series—which many members of our City Council, Planning Commission, DDA, Administration, and Downtown Retail Merchants Group have been viewing together over the past couple of months to build consensus around some of the various improvements we can make to our City, and our downtown in particular. Some lessons learned include the fact that, though it is difficult and takes a lot of planning to get that many people from so many different organizations together at the same time, the end result is worth it because you have that much more buy-in from your community's main stakeholders. Some of the redevelopment challenges we have encountered have centered around not having enough financial resources and staff time to get the City up to date with all of the RRC recommendations as quickly as we would like.



5. The following activity has occurred on your community's priority redevelopment sites (see #6 to document any construction activity and #7 to add new redevelopment sites)

Site	New Stakeholder identified:	New financial tool identified:	Change in vision:	Change in ownership:	Change in infrastructure:
"Old Bicycle Factory at N. 8 <sup>th</sup> St. & Industrial Rd."	TBA	Brownfield	TBA	TBA	TBA
"Old Laundromat on Houghton Ave."	TBA	Brownfield	TBA	TBA	TBA
TBA	TBA	TBA	TBA	TBA	TBA
TBA	TBA	TBA	TBA	TBA	TBA
TBA	TBA	TBA	TBA	TBA	TBA

Please describe any other activity that has occurred on your community's prioritized redevelopment sites:

The City has contracted with our City Attorney to draft annexation/425 agreement proposals to submit to one of our neighboring townships in regards to one particular prioritized redevelopment site that is presently half in the City limits and half in the Township of Ogemaw. Once the property is fully with in the City's jurisdiction, it will simplify our redevelopment efforts in regards to that particular site.

6. Construction activity has begun (or been completed) on the following prioritized redevelopment sites:

Site name or address:	TBA
Developer:	TBA
Project Scope:	TBA
Time vacant or underutilized:	TBA
Proposed/approved incentives?	TBA
Address:	TBA
Developer:	TBA
Project Scope:	TBA

Time vacant or underutilized:	TBA
Proposed/approved incentives?	TBA

Address:	TBA
Developer:	TBA
Project Scope:	TBA
Time vacant or underutilized:	TBA
Proposed/approved incentives?	TBA

**7. My community has identified additional redevelopment sites since the last progress report:**

	Site #1	Site #2	Site #3
Site name and address:	TBA	TBA	TBA
Current owner and/or developer:	TBA	TBA	TBA
Former use:	TBA	TBA	TBA
Present status of project:	TBA	TBA	TBA

**8. Please provide any additional comments that could help improve the RRC program.**

I think that RRC is an amazing program. One thing that I think would help is if RRC had some more direct tie-in with all of the grants offered by MEDC, such as Façade Grants, and that such grants had clear, step-by-step instructions and guidelines available online, including sample documents, estimated timelines, informational sheets for prospective participants, etc. I also think that RRC should explore that idea of creating an RRC Certification for Developers, and that if developers go through the process of becoming RRC certified (using a slightly different set of criteria that is tailored towards developers rather than municipalities, or course), than such developers should get extra incentives and/or preference when it comes to being awarded projects funded with MEDC grants, etc. I just feel like this type of program might open the eyes of some developers as to the possibilities of redevelopment that are out there that they may not be aware of, and might serve as a great resource for matching RRC Certified Communities with RRC Certified Developers, to help get projects of the ground faster. 😊



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## Northeast Michigan Council of Governments

80 Livingston Blvd Suite U-108 | PO Box 457 | Gaylord, MI 49734 | Voice: 989.705.3730 | Fax: 989.705.3729 | [nemcog.org](http://nemcog.org)

### City of West Branch Proposal to Update Master Plan

August 28, 2017

The Northeast Michigan Council of Governments (NEMCOG) is submitting a proposal to work with the City of West Branch to update their Master Plan. Our agency has a long history of providing services to communities in the region. For over four decades, we have completed a wide range of planning efforts, including master plans, zoning, transportation planning, economic development, and water resource planning.

#### **The Planning Process and General Scope**

NEMCOG will work closely with the Planning Commission throughout the process to ensure the Master Plan fits the community's specific planning needs. Our approach to assisting communities entails developing draft chapters that will be reviewed and refined by the planning commission. We will also lead an effort to "reach out" to the community to gather input and build support for the planning effort. The primary approach to gathering input will be to conduct a web based community survey.

Draft sections of the Master Plan will be posted on a web page for community review. Draft copies of the plan will be sent to adjacent communities for review. After the required community comment period, the Planning Commission will hold the public hearing and adopt the master plan. Adopted copies will be sent to adjacent communities per the planning statute. The City of West Branch will receive 15 printed copies of the adopted Master Plan as well as a digital copy of the plan and mapping data developed as part of the plan. In addition, the final adopted plan will be posted on the web.

#### Notice of Intent to Prepare a Master Plan

The Michigan Planning Enabling Act, PA 33 of 2008, requires a community to notify each governmental unit adjacent to the municipality, the County and, if registered for this purpose, each public utility company, public transportation agency, and railroad company owning or operating within the municipality or any government entity.

The City of West Branch will complete this task with the assistance of NEMCOG. The notice will say the Master Plan will be submitted electronically to all required entities. If an entity requests a printed draft, the document will be submitted by first class mail. The City should maintain an affidavit of mailing of the notification.

#### Community Outreach

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Public involvement is an important component in the Master Plan update. The planning process will incorporate a citizen participation element that will support input from citizens, governmental, institutional and civic representatives and the private sector (general business, professional, and industrial).

1. Draft sections of the Master Plan will be posted on the City of West Branch web site.
2. Notices in the local newspaper can be used to inform residents of planning commission meetings/workshops and topics to be discussed and are a means to invite people to attend meetings. The City would be responsible for posting meeting notices at the City offices and in the newspaper.
3. NEMCOG will conduct a web based community survey. With the advances in web technology and greater access to the internet, web based surveys have become viable and cost effective. Today we feel the best approach, especially when there are high percentages of seasonal homeowners, is to conduct a web survey. NEMCOG has a standard set of survey questions that can be altered by the community to address specific issues such as roads, park improvements or other capital investments. In the past, communities have also made printed copies available for residents without computer access. Citizens can also be notified by placing a notice in their tax bill. Also, the community can put a notice in their newsletter and on their web site.

#### Planning Approach

1. Components of the current Master Plan will be reviewed and updated.
2. NEMCOG will work closely with the City Planning Commission throughout the process. Draft sections of the plan will be prepared and presented to the planning commission for their review and input.
3. In accordance with the Michigan Planning Enabling Act, after the City Council has approved the Master Plan for distribution, NEMCOG will prepare the full draft and the City will distribute it to all entities for review and comment.
4. After the 63-day comment period, the planning commission will then review all comments and, if deemed appropriate, have NEMCOG make necessary changes to the Master Plan.
5. NEMCOG will assist the City in setting up the legally required public hearing on the Master Plan including preparation of legal notices and resolutions. One set of revisions to incorporate changes requested at the public hearing will be completed.
6. Taking into account any public comments, the Planning Commission is then responsible for adopting the Master Plan. According to the state planning statute, the City Council may exercise its authority to adopt the Master Plan by passing a resolution.
7. After adoption, NEMCOG will print and distribute final copies of the Master Plan to all required entities. The final plan will be posted on the City of West Branch and NEMCOG web sites.

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**Components of the Master Plan to be Updated by NEMCOG**

Background Chapters:

Updates are needed in the following background chapters: Demographics (addresses Education Level), Population, Social Characteristics, Employment, Income, and Existing Land Use.

Planning Chapters:

*Community Goals and Objectives Chapter* – After receiving input from the public via an online survey, the planning commission will examine goals and objectives from the current Master Plan to identify those accomplished, those to be continued, those to be deleted and new goals to be added. Information from the community survey will be used to help guide this effort. The Planning Commission will review and finalize proposed goals and objectives. In addition, an implementation table will be created which denotes action items, responsible parties, timeframe, and cost category (this information is required for the MEDC Redevelopment Ready Communities program).

*Future Land Use Chapter* – The current future land use maps and plan will be reviewed by the planning commission. The process will evaluate the future needs of the community, such as residential, commercial, industrial, institutional, natural resource, open space and recreational uses. A zoning plan matrix will be created.

*Planning Process* – This chapter will be expanded to include planning activities that were a part of the Master Plan process as well as the adoption record and supporting materials.

**Deliverables**

At the completion of the project a total of fifteen (15) printed copies of the final Master Plan with supporting text, tables, charts and other documentation will be provided to the City.

The plan will be provided in electronic format (CD) in Microsoft Word and PDF format. GIS and maps datasets will be provided.

NEMCOG will provide 24" x 36" color Existing Land Use and Future Land Use maps for display purposes at the City Offices.

**Services to be provided by the City of West Branch for Master Plan Preparation**

The City of West Branch will make available, free of charge, all existing information pertinent to the planning process. This will include City maps, reports, data on local building activities, any file information on the social or economic conditions within the City, any information concerning existing public services and facilities, and other existing file material related to plan preparation. The City of West Branch Planning Commission also agrees to provide input and guidance throughout the Master planning process. This approach will work towards identifying community concerns or controversy at the earliest possible stage.

This proposal accounts for printing 10 final copies of the Master Plan. The City of West Branch agrees to pay for printing of any additional copies final planning document and maps, and for publication of all meeting notices and required legal notices.

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**Proposed Timeline and Project Costs**

Timeline is greatly influenced by requirements in the Michigan Planning Enabling Act. Given the City Council must first approve the plan for distribution, then adjacent communities have 63 days, and finally a legal notice of 15 days prior to a public hearing, this review and approval time could take approximately three months.

Given the extended plan comment period required by the Michigan Planning Enabling Act it is estimated the planning process will take approximately 12 months to complete. This will include the public hearing and adoption of the plan.

This proposal includes NEMCOG staff being responsible for updating all elements of the plan according to the outline above and conducting the public input survey. NEMCOG will prepare the required notices. The City of West Branch is responsible for handling all of administrative duties during the process (transmitting the Notice of Intent, sending the drafts to adjacent communities and sending the final plan to adjacent communities). West Branch will maintain membership in NEMCOG throughout the project.

<b>Project Costs</b>	
Planning Consultant Staff (93 staff hours including 3 meetings)	\$6,975
Agency expenses (mileage, administration, materials, printing final copies)	\$2,233
<b>Project Total</b>	<b>\$9,208</b>

**Note:** If the City of West Branch requests work activities outside this scope, there would be additional charges, based on time and materials expended by NEMCOG staff. The additional charges would be determined and agreed upon, prior to NEMCOG proceeding with the expanded scope. Also, cost for additional meetings requested by the City, not including the meetings identified in this proposal will be \$465 per meeting.

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**CITY OF WEST BRANCH ZONING ORDINANCE**  
**Proposal**

**August 28, 2017**

Per request, the Northeast Michigan Council of Governments (NEMCOG) is submitting a proposal to work with the City of West Branch to create a new Zoning Ordinance.

**Preparation of Zoning Ordinance**

The Zoning Ordinance will address planning and zoning issues identified in the West Branch Master Plan and will incorporate all recent state mandates on zoning matters. Regulations for new forms of development and innovative zoning techniques will be researched and addressed. The resulting ordinance will be comprehensive and will employ graphics and tables as illustration.

General zoning ordinance topics to be reviewed and revised:

- ❖ Definitions and General Provisions
- ❖ Zoning district boundaries and schedule of regulations
- ❖ District Regulations & Land Use Matrix
- ❖ Site Plan Review and Special Uses
- ❖ Supplemental Site Development Standards
- ❖ Administration and Enforcement of the Zoning Ordinance
- ❖ Zoning Board of Appeals
- ❖ Amendments & Adoption

This proposal includes:

1. Comprehensive line-by-line review and revision of entire ordinance and map – NEMCOG will incorporate text for review by the Planning Commission.
2. Eight (8) meetings with the Planning Commission to review and discuss draft articles.
3. Creation of diagrams throughout the ordinance depicting district regulations, design standards, and general standards.
4. Final ordinance pdf document will be made interactive by including:

- a. links to other referenced sections of the ordinance;
- b. links to referenced local, state and federal laws;

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- c. links to referenced websites;
- d. links from the main Table of Contents;
- e. links to each section from each Article's Table of Contents (contained on the first page of each separate article); and
- f. links to each Article in a Table of Contents depicting the Article tabs at the bottom of each page.

## Process of Zoning Ordinance Preparation

A. **Prepare Zoning Text:** NEMCOG will draft or revise zoning text (by Article) prior to each meeting and will transmit text in electronic format. West Branch will be responsible for printing draft copies for the Planning Commission and other personnel.

B. **Meetings:** At each meeting, NEMCOG staff will review draft chapters with Commission members. After the meeting, NEMCOG staff will make appropriate changes based on the discussion.

Meeting 1 – Introduction and Definitions

Meeting 3 – General Provisions part II

Meeting 5 – Use Matrix

Meeting 7 – Supplemental Regulations

Meeting 2 – General Provisions part I

Meeting 4 – District Regulations

Meeting 6 – Site Plan Review/Special Uses

Meeting 8 – ZBA, Administration & Amendments

C. **Compile and Edit Zoning Ordinance:** NEMCOG will compile and edit the entire Zoning Ordinance document for review by the Planning Commission prior to the public hearing, and afterward will revise as needed before submittal to the City Council.

D. **Adoption Process:** NEMCOG will assist the Planning Commission with the adoption process including legally required transmittals and adoption notices.

## Products

Digital draft copies of each article will be provided as they are completed. After the public hearing and ordinance adoption, 12 hard copies of the final approved Zoning Ordinance will be provided to West Branch. In addition, a digital copy of the ordinance (including text, illustrations, and zoning map) will be provided to the City in Microsoft Word and Adobe PDF format to be filed and used for making additional copies and/or amendments. NEMCOG will provide one 24" x 36" color zoning map for display purposes at the City offices.

## Services to be provided by the City of West Branch for Zoning Ordinance preparation

The City of West Branch will make available, free of charge, all existing information pertinent to the Zoning Ordinance. This will include maps, reports, any information concerning existing public services and facilities and other existing file material related to ordinance preparation. The City will provide, if available, a Microsoft Word version of the current zoning ordinance in addition to the mapping files used to create the current zoning map. The West Branch City

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Council and Planning Commission also agree to provide input and guidance throughout the ordinance development process. Finally, the Planning Commission will lead efforts to identify community concerns or controversy at the earliest possible stage.

**Project Costs: \$16,653**

NEMCOG proposes to complete the described professional services for a fee of \$16,653. The City will maintain membership in the Northeast Michigan Council of Governments throughout the project. Due to the length of this project, **this total will be budgeted over two fiscal years.**

Zoning Ordinance text/research (143 staff hours)	<u>Total</u>
Meetings (8)	\$ 10,725
Mileage/Meeting Expenses	\$ 3,000
Administration, Project Set-Up, & other misc. expenses (printing, postage)	\$ 688
	<u>\$ 2,240</u>
 <i>Project Total</i>	 <i>\$16,653</i>

**Note:** If the City of West Branch requests work activities outside this scope, there would be additional charges, based on time and materials expended by NEMCOG staff. The additional charges would be determined and agreed upon prior to NEMCOG proceeding with the expanded scope. If the City of West Branch requests travel by NEMCOG staff to additional Planning Commission meetings (beyond the 8 meetings budgeted above), the additional charge will be \$465 per meeting.

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DISCOVER  
**Northeast Michigan**  
 EAST OF EXPECTED

Northeast Michigan Council of Governments  
 80 Livingston Blvd Suite U-108 | PO Box 457 | Gaylord, MI 49734 | Voice: 989.705.3730 | Fax: 989.705.3729 | nemcog.org

**COMBINED MASTER PLAN & ZONING ORDINANCE UPDATE PROJECT**

Combining the Master Plan Update and the Zoning Ordinance Re-Write saves cost in meeting expenses, assuming that the Planning Commission is willing to meet for longer periods of time to cover more items in one meeting. Staff time and update costs remain the same. Administration costs decrease because only one project set-up fee is charged. Following is a table detailing how meetings could be combined:

Meeting	Master Plan Topic Covered	Zoning Topic Covered
Meeting 1	Demographics (addresses Education Level), Population, Social Characteristics, Employment, Income, and Existing Land Use.	Introduction & Definitions
Meeting 2		General Provisions Part 1
Meeting 3	Community Goals & Objectives, Future Land Use and Planning Process	ZBA, Administration & Amendments
Meeting 4	Review Draft	Site Plan Review/Special Uses
Meeting 5		General Provisions Part 2
Meeting 6		Land Use Matrix
Meeting 7		District Regulations
Meeting 8		Supplemental Regulations

**Combined Master Plan & Zoning Project Costs**

Master Plan Staff (78 staff hours)	
Zoning Staff (183 staff hours)	\$5,850
Meetings – 8 meetings total	\$10,725
5 meetings expected to last 2 hours each and 3 meetings expected to last 3.5 hours each	\$3,338
Agency expenses (printing final copies, mileage, administration, materials)	\$3,903
<b>Project Total</b>	<b>\$23,816*</b>

\*When the projects/meetings are kept separate, the total is 25,861 (total cost savings of combining meetings = \$2,045.

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SLC Meter llc  
 595 Bradford St.  
 Pontiac, MI 48341

Ph. 248-625-0667  
 Fx. 248-625-8650  
 www.slc-meter.com

# QUOTATION

Date	Quote #
8/14/2017	30414

Name / Address
WEST BRANCH PUBLIC WORKS 121 N. 4TH STREET WEST BRANCH, MI 48661

Ship To
WEST BRANCH PUBLIC WORKS 121 N. 4TH STREET WEST BRANCH, MI 48661

Expires on	Terms	Rep	Entered by
9/13/2017	Net 30	RE	RE

Item	Description	Qty	Unit Price	Total
BM-OBE-STKT	<p>"No harm, no foul" Badger BEACON meter reading System trial offer;</p> <p>SLC will deliver and provide one half day assistance with the installation of 10 Badger meters, 10 cellular endpoints (4 hours) and provide a (2 hour) BEACON software tutorial to all community personnel who will be utilizing the system. This includes the removal of old transmitters, mounting/ activating endpoints, completing work orders and data entry of the new meters/endpoints into the BEACON system.</p> <p>Badger ORION® Cellular Trial offer includes:</p> <p>Technology</p> <ul style="list-style-type: none"> <li>• Ten (10) Cellular Endpoints with wall cover plate.</li> <li>• Ten (10) Badger 5/8" x 3/4" E-Series polymer meter bases, HRE-LCD registers and 6' wire lead, 9 dial US Gallons</li> <li>• One (1) Beacon endpoint Quick installation instruction card</li> <li>• Four (4) months of hourly endpoint read data provided via daily endpoint call-in</li> </ul> <p>Cloud Based Software</p> <ul style="list-style-type: none"> <li>• 24/7 BEACON AMA Software access into the SLC portal, providing meter /endpoint reading data for 90 days</li> <li>• EyeOnWater Online consumer engagement module for 90 days</li> </ul> <p>Training</p> <ul style="list-style-type: none"> <li>• 4-hour on site installation and Web access training session</li> </ul> <p>Upon installation /activation, the units shall remain in the system free of monthly service units fees for 90 days. Prior to the end of the trial period, the community decide to keep the equipment and pay the \$1,200.00 for the starter kit or inform SLC of their decision to return the endpoints. Endpoints will be removed by SLC ( 8" of wire minimum required on each unit) are to be returned to SLC. If the Community decides to move forward with the system, the endpoints will be exchanged for new units assigned to the City for their own system and will have 3 more months of free access for the new endpoints.</p> <p>MOVING FORWARD: THE PURCHASE OF ADDITIONAL ENDPOINTS &amp; MONTHLY SERVICE UNITS*</p>	1	2,000.00	2,000.00

Please note the purchase and payment terms of SLC Meter llc. Written acceptance of this quotation is needed to order materials. All special order items have a 30% restocking fee. Brass products not marked "N-L" "BIA" "E-B" or "NSF-61" may contain lead and are not for use in potable or drinking water systems. Please go to www.slc-meter.com for further details.

**Total**

SLC Meter llc  
 Bradford St.  
 Ann Arbor, MI 48341

Ph. 248-625-0667  
 Fx. 248-625-8650  
 www.slc-meter.com

# QUOTATION

Date	Quote #
8/14/2017	30414

Name / Address
WEST BRANCH PUBLIC WORKS 121 N. 4TH STREET WEST BRANCH, MI 48661

Ship To
WEST BRANCH PUBLIC WORKS 121 N. 4TH STREET WEST BRANCH, MI 48661

Expires on	Terms	Rep	Entered by
9/13/2017	Net 30	RE	RE

Item	Description	Qty	Unit Price	Total
BM-OBE-LTE	BADGER ORION LTE CELLULAR END POINT, TWIST TIGHT CONNECTOR, 8" WIRE W/ Wall Cover Install Kit (PN: 64394-032) After the 3 month trial period, and all additional endpoints will have an \$1.30 per month service unit fee which can be passed trough on the water bill. Other options for read files and billing are as follows:	1	117.99	117.99
ACCT-SETUP	SET UP EACH ACCOUNT (lot) IN BEACON AMA READING AND BILLING SOFTWARE	1	4.35	4.35
	READING/BILLING OPTIONS:			0.00
SLC-RFO	1. CREATE MONTHLY METER READ FILE ONLY, PER ACCOUNT (.CSV FORMAT) DATED FROM - -17 TO - -17	1	0.18	0.18
SLC-RBF	2. CREATE METER READ & BILL FILE (.CSV or .TXT FORMAT) DATED FROM - -17 TO - -17	1	0.53	0.53
SLC-RFB-PM	3. CREATE METER READ FILE, BILL FILE, PRINT AND MAIL WATER/SEWER BILLS, DATED FROM - -17 TO - -17, PLUS POSTAGE	1	1.50	1.50

Please note the purchase and payment terms of SLC Meter llc. Written acceptance of this quotation is needed to order materials. All special order items have a 30% restocking fee. Brass products not marked "N-L" "BIA" "E-B" or "NSF-61" may contain lead and are not for use in potable or drinking water systems. Please go to www.slc-meter.com for further details.	<b>Total</b>	\$2,124.55
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September 7, 2017

Dear West Branch City Council,

My fiancé and I would like to request Irons Park on August 18<sup>th</sup>, 2018 for our wedding ceremony and reception. We would have a tent set up the night before on August 17<sup>th</sup>, 2018 and we would clean up the following day August 19<sup>th</sup>, 2018.

The reception would include a large tent with just under 400 people attending. We have looked at the park and it is perfect for what we would like for our big day. We would be happy to oblige with any requirements that will be set in place to make this happen.

Our contact information is as follows:

Nikki Setlak  
989-484-7419  
nsetlak11@gmail.com

Justin Fleszar  
989-313-1697  
justin@standishmilling.com

Our Address:  
4802 Laclair Rd  
Standish, MI 48658

I am normally the best contact person to reach. I hope to hear from you soon!

Sincerely,

Nikki Setlak

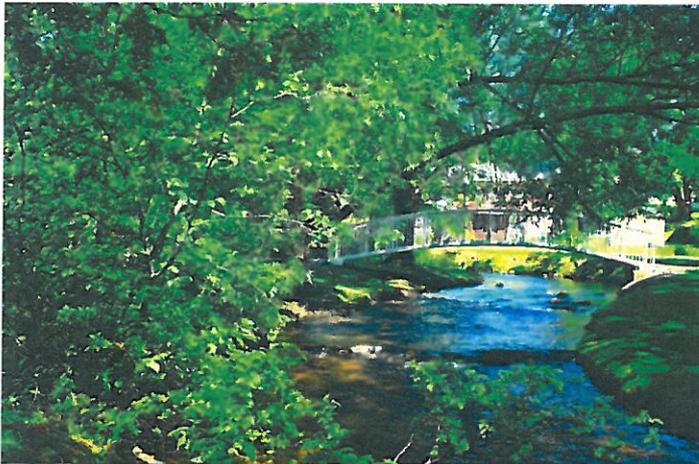


# 2016

# Annual Report

*for the*

# City of West Branch *PLANNING COMMISSION*





*“The City  
with a Smile”*



*City of West Branch Planning Commission*  
*2016 Annual Report*

**PLANNING COMMISSION MEMBERS**

	<i>Term Expiration</i>
<b>Michael (Mike) Jackson</b> , Planning Commissioner, Chair of Planning Commission	12/21/18
<b>June Longstreet</b> , Planning Commissioner	12/31/18
<b>Jan Hasty</b> , Planning Commissioner	12/31/18
<b>Dan Weiler</b> , Planning Commissioner, City Councilman	Council term
<b>Jason (Jayson) Stroebel</b> , Planning Commissioner, DDA Member	12/31/19
<b>Kara Fachting</b> , Planning Commissioner, ZBA Member	12/31/17
<b>Robert (Bob) David</b> , Planning Commissioner	12/31/17
<b>Lisa Saurer</b> , Planning Commissioner,	12/31/19
<b>Heather Grace</b> , Planning Commissioner, City Manager	Manager term

Prepared by: *City Manager Heather Grace & Clerk Treasurer John Dantzer*  
City Hall Administration

## Purpose of the Annual Report

In accordance with Michigan Planning Enabling Act, Public Act 33 of 2008, the City of West Branch's Planning Commission provides a written report to the legislative body on an annual basis. This report reflects the Planning Commission operations and the status of planning activities and includes recommendations regarding actions needed by the legislative body related to planning and development. The Planning Commission serves to promote orderly development within the city. The purpose of this annual report is to communicate to the governing body and the citizens of the City of West Branch the activities of the Planning Commission, and the status of planning within the City.

### 2016 Meeting Schedule

Meetings are held at 6:00 p.m. in the Council Chambers at West Branch City Hall on the second Tuesday of the month, and fourth Tuesdays, as needed.

During the calendar year of 2016, the City of West Branch Planning Commission had fifteen (15) meetings, which were held on the following dates:

- January 12<sup>th</sup>
- February 9<sup>th</sup> & 23<sup>rd</sup>
- March 9<sup>th</sup>
- April 12<sup>th</sup> & 26<sup>th</sup>
- May 10<sup>th</sup>
- June 7<sup>th</sup>
- July 12<sup>th</sup>
- August 15<sup>th</sup>
- September 13<sup>th</sup>
- October 11<sup>th</sup> & 25<sup>th</sup>
- November 22<sup>nd</sup>
- December 13<sup>th</sup>

## What is Zoning

Zoning is the public regulation of land use; it is the division of a community into districts or zones and the establishment of regulations governing the use, placement, spacing and size of land and buildings. The regulations are found in the text of the zoning ordinance and the accompanying zoning map. The City of West Branch adopts local zoning codes to enforce regulations to protect the public health, safety and general welfare of its citizens. The authority to adopt zoning is granted to local units of government through the state legislature via the Michigan Zoning Enabling Act, Public Act 110 of 2006, set forth at MCL 125.3101, *et. seq.*

Zoning is adopted and enforced to ensure that natural resources are protected, to prevent nuisances, to ensure land use compatibility, to prevent overcrowding and to prevent the overuse of land. Zoning codes adopted must also conserve property values and natural resources.

## The Duties of the Planning Commissioner

The Planning Commission is responsible for the development and maintenance of the comprehensive plan (Master Plan). The Master Plan identifies the current zoning districts and the future zoning districts as well as the goals and vision for the community. In addition the Planning Commission is the authority for approving special land uses, site plans, all land developments and provides recommendations to the legislative body on planning and zoning amendments and re-zoning requests. The Planning Commission meets the second Tuesday of each month, and also meets the fourth Tuesday of each month when there is business to conduct. Regular meetings are held in the Council Chambers at West Branch City Hall (located at 121 N. 4<sup>th</sup> St., West Branch, MI 48661) and begin at 6:00 PM. Special meetings are held at various times to accommodate the requests before the Commission. All meetings are open to the public and are posted regularly on our city website at [www.westbranch.com](http://www.westbranch.com).

## Planning Commission Members

The City of West Branch Planning Commission is made up of nine (9) members, serving three (3) year terms [with the exception of the City Manager and City Councilmember representatives on the Commission, who serve as long as their Manager or Council terms]. The City Manager member of the Planning Commission is appointed by the City Council. The City Council member of the Planning Commission is elected by the City electorate. The remaining seven members are appointed by the Mayor of the City of West Branch, subject to approval by a majority of the City Council. The membership has adopted By-Laws and Rules of Procedure which outline their operations. Residents wishing to serve as Planning Commission Members may submit an application (and optional cover letter) to the City of West Branch Clerk/Treasurer and said applicants will be considered as terms expire and/or when an opening has occurred. In addition to fulfilling the roles of Planning Commissioners, many of our members also serve on various other City boards and committees. The makeup of the City of West Branch Planning Commission during the 2016 calendar year was as follows:

Name	Office	Phone	Term Expiration
Mike Jackson	Chairperson	(989) 345-0500	12/31/18
June Longstreet	Member	(989) 345-0500	12/31/18
Jan Hasty	Member	(989) 345-0500	12/31/18
Dan Weiler	Member	(989) 345-0500	Council Term
Jayson Stroebel	Member	(989) 345-0500	12/31/19
Kara Faching	Member	(989) 345-0500	12/31/17
Bob David	Member	(989) 345-0500	12/31/17
Lisa Saurer	Member	(989) 345-0500	12/31/19
Heather Grace	Member	(989) 345-0500	Manager Term

## ZONING BOARD OF APPEALS MEMBERS

The City Commission members serve as the Zoning Board of Appeals. The code allows for the City Commission to appoint a separate Board of Appeals but to date they have chosen to serve in that capacity. The Appeals Board is responsible for hearing appeals on administrative planning and zoning decisions and/or Planning Commission decisions. They are the final board of appeal within the city. All meetings are public and are scheduled as needed. There were no Board of Appeals meetings in 2015. Members of the Zoning Board of Appeals include:

Name	Office	Phone	Term
Michael Pugh	Chairperson	(989) 345-0500	08/15/17
Kara Faching	Plan. Com. Mem.	(989) 345-0500	Plan. Com. Term
Tim Schaiberger	City Council Mem.	(989) 345-0500	Council Term
Anthony Wirth	Member	(989) 345-0500	08/15/19
Thom Jones	Member	(989) 345-0500	08/15/19
Glenda Colclasure	Alternate Member	(989) 345-0500	08/15/17

### **GOAL 1: REDEVELOP THE CITY'S DOWNTOWN INTO A REGIONAL SHOPPING DESTINATION**

The City of West Branch Planning Commission, in collaboration with the City of West Branch Downtown Development Authority, City Council, the City Downtown Retail Merchants Association, and City Administration, as well as the Ogemaw County Economic Development Authority and the Michigan Economic Development Authority continue to make strides in this area, working towards projects such as MEDC sponsored DDA Façade Grants, pocket park development, etc.

### **GOAL 2: PROMOTE THE GROWTH OF INDUSTRIAL EMPLOYMENT IN THE CITY AND SURROUNDING AREAS**

In 2016, with the support of the Planning Commission, as well as the City Industrial Development Corporation, the City Council for the City of West Branch implemented additional programs centered around allowing tax abatements to encourage development in the City of West Branch Industrial Park.

### **GOAL 3: ENCOURAGE MORE DIVERSE TYPES OF HOUSING DEVELOPMENTS**

In 2016 the City of West Branch Planning Commission reviewed a Target Market Analysis that has been previously ordered by the City Council, to help identify areas of need in housing in our community. These issues are scheduled to be further discussed and addressed in the 2017 calendar year.

### **GOAL 4: IMPROVE CITY STREETS**

The City of West Branch Planning Commission, in conjunction with assistance from City Administration and the Michigan Department of Transportation (MDOT), is working to develop a comprehensive, multi-year Capital Improvement Plan (CIP) for City Streets. This plan is scheduled to be completed during the 2017 calendar year.

### **GOAL 5: IMPROVE CITY WATER INFRASTRUCTURE**

With assistance from City Administration, the City Planning Commission approved a Water Capital Improvement Plan (CIP) for submission to the Michigan Department of Environmental Quality (MDEQ). This Water CIP is scheduled to be added to a comprehensive, multi-infrastructure CIP during the 2017 calendar year. In addition, the Planning Commission, City Administration, and City Council are also scheduled to develop and approve a Water Asset Management Plan (AMP) during the 2017 calendar year as well.

### **GOAL 6: IMPROVE CITY SEWER INFRASTRUCTURE**

The City Planning Commission has not yet began the development of a CIP or AMP for sewer infrastructure for the City of West Branch. However, a sewer CIP is slated for development and approval during the 2017 calendar year, and the sewer AMP is slated for approval during the 2018 calendar year.

### **GOAL 7: IMPROVE CITY NON-MOTORIZED TRANSPORTATION INFRASTRUCTURE**

The City Planning Commission has worked with MDOT towards participating with our local school districts in the "Safe Routes to School" initiative to add additional sidewalks in our area. This project is scheduled to begin in earnest during 2017, and is anticipated to be completed during the 2018 calendar year. In addition, the City Planning Commission is also working on amending the City Zoning Code to include "Complete Streets" provision and address additional non-motorized transportation infrastructure issues. The City CIP that is scheduled to be developed and accepted in 2017 is also slated to include non-motorized transportation areas of concern.

### **GOAL 8: REDEVELOP EXISTING RESIDENTIAL HOUSING WITHIN THE CITY**

In 2016, the City Planning Commission worked with City Administration, who in turn worked with City Council and the City's Third-Party Housing Administrator, to offer to all City residents, opportunities for free or low-interest programs to redevelop existing residential housing within the City limits, if the applicants met low-income requirements.

### **GOAL 9: AMEND ZONING CODE TO ALLOW FOR DEVELOPMENT, REDEVELOPMENT, & INCREASED INVESTMENT**

The City of West Branch Planning Commission is scheduled to drastically revise the City of West Branch Zoning Code in 2017 to address issues of concern that have been limiting development and redevelopment in the City. In addition, the City Planning Commission is scheduled to consider a switch to a form-based code in 2017.

### **GOAL 10: PLAN FOR LONG-TERM SUSTAINABILITY AND PROVISION OF CITY SERVICES**

The City of West Branch Planning Commission is scheduled to work on this issue more closely with City Administration in 2017.

## **2016 Year in Review Summary**

Though the City of West Branch Planning Commission continues to have many ambitious plans to work towards achieving the ten goals listed above, a great deal of progress towards achieving those these goals was made during the 2016 calendar year:

- Two joint meeting were held with the West Branch City Council, which helped open lines of communication between the two City boards and their respective members.
- A new mixed-use commercial/residential district was added to the City, through an amendment to the City Zoning Ordinances so as to allow future development, redevelopment, and increased commercial investment in the City.
- The Zoning Code was also amended to lessen parking restrictions in the City's industrial district so as to allow the redevelopment of an abandoned indoor tennis court building into a new and expanded recreation center, which now hosts multi-team tournaments and brings in additional tourism and revenue to the region.
- A proposal to allow residential uses on the first-floor in the downtown Central Business District was considered (such use is already allowed , but denied, as it did not align with the Planning Commission's strategic vision and goals for future development of the downtown area—which includes the encouragement of additional retail and commercial services in the downtown so as to promote the area as a regional shopping destination.
- The Zoning Code was amended to allow for brew pubs and distilleries via special use permit in the Central Business District, to encourage the redevelopment of previously vacant storefronts downtown—which immediately led to a new brewery submitting for and getting approval for a special use permit to open a brewpub/eatery downtown, which is slated to open in the late Fall/early Winter of 2017.
- A comprehensive City Tran Plan, prepared by City Administration, was reviewed, modified, and subsequently approved by the Planning Commission, and thereby recommended for approval to the City Council—which also chose to approve and implement the new Plan—thereby assisting with the development of plans for long-term sustainability of City infrastructure and services (since city treescaping are a form of infrastructure, as well as an important component of the overall attractiveness and walkability of a City).
- The City Planning Commission also continued work towards the implementation of the Redevelopment Ready Communities program guidelines, pursuant to the Resolution of Participation in the RRC Program that was passed by the Planning Commission in November of 2015.



# West Branch Police Department

Chief Kenneth W. Walters

130 Page St.

West Branch, Michigan 48661

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

E-mail: [police@westbranch.com](mailto:police@westbranch.com)

9/7/2017

Honorable Mayor and Council,

I have attached my estimated build sheet for the new patrol vehicle. Keep in mind this is an estimate and the amount could be more or less, but slight either way. We currently appear to be \$3,373.78 more than the 2016 vehicle. I don't think that is an unreasonable amount based off of two years of inflation and replacing a radio at \$6,479.26. Furthermore, we will recoup some with the sale of the retiring vehicle.

The estimated total city cost for the fully outfitted vehicle is \$21,112.32. Although not cheap, I don't think that's bad for a fully outfitted vehicle. If you were to compare it to your personal vehicle, you probably paid more than 21k, and that has none of the needed equipment in it.

The vehicle I have chosen meets our needs regarding the following issues:

- Cabin space (Officers are not "shoehorned" in for a 10hr. shift.)
- Standard AWD (All wheel drive is huge bonus in winter.)
- Cargo room (Instead of simplifying, we appear to add more equipment every year.)
- Reliability (Lastly, this is huge. We have been very unfortunate

in regards to maintenance with the Dodge's.)

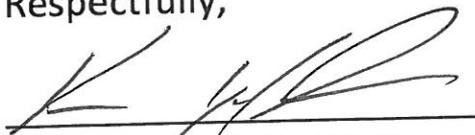
As promised, below I have included some of the "Mi-Deal" state bids on other patrol certified vehicles. I have tried to match our needs, but remain middle of the road price wise as well. You will see the Dodge Charger is significantly cheaper, but I am extremely leery due to past practice with the one's we currently have. The Chevrolet Tahoe's are the best and sturdiest police vehicles on the market. That being said, after adding options, I don't feel comfortable asking you for a vehicle that costs \$6,000 more than anything else, when a lower priced one will meet our needs.

Mi-Deal Police Vehicle Bids

Dodge Charger LDEE48	\$23,047
Dodge Charger LDEE48 (AWD)	\$23,814
Ford Sedan CVPI	\$27,295
Chevrolet Tahoe PPV (2wd)	\$31,364
Chevrolet Tahoe 9C1 (4wd)	\$34,219

Keep in mind that you would need to add approximately \$2,000 to each of these prices for options. Options are essentially items like spot lamps, rubber floor, power delete buttons in the back seats, etc.

Respectfully,



Chief Kenneth W. Walters

## 2018 POLICE VEHICLE BUILD ESTIMATION

1 - 2018 FORD UTILITY INTERCEPTOR	(state bid)	\$30,305.00
1 - APX 7500 Dual Band Radio - 800mhz/Vhf	(Anderson Radio)	\$6,479.26
1 - Setina Prisoner Partition cage	(Cruisers Inc.)	\$650.00
1 - Setina Partition cage	(Cruisers Inc.)	\$355.00
1 - Radio Console w/ armrest	(Cruisers Inc.)	\$425.00
1 - Go Rhino Push Bumper	(Cruisers Inc.)	\$600.00
2 - Whelen LED white hideaways	(Cruisers Inc.)	\$100.00
2 - Whelen LED red hideaways	(Cruisers Inc.)	\$100.00
1 - On-board camera	(DHS Grant)	\$0.00
1 - Graphics Package	(Graphix Inc.)	\$375.00
1 - Graphics Install	(Zettel Collis.)	\$300.00
1 - Vehicle Setup Fees	(Greg Scott)	\$3,000.00
1 - Radar Unit	(Reuse)	\$0.00
1 - On board computer	(Reuse)	\$0.00
1 - Shotgun Rack	(Reuse)	\$0.00
1 - LED Flashlight	(Galls)	\$125.00
1- Whelen Plate Bracket	(Cruisers)	\$22.00
2 - Mic Holders	(Cruisers Inc.)	\$50.00
1 - Whelen 295SLSA6 Control Unit	(Cruisers Inc.)	\$440.00
1 - Whelen siren speaker and bracket	(Cruisers Inc.)	\$200.00
1- Laptop Mount Jottodesk	(Fleet Safety)	\$300.00
1 - Whelen Outer Edge Spoiler LED	(Cruisers Inc.)	\$700.00

1 - Whelen Inner Edge Lightbar	(Cruisers Inc.)	\$850.00
4 - Surface mount LED's Blue	(Galls)	\$180.00
4 - Surface mount LED's Red	(Galls)	\$180.00
4 - Whelen #GR196 mounting brackets	(Galls)	\$24.00
1 - Havis cargo storage box	(Fleet Safety)	\$646.00
1 - Whelen V-ser. side view beam/puddle	(Cruisers Inc.)	\$420.50
1 - Lockout kit	(Truck n Tow)	\$90.00

New vehicle total: \$46,916.26

2016 Vehicle total: \$43,542.48

Difference: \$3,373.78

Estimated cost to city @ 55%: \$21,112.32

\* This is an estimate, costs could vary + or - slightly.

# **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, TUESDAY, SEPTEMBER 5, 2017.

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

Present: Mayor Denise Lawrence and Council Members Joanne Bennett, Dave Lucas, Tim Schaiberger (arrived at 6:01), Rusty Showalter, Aaron Tuttle, and Dan Weiler.

Absent: None

Other officers present: City Manager Heather Grace, Treasurer/Clerk John Dantzer, and Chief Ken Walters.

All stood for the Pledge of Allegiance.

\* \* \* \* \*

As an addition to the agenda, City Manager Grace submitted a letter drafted by Mandi Chasey of the Ogemaw County EDC to send to the Honorable Governor Rich Snyder asking him to consider West Branch as one of the Rising Tide communities for 2017.

**MOTION BY SHOWALTER, SECOND BY WEILER, TO SUPPORT THE CONSIDERATION OF WEST BRANCH IN THE RISING TIDE COMMUNITY PROGRAM AND APPROVE THE SIGNING OF THE LETTER OF SUPPORT TO BE SENT TO THE HONORABLE GOVERNOR RICK SNYDER.**

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

**No – None**

**Absent –None**

**Motion carried**

\* \* \* \* \*

Kelly Sinnaeve of the Ogemaw and Oscoda County Conservation District introduced herself and discussed the Forestry Assistance Program, HAP Program, and the Outdoor Extravaganza.

\* \* \* \* \*

**MOTION BY SCHAIBERGER, SECOND BY LUCAS, TO APPROVE ORDINANCE 17-01 AS FOLLOWS**

THE CITY OF WEST BRANCH ORDAINS:

SECTION 1: Section 95.2 of the City of West Branch, Michigan Code of Ordinances is hereby amended to read as follows:

**§ 95.2 PROHIBITED NOISES.**

(a) Generally. It is unlawful for any person to make, continue or cause to be made or continued any loud, unnecessary or unusual noise or any noise which either annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of others. Any violation of the

enumerated acts below constitutes a civil infraction subject to the fines and penalties enumerated in § 10.99 of this Code, or as otherwise established by Council resolution. An exception to prosecution under this ordinance may be granted for cause via resolution of Council.

(b) Enumerated. The following acts, among others, are declared to be loud, disturbing, and unnecessary noises in violation of this article, but this enumeration is not exclusive:

- (1) Horns, signaling devices, etc. The sounding of any horn or signaling device on any automobile, motorcycle, or other vehicle on any street or public place, except as a danger warning, the creation by means of any such signaling device of any unreasonably loud or harsh sound, the sounding of any such device for an unnecessary and unreasonable period of time, the use of any horn, whistle or other device operated by engine exhaust, and the use of any such signaling device when traffic is for any reason held up;
- (2) Radios, stereos, etc. Except as otherwise permitted by the City Council or the City Manager, as hereinafter prescribed, 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 with a volume louder than is necessary for convenient hearing for the person or persons who are in the room, vehicle or chamber in which the device is operated and who are voluntary listeners. The operation of any of the above-named devices 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 in such a manner that the noise is plainly audible at a distance of 50 feet from the source of the noise will be prima facie evidence of a violation of this subsection;
- (3) Loudspeakers, amplifiers for advertising. The using, operating or permitting to be played, used or operated any radio receiving set, musical instrument, phonograph, loudspeaker, sound amplifier or other machine or device for the producing or reproducing of sound which is cast upon the public streets for the purpose of commercial advertising or to attract attention of the public to any building or structure;
- (4) Yelling, shouting. Except as otherwise permitted by the City Council or the City Manager, as hereinafter provided, yelling, shouting, hooting, whistling, or singing on the public streets or any other public place, 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 or at any time or place so as to annoy or disturb the quiet, comfort or repose of persons in any office, or in any dwelling, hotel or other type of residence, or of any persons in the vicinity;
- (5) Engine exhausts. The discharge into the open air of the exhaust of any steam engine, stationary internal combustion engine, motor boat, or other motor vehicle except through a muffler or other device which will effectively prevent loud or explosive noises;
- (6) Defect in vehicle or load. The use of any automobile, motorcycle, or other vehicle so out of repair, so loaded, or in such manner as to create loud and unnecessary grating, grinding, rattling or annoyance;
- (7) Loading or unloading; opening boxes. Creation of a loud and excessive noise in connection with loading or unloading of any vehicle or the opening and destruction of bales, boxes, crates, and containers;
- (8) Construction or repair of buildings. The erection (including excavation, demolition, alteration or repair) of any building other than between the hours of 7:00 a.m. and 8:00 p.m. on weekdays, except in case of urgent necessity in the interest of public health and safety, and then only with

a permit from the City Council or the City manager, which may be granted for a period not to exceed three days or less while the emergency continues and which may be renewed for periods of three days or less while the emergency continues. If the City manager determines that the public health and safety will not be impaired by the erection, demolition, alteration or repair of any building or the excavation of streets or highways between the hours of 8:00 p.m. and 7:00 a.m., and if he further determines that loss or inconvenience will result to any party in interest, he may grant permission for the work to be done during the hours of 8:00 p.m. and 7:00 a.m. upon application. If the City Council or the City Manager shall determine that such work does actually impair the public health and safety, then such permit may be revoked by the City Council or the City manager;

(9) Schools, churches, hospitals. The creation of any excessive noise on any street adjacent to any school, institution of learning, church, hospital, or court while the same is in session, which interferes with the work of the institutions or which disturbs or unduly annoys patients in the hospital, provided that conspicuous signs are displayed in such streets indicating that the same is a street upon which a school, hospital or church or court is located;

(10) Hawkers and peddlers. Shouting and crying of peddlers, hawkers and vendors which disturbs the peace and quiet of the neighborhood;

(11) Drums for commercial purposes. The use of any drum or other instrument or device for the purpose of attracting attention to any performance, show or sale by creation of noise;

(12) Transportation of materials. The transportation of any material over the streets and other public places so as to cause loud noises or so as to disturb the peace and quiet of such streets;

(13) Pile drivers, hammers, etc. The operation between the hours of 8:00 p.m. and 7:00 a.m. of any pile driver, steam shovel, pneumatic hammer, derrick, steam or electric hoists or other appliances, the use of which is attended by loud or unusual noise;

(14) Blowers, fans, engines. The operation of any noise created by any blower or power fan or any internal combustion engine, the operation of which causes noise due to the explosion of operating gases or fluids, unless the noise from the blower is muffled and the engine is equipped with a muffler device sufficient to deaden the noise.

(15) Compression release engine braking; "Jake braking." Noise created by semis or other vehicles due to compression release engine braking, or "Jake braking."

(c) Approval from City Council or City Manager.

(1) Any person, firm, or entity proposing to conduct any activity or operate any sound producing device which is reasonably expected to produce a sound or occur at a time in violation of this section shall apply to the City Manager for a permit to allow such conduct or the use of such device. In determining whether to issue such permit, the City Council or the City Manager shall consider:

- a. The date and time of the proposed conduct;
- b. The location of the proposed conduct;
- c. The nature and proximity of other dwellings and/or uses;
- d. The type of proposed conduct and/or the type of device proposed to be used; and
- e. The purpose for such conduct or the use of such device.

(2) The foregoing permit process shall apply only to those noises prohibited under subsections (b) (2) and (b) (4) above. Any permit issued by the City Manager shall specify the date, time, location, and duration of the permitted activity. The City Council or the City Manager may impose such other restrictions or conditions upon the issuance of such permit as it may deem

appropriate and/or necessary in the interests of the public health and welfare.

(16) Animal Noises. The keeping of any animal, which by causing frequent or long, continued noise, shall disturb the comfort or repose of ordinary sensibility.

*(Ord 15-04, passed 09-01-2015; Am. Ord 17-01, passed 9-5-17) Penalty, see § 10.99*

**SECTION 2: SEVERABILITY**

If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, said portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions of this Ordinance.

(AM. Ord 17-01, passed 9-5-17)

**SECTION 3: REPEALER**

All former Ordinances or parts of Ordinances conflicting or inconsistent with the provisions of this Ordinance are hereby repealed.

(AM. Ord 17-01, passed 9-5-17)

**§ 95.99 EFFECTIVE DATE; PUBLICATION**

This ordinance shall become effective upon publication of a notice in a newspaper circulated in the City, stating the date of the enactment and the effective date of the Ordinance, a brief notice as to the subject matter of this ordinance, and such other facts as the City Clerk shall deem pertinent, and that a copy of the Ordinance is available for public use and inspection both on the City website and at City Hall.

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

**No – None**

**Absent –None**

**Motion carried**

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY SCHAIBERGER, TO APPROVE ORDINANCE 17-02 AS FOLLOWS**

THE CITY OF WEST BRANCH ORDAINS:

Chapter 153.04 entitled "NOISE CONTROL" is hereby repealed.

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

**No – None**

**Absent –None**

**Motion carried**

\* \* \* \* \*

Clerk Dantzer noted that both Ordinances would go into effect 15 days from today's date.

\* \* \* \* \*

**MOTION BY SHOWALTER, SECOND BY LUCAS, TO PAY THE BILLS IN THE AMOUNT OF \$70,232.85.**

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

**No – None                                  Absent –None                                  Motion carried**

\* \* \* \* \*

Manager Grace noted there was an opening in the Downtown Development Authority but had some issues to bring up in the Managers reports that could affect this decision.

**MOTION BY SHOWALTER, SECOND BY LAWRENCE, TO TABLE THE DECISION ON THE APPOINTMENT TO THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD.**

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

**No – None                                  Absent –None                                  Motion carried**

\* \* \* \* \*

Manager Grace noted there were openings on the Zoning Board of Appeals but there were some questions on the applications received.

**MOTION BY SHOWALTER, SECOND BY LAWRENCE, TO POSTPONE THE DECISION ON THE APPOINTMENTS TO THE ZONING BOARD OF APPEALS TO REACH OUT TO THE APPLICANTS TO HAVE THEM ANSWER FURTHER QUESTIONS.**

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

**No – None                                  Absent –None                                  Motion carried**

\* \* \* \* \*

A request to declare October 7-8, 2017 as “I Buy Nearby Weekend” to support local shopping was submitted.

Member Bennett asked if the City had any events scheduled for that weekend. It was noted the Chamber typically promotes the event and it would be the same weekend as homecoming and the City is working on some events.

**MOTION BY BENNETT, SECOND BY SCHAIBERGER TO APPROVE THE RESOLUTION 17-14**  
**RESOLUTION 17-14**

WHEREAS, **Buy Nearby** is an ongoing, year-round campaign launched by the Michigan Retailers Association to benefit Michigan communities and their retail businesses, and

WHEREAS, the campaign, now in its fifth year, encourages Michiganders to buy from retail businesses nearby to where they live, work, vacation, or visit in Michigan so more shopping dollars stay in our local communities and state economy, and

WHEREAS, **Buy Nearby** strives to bring a "Pure Michigan" feeling to shopping in Michigan and get shoppers committed to buying nearby in Michigan, and

WHEREAS, Michigan shoppers would create an additional \$9 billion in economic activity and nearly 75,000 new jobs annually if everyone practiced **Buy Nearby**, and

WHEREAS, **Buy Nearby** seeks to build upon and strengthen communities' efforts to promote local shopping, by supporting these efforts and drawing greater attention to them with this statewide campaign, and

WHEREAS, the **Buy Nearby** campaign has designated October 7-8, 2017, as "**I Buy Nearby Weekend**," a two-day observance for all to celebrate local communities and their retail businesses, and

WHEREAS, communities and retailers are encouraged to offer special events and other promotions to encourage local shopping on **I Buy Nearby Weekend**, and

WHEREAS, residents are encouraged to go shopping with family and friends and support their communities and local retailers by posting photos and comments on social media,

THEREFORE, BE IT RESOLVED, that the City of West Branch declares October 7-8, 2017, to be **I Buy Nearby Weekend** and encourages all residents to buy nearby on this day and every day.

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

**No – None**

**Absent –None**

**Motion carried**

\* \* \* \* \*

A request to play music in the park was submitted by Michele Amor.

**MOTION BY SHOWALTER, SECOND BY TUTTLE, TO APPROVE THE REQUEST TO PLAY MUSIC IN THE PARK ON SEPTEMBER 17 AND SEPTEMBER 24 FROM 3:00-4:30 PM**

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

**No – None**

**Absent –None**

**Motion carried**

\* \* \* \* \*



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

**No – None**

**Absent –None**

**Motion carried**

\* \* \* \* \*

A special event permit was submitted on behalf of Ogemaw Athletics and the City of West Branch to hold an all class reunion on the October 7, 2017 weekend.

Manager Grace also noted they would like to continue both of these events in the future and would alternate years between West Branch and Rose City if Rose City was interested.

**MOTION BY LAWRENCE, SECOND BY SCHAIBERGER, TO APPROVE THE SPECIAL EVENT PERMIT AS PRESENTED AND ALLOW THE ALL CLASS REUNION.**

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

**No – None**

**Absent –None**

**Motion carried**

\* \* \* \* \*

**MOTION BY LAWRENCE, SECOND BY LUCAS, TO APPROVE THE MINUTES AND SUMMARY FROM THE MEETING HELD AUGUST 21, 2017.**

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

**No – None**

**Absent –None**

**Motion carried**

\* \* \* \* \*

**MOTION BY SHOWALTER, SECOND BY LAWRENCE, TO RECEIVE AND FILE THE TREASURER’S REPORT AND INVESTMENT SUMMARY; THE MINTUES FROM THE DOWNTOWN DEVELOPMENT AUTHORITY MEETINGS HELD JULY 25, 2017; THE MINUTES FROM THE WASTEWATER TREATMENT PLANT AUTHORITY MEETING HELD JULY 18, 2017; AND THE MINUTES FROM THE AIRPORT BOARD MEETING HELD JULY 19, 2017.**

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

**No – None**

**Absent –None**

**Motion carried**

\* \* \* \* \*

A communication from MDOT noting the change of Progress St from a local to a major street has been approved.

A communication from the Vantage Trust Fund was shared.

A Chamber meeting summary was shared.

Park enhancement pictures from the Patronicity Grant were shared.

An MDEQ notice of public hearing was shared.

\* \* \* \* \*

Member Showalter reminded everyone of the MML Conference coming up.

Member Lucas asked if any of the redesign work for the downtown has begun. Manager Grace noted she has not had any formal meetings on the redesign yet but has had some informal discussion and was notified the City is now on plan for the major redesign for the year 2022. She also noted discussion has come up in some of the Downtowns Retail Merchants meetings. She further noted that it would be a collaboration of the entire community to get their input on the redesign.

Member Schaiberger thanked Council for approving the parade and noted the Ogemaw Kids Club did start and was looking forward to helping it grow.

Mayor Lawrence noted the rededication of the Fireman's Memorial went well and that they talked about having a yearly fireman/police department appreciation picnic.

Mayor Lawrence also reminded everyone of the Recreation Committee meeting on Tuesday the 12<sup>th</sup> and the Fabulous Friday's group meeting coming up.

Member Bennett reminded everyone of the next meeting on the Roger Brooks series on City revitalization.

Member Schaiberger asked if the City was going to have any more CPR training classes. Manager Grace noted she would look into it.

\* \* \* \* \*

Manager Grace brought up an option she recently found out about that would allow the City to combine the Downtown Development Authority and the Planning Commission into one group because the City has less than 5,000 residents. She noted there are pros and cons to both. She noted there has been an issue for some time trying to get people to fill both boards and that in many cases they can be redundant because they both work on the same issues without any collaboration between the two. She noted she would want to make sure, if Council did chose to go this way, that both boards would have some members on the new combined board so they would all have a say in things.

Member Weiler asked what the size of the new combined board would be and Manager Grace noted there would be nine. Member Weiler noted he would want to make sure both groups are represented if they were to combine.

Member Lucas asked if any of the groups have been asked about it yet. Manager Grace noted she has not brought it up to anyone yet because she wanted to make sure Council was in favor of looking into it

before even bringing it up to them. She did note that she has talked with other Communities that have done this and they noted how well it was working for them.

Member Bennett noted she did agree with the things that Manager Grace said but noted she has seen some new DDA enthusiasm and would like to see a good faith effort first to see if they can make the current format work before they were combined. She further noted her concern that the combining of the two boards would halt the new growth and collaboration that seems to be taking place and go backwards. She further noted that some of the bad feelings that seemed to exist are getting better and this might bring up those bad feelings again. She noted this was not necessarily a bad plan but would want to see it as a contingency plan not the first plan.

Member Showalter noted he does believe it will not be viewed as favorable by the DDA members because of the concern of handing over their interest to a board that does not have their interest first in mind. He also noted he has seen some increased participation from members of the boards recently. He further noted that he believes that we are in a position to move forward, whether as a sole DDA or a joint committee, as long as those appointing the members understand you have to have a diverse board that will work together for a common goal.

Manager Grace noted by combining them, it would streamline processes and eliminate redundancy which would help reduce the fatigue experienced by many of the local business owners and board members who are faced with trying to attend the numerous different meetings, groups, and events.

Member Showalter agreed that would be a huge benefit and is on the fence with the idea. He also noted the does not want to see the progress made by the DDA go backwards and left in the dark.

Manager Grace noted she would be willing to talk with DDA if Council so chose and go over the plans and express to them the importance of wanting them on the new combined board and how they would be able to achieve that.

Member Lucas agreed both groups would have to be represented in the new board if combined.

Member Showalter strongly noted the most important thing would be to have a diverse group with some representation and a direct voice on the combined board that has a direct interest in the downtown area. He also noted he does see the benefit of this and that they should move forward and speak to the DDA members to get their opinion and hold some public hearing to get feedback from the residents.

Member Weiler noted that as a member of the Planning Commission also, he would not want to proceed with the idea unless there are members of the DDA who are willing to be on the new board. He also noted he would like to see Manager Grace reach out and start the process of getting feedback on the issue.

\* \* \* \* \*

Chief Walters updated Council on the Homeland Security Grant which will provide new cameras for their cars. He also noted he would begin working on a grant for a new police vehicle and would be providing information on the vehicles at the next meeting. He also noted part of the grant process would be to get approval from the Council authorizing him to proceed in the grant program.

**MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO GIVE CHIEF WALTER AUTHORIZATION TO PROCEED IN THE USDA GRANT PROGRAM FOR THE PURCHASE OF A NEW VEHICLE.**

Chief Walter noted he would like to provide them with all of the information on the different vehicle options before they grant the authorization and have it addressed at the next meeting.

**MEMBERS SHOWALTER AND SCHAIBERGER WITHDREW THEIR MOTION AND SUPPORT UNTIL THE NEXT MEETING.**

\* \* \* \* \*

Manager Grace submitted a list with contact number for Council Members to confirm if they want to keep up with the Rising Tide Program

\* \* \* \* \*

Mayor Lawrence adjourned the meeting at 7:35 pm.

\_\_\_\_\_  
Denise Lawrence, Mayor

\_\_\_\_\_  
John Dantzer, Clerk

SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY  
COUNCIL HELD TUESDAY, SEPTEMBER 5, 2017

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

Present: Mayor Lawrence, Council Members Bennett, Lucas, Schaiberger (arrived at 6:01 pm), Showalter, Tuttle, and Weiler.

Absent: None

Other officers present: Manager Grace, Clerk/Treasurer Dantzer, and Chief Walters  
Commissioner Reetz

All stood for the pledge of allegiance.

As an addition to the agenda, Council approved a letter of support for the Rising Tide program.

Kelly Sinnaeve of the Ogemaw and Oscoda County Conservation District addressed council on the Forestry Assistance Program, HAP program, and Outdoor Extravaganza.

Council approved ordinance 17-01 to amend section 95.2 "Noise Ordinance"

Council approved ordinance 17-02 to repeal section 153.04 "Noise Control"

Council approved bills in the amount of \$70,232.85.

Council tabled a decision on appointments to the DDA

Council postponed a decision on appointments to the ZBA

Council approved resolution 17-14 declaring October 7-8, "I Buy Nearby Weekend"

Council approved a request to play music in the park.

Council approved the request to place teal ribbons downtown to promote Ovarian Cancer Awareness month.

Council approved a water bill insert

Council approved a special event permit for a circus.

Council approved a special event permit and road closure for a homecoming parade.

Council approved a special event permit for an all class high school reunion.

Council approved the minutes and summary from the meeting held August 21, 2017.

Council received and filed the Treasurers Report and Investment Summary; the minutes from the DDA meetings held July 25, 2017; the minutes from the WWTPA meeting held July 18, 2017; and the minutes from the airport board meetings held July 19, 2017.

Communications were shared.

Mayor Lawrence, Members Bennett, Lucas, Showalter, and Schaiberger gave reports.

Manager Grace and Chief Walters gave reports.

Mayor Lawrence adjourned the meeting at 7:35 pm.

WORK SESSION MEETING WAS HELD AT THE WEST BRANCH POLICE DEPARTMENT, 130 PAGE ST. ON THURSDAY, AUGUST 31, 2017

The work session began at 6:13 p.m.

Present: Mayor Denise Lawrence, Members Joanne Bennett (arrived at 6:27 pm), Dave Lucas, Rusty Showalter, and Dan Weiler.

Absent: Members Tim Schaiberger and Aaron Tuttle

Others present: City Manager Heather Grace, Clerk/Treasurer John Dantzer, and Acting DPW Superintendent Jeff Brindley.

Mayor Lawrence noted the reason for the work session was to listen to a seminar on "Fraud in the Workplace"

Cynthia Scott of Stephenson & Company, P.C. presented a seminar on fraud in the workplace.

Council discussed the possibility of extra patrols around the park while the park improvements are being done.

Council discussed water meter issues.

Work session ended at 7:55 p.m.

# Consent Agenda

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH  
 FROM 09/01/2017 TO 09/30/2017  
 FUND: ALL FUNDS  
 INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 09/01/2017	Total Debits	Total Credits	Ending Balance 09/30/2017
<b>Fund 101</b>					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	150,000.00	0.00	0.00	150,000.00
		<u>250,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>250,000.00</u>
<b>Fund 150 CEMETERY PERPETUAL CARE</b>					
004.300	CERTIFICATE OF DEPOSIT A	112,500.00	0.00	0.00	112,500.00
004.400	CERTIFICATE OF DEPOSIT B	113,378.11	0.00	0.00	113,378.11
	CEMETERY PERPETUAL CARE	<u>225,878.11</u>	<u>0.00</u>	<u>0.00</u>	<u>225,878.11</u>
<b>Fund 251 INDUSTRIAL PARK FUND</b>					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	100,000.00	0.00	0.00	100,000.00
	INDUSTRIAL PARK FUND	<u>200,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>200,000.00</u>
<b>Fund 661 EQUIPMENT FUND</b>					
004.300	CERTIFICATE OF DEPOSIT A	150,000.00	0.00	0.00	150,000.00
004.400	CERTIFICATE OF DEPOSIT B	100,000.00	0.00	0.00	100,000.00
	EQUIPMENT FUND	<u>250,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>250,000.00</u>
	<b>TOTAL - ALL FUNDS</b>	<u>925,878.11</u>	<u>0.00</u>	<u>0.00</u>	<u>925,878.11</u>

CASH SUMMARY BY BANK FOR WEST BRANCH  
 FROM 09/01/2017 TO 09/30/2017

Bank Code Fund	Description	Beginning Balance 09/01/2017	Total Debits	Total Credits	Ending Balance 09/30/2017
<b>GEN1 GEN1 - GENERAL CHECKING</b>					
101		920,270.35	429,942.83	54,773.31	1,295,439.87
150	CEMETERY PERPETUAL CARE	18,188.10	0.00	0.00	18,188.10
209	CEMETERY FUND	(3,659.97)	500.00	601.39	(3,761.36)
248	DDA OPERATING FUND	47,017.15	5,262.21	783.58	51,495.78
251	INDUSTRIAL PARK FUND	5,630.41	0.00	235.56	5,394.85
276	HOUSING RESOURCE FUND	205,248.43	834.71	0.00	206,083.14
318	SEWER DEBT FUND	79,556.65	4,848.21	0.00	84,404.86
319	WATER DEBT FUND	418.44	0.00	0.00	418.44
571	COLLECTION REPLACEMENT FUND	30,802.08	0.00	0.00	30,802.08
572	PLANT REPLACEMENT FUND (R&I)	10,630.84	79.95	0.00	10,710.79
590	SEWER FUND	243,503.34	5,667.20	40,506.20	208,664.34
591	WATER FUND	180,535.18	4,042.18	4,304.97	180,272.39
592	WATER REPLACEMENT FUND	281,285.30	0.00	0.00	281,285.30
593	SEWER COLLECTION	56,006.56	735.49	3,818.75	52,923.30
661	EQUIPMENT FUND	47,789.92	3,414.25	1,416.47	49,787.70
705	IRONS PARK ENTERTAINMENT FUND	2,115.10	0.00	0.00	2,115.10
707	YOUTH SAFETY PROGRAM	2,025.55	0.00	0.00	2,025.55
714	RECYCLING CENTER	2,529.41	377.00	0.00	2,906.41
GEN1 - GENERAL CHECKING		2,129,892.84	455,704.03	106,440.23	2,479,156.64
<b>M/LST MAJOR/ LOCAL STREETS</b>					
202	MAJOR STREET FUND	493,125.25	1,035.88	124.30	494,036.83
203	LOCAL STREET FUND	334,160.47	0.00	128.53	334,031.94
MAJOR/ LOCAL STREETS		827,285.72	1,035.88	252.83	828,068.77
<b>PAY PAYROLL</b>					
704	PAYROLL CLEARING	8,880.33	33,595.85	32,007.46	10,468.72
PAYROLL		8,880.33	33,595.85	32,007.46	10,468.72
<b>CHEM SAVINGS</b>					
101		434,828.18	0.00	0.00	434,828.18
150	CEMETERY PERPETUAL CARE	1,644.85	0.00	0.00	1,644.85
251	INDUSTRIAL PARK FUND	20,826.31	0.00	0.00	20,826.31
571	COLLECTION REPLACEMENT FUND	2,348.85	0.00	0.00	2,348.85
591	WATER FUND	25,971.52	0.00	0.00	25,971.52
592	WATER REPLACEMENT FUND	19,528.32	0.00	0.00	19,528.32
593	SEWER COLLECTION	778.88	0.00	0.00	778.88
661	EQUIPMENT FUND	103,187.92	0.00	0.00	103,187.92
714	RECYCLING CENTER	1,012.17	0.00	0.00	1,012.17

CASH SUMMARY BY BANK FOR WEST BRANCH  
 FROM 09/01/2017 TO 09/30/2017

Bank Code Fund	Description	Beginning Balance 09/01/2017	Total Debits	Total Credits	Ending Balance 09/30/2017
	SAVINGS	610,127.00	0.00	0.00	610,127.00
TAX TAXES					
701	TAX AGENCY	1,145.46	896,727.79	896,727.79	1,145.46
	TAXES	1,145.46	896,727.79	896,727.79	1,145.46
WATDB WATER DEBT					
319	WATER DEBT FUND	2,186.75	0.00	0.00	2,186.75
	WATER DEBT	2,186.75	0.00	0.00	2,186.75
	TOTAL - ALL FUNDS	3,579,518.10	1,387,063.55	1,035,428.31	3,931,153.34

West Branch  
JOURNAL ENTRY  
JE: 9522

Post Date: 09/12/2017  
Entry Date: 09/12/2017  
Description: BUDGET POLICY AMENDMENT

Entered By: MICHELLE  
Journal: BA

GL #	Description	DR	CR
101-721.000-865.700	PROFESSIONAL DEVELOPMENT	700.00	
101-721.000-956.700	EXPENSES		700.00
	Journal Total:	700.00	700.00

APPROVED BY: \_\_\_\_\_

REGULAR MEETING OF THE WEST BRANCH PLANNING COMMISSION HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET, ON TUESDAY, AUGUST 8, 2017.

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

Present: Bob David, Kara Fachting, Heather Grace, Jan Hasty, Mike Jackson, June Longstreet, Lisa Saurer, Jason Stroebel, and Dan Weiler.

Absent: None

Others officers in attendance: City Clerk/Treasurer John Dantzer.

All stood for the Pledge of Allegiance.

\*\*\*\*\*

Stephen Wallace addressed Council on the zoning ordinance not allowing a garage taller than the house. It was noted that he is allowed to apply for a zoning amendment which would allow the Planning Commission to look into possibly changing the ordinance.

\*\*\*\*\*

A sign permit variance was submitted by Loggers Depot. Ken Earle was on hand to answer questions and noted it is the exact same size as the one it is replacing. He also noted it does have a Victorian theme shape.

Member Grace noted the Commission has a fairly long standing tradition of approving signs that are larger than allowed if they are the same size as the one they are replacing.

Member Fachting noted the size of sign is appropriate to the size of the building because the store front for that particular building is so big.

Member Saurer asked about the material that it is being made of and noted that the Downtown Development District requires wood or something that will simulate wood.

**MOTION BY GRACE, SECOND BY LONGSTREET, TO RECUSE JASON STROEBEL FROM VOTING ON THE VARIANCE DUE TO HIM BEING AN EMPLOYEE OF THE BUSINESS.**

**Abstain - Stroebel**

**Motion carried**

**MOTION BY GRACE, SECOND BY FACHTING, TO APPROVE THE SIGN PERMT VARIANCE AS PRESENTED AND ALLOW THE LARGER SIZE AND ALTERNATIVE MATERIAL.**

**Abstain – Stroebel**

**Motion carried**

\*\*\*\*\*

Chairman Jackson brought up the issue of making changes to the sign ordinance which would allow for the size of the sign to be proportionate to the size of the front of the building instead of a set size for all buildings.

Member Grace noted she would like to see the ordinance reflect the amount of frontage that can have signage as opposed to the size of one sign so a business could choose to have a few smaller sized signs or one larger one if it preferred. She also encouraged having all members come up with a percentage of coverage that they thought would be appropriate.

Member Saurer noted the ordinance would need to make sure the smaller business fronts would still be able to have a sign big enough to make them recognizable.

Chairman Jackson also noted the ordinance could allow to have a sign as long as it has so much of a building border. He also noted they needed to change the ordinance so businesses have more options to draw attention to them.

Member Fachting noted she would like to see the ability to allow signs that project out from the building.

Member Stroebel noted he would like to see the ability for downtown businesses to allow illuminated and LED signs. It was the consensus to not allow any illuminated signs that would have flashing, oscillating, or strobing.

Member Saurer noted the more vibrant signs they allow, the more it would allow the businesses to attract more interest.

Chairman Jackson noted the need to make changes to draw more businesses downtown.

Member Hasty noted the need to look at other communities that are thriving and incorporate what they do into any changes that will be considered.

Chairman Jackson asked all members to go through the sign ordinance or any other ordinances and make notes on changes they would like to see and then they can discuss the changes at the next meeting. Member Grace noted that they could drop off any changes to Kelli Collins at the Police Department.

\*\*\*\*\*

The Commission discussed the need for more wayfinding signs including the need to have signs to direct people to the parking lots downtown. They also discussed the need for wayfinding signs to direct people downtown at the off ramps of I-75. It was noted that there was a grant that did pay for those signs but so far no signs have been put up. It was the consensus to contact West Branch Township to get an update on the status of the sign.

\*\*\*\*\*

Member Grace noted the City is applying for a grant for 25 trees and part of the grant submission is to list the areas where they would be planted. The Commission discussed areas and came up with the following locations.

- Corner of 4<sup>th</sup> and Wright St.
- Irons Park
- Brookside Cemetery
- Riverwalk between 2<sup>nd</sup> and 4<sup>th</sup>
- Median on N. Fourth St.
- By Kmart and Ace
- Between the parking lots on N. Fourth and N. Third St.
- By the Chamber of Commerce Depot

\*\*\*\*\*

The Commission discussed possible changes to the downtown including the redesign of the downtown and promoting the City more.

\*\*\*\*\*

The 2016 Planning Commission Annual Report was submitted as part of the Redevelopment Ready Communities Program.

**MOTION BY JACKSON, SECOND BY FACHTING, TO APPROVE THE ANNUAL REPORT WITH CORRECTIONS.**

**Motion carried**

\*\*\*\*\*

The Commission discussed the Future Land Use changes of the Masterplan. It was discussed to incorporate a list of objectives and actions. It was the consensus to add a list of goals for the objectives and actions.

\*\*\*\*\*

**MOTION BY DAVID, SECOND BY HASTY, TO APPROVE THE MINUTES FROM THE REGULAR MEETING HELD TUESDAY, JULY 11, 2017.**

**Motion carried**

\*\*\*\*\*

Member Stroebel noted the next video seminar and that the City Council did take into account the Planning Commission recommendations on the noise ordinance at their last meeting.

Member Hasty stressed the need for everyone to work together to make the downtown a better place.

Member Longstreet asked about a Historic District downtown. Manager Grace noted that she was not aware of one that was ever adopted but would look further into it.

Member Saurer brought up issues with downtown alley ways being blocked by parked vehicles. She also noted the possibility of adding a 15 minute parking spot next to Edith M's. She also questioned in home businesses in the Downtown Business District. She further stressed the need to get wayfinding signs for the City parking lots as soon as possible.

Member David encouraged the Commission to look around the community to find things that they think needs to be improved. He also noted some of the no parking signs on State St. are hard to see because of trees blocking them.

\* \* \* \* \*

Mayor Lawrence noted the rededication of the new Fireman's Memorial and discussed the several boards she is on and that she would be able to provide updates on the meetings if the Commission was ever interested.

\* \* \* \* \*

**MOTION BY HASTY, SECOND BY DAVID, TO ADJOURN THE MEETING AT 8:04 PM**

**Motion carried**



# West Branch Police Department

Chief Kenneth W. Walters

130 Page St.

West Branch, Michigan 48661

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

E-mail: [police@westbranch.com](mailto:police@westbranch.com)

9/5/2017

Honorable Mayor and Council,

This is the August month end report. For the month of August, officers handled 141 complaints and made 18 arrests. Two of the arrests being for hard narcotics and one being for Resisting / Assaulting a police officer.

During the month of August, the department handled the annual Art Fair without any issues. Presently we are working hand in hand with Ogemaw Heights Athletic Director, Manager Grace, and Councilman Schaiberger in the planning of a Homecoming parade.

The Homeland Security grant continues to progress regarding the updating of onboard cameras in the patrol vehicles. All paperwork has been submitted and I am currently just waiting for the "okay" to order from DHS. This will allow us to not only update our equipment, but save the city approximately \$8,000 in the process.

I have further begun work on the USDA grant regarding the replacement of a patrol vehicle. I expect us to see a slight increase in price this time, as I need to begin replacing vehicle radios, which are roughly \$7,500 each. I believe it to be appropriate to do this under each vehicle replacement, that way they are only costing the city about \$3,000 each, instead of the entire \$7,500.

Respectfully,

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

Chief Kenneth W. Walters

## Offense Count Report

## Report Criteria:

Start Offense	End Offense		
01000	99009		
AUGUST 2017	TOTAL 2017	AUGUST 2016	TOTAL 2016
08/01/2017-08/31/2017	01/01/2017-08/31/2017	08/01/2016-08/31/2016	01/01/2016-12/31/2016

Offense	Description	AUGUST 2017	TOTAL 2017	AUGUST 2016	TOTAL 2016
11001	SEXUAL PENETR'N PENIS/VAGINA CSC1	0	1	0	2
11003	SEXUAL PENETRATION ORAL/ANAL CSC1	0	0	0	1
11007	SEXUAL CONTACT FORCIBLE CSC2	0	1	0	0
11008	SEXUAL CONTACT FORCIBLE CSC4	0	3	0	2
12000	ROBBERY	0	1	0	0
13001	NONAGGRAVATED ASSAULT	3	13	1	13
13002	AGGRAVATED/FELONIOUS ASSAULT	1	2	1	3
13003	INTIMIDATION/STALKING	0	0	2	5
22001	BURGLARY - FORCED ENTRY	1	2	0	6
22003	BURGLARY - UNLAWFUL ENTRY(NO INTENT	0	2	0	3
23003	LARCENY - THEFT FROM BUILDING	0	1	1	10
23005	LARCENY - THEFT FROM MOTOR VEHICLE	1	1	0	0
23007	LARCENY - OTHER	0	6	1	3
24001	MOTOR VEHICLE THEFT	0	0	0	3
26001	FRAUD - FALSE PRETENSE/SWINDLE/CONF	0	0	0	5
26002	FRAUD - CREDIT CARD/ATM	0	0	0	2
26003	FRAUD - IMPERSONATION	0	0	0	1
26006	FRAUD - BAD CHECKS	0	0	0	2
27000	EMBEZZLEMENT	0	2	0	0
29000	DAMAGE TO PROPERTY	2	5	0	11
30002	RETAIL FRAUD - THEFT	1	9	0	12
35001	VIOLATION OF CONTROLLED SUBSTANCE	0	6	1	22
35002	NARCOTIC EQUIPMENT VIOLATIONS	0	0	0	1
36004	SEX OFFENSE - OTHER	0	0	0	3
37000	OBSCENITY	0	1	0	0
38001	FAMILY - ABUSE/NEGLECT NONVIOLENT	0	0	0	4
41002	LIQUOR VIOLATIONS - OTHER	1	1	0	0
42000	DRUNKENNESS	0	2	0	5
48000	OBSTRUCTING POLICE	0	0	0	1
50000	OBSTRUCTING JUSTICE	8	51	2	67
52001	WEAPONS OFFENSE - CONCEALED	0	0	0	1
52003	WEAPONS OFFENSE - OTHER	0	0	0	2
53001	DISORDERLY CONDUCT	0	2	1	8
53002	PUBLIC PEACE - OTHER	1	1	0	0
54001	HIT & RUN MOTOR VEHICLE ACCIDENT	0	6	2	13
54002	OUIL OR OUID	0	6	1	14
54003	DRIVING LAW VIOLATIONS	7	37	7	73
55000	HEALTH AND SAFETY	7	28	0	10
57001	TRESPASS	1	1	1	8
70000	JUVENILE RUNAWAY	1	2	1	9
70004	Juvenile Issues	0	1	0	1
73000	MISCELLANEOUS CRIMINAL OFFENSE	1	5	0	7
90001	Vehicle Lockouts	13	88	9	157
90002	Motorist Assists	2	13	1	32
90003	Assist E.M.S.	12	101	12	160
90005	City Ordinance Violations	2	14	5	40

## Offense Count Report

## Report Criteria:

Start Offense	End Offense		
01000	99009		
<b>AUGUST 2017</b>	<b>TOTAL 2017</b>	<b>AUGUST 2016</b>	<b>TOTAL 2016</b>
08/01/2017-08/31/2017	01/01/2017-08/31/2017	08/01/2016-08/31/2016	01/01/2016-12/31/2016

Offense	Description	AUGUST 2017	TOTAL 2017	AUGUST 2016	TOTAL 2016
90006	Prisoner Transports	0	1	0	0
90007	Parking Complaints	2	6	0	3
90008	ANIMAL COMPLAINTS	4	12	1	12
90009	Maplewood Manor Alarm / Criminal History Checks	0	0	0	2
91001	Delinquent Minors	2	12	0	4
91004	Abandoned Vehicle	1	4	1	5
92003	Walk Away (Ment. & Host.)	0	1	2	4
92004	Insanity	2	8	2	14
93001	PROPERTY DAMAGE ACCIDENT/PI	6	32	2	44
93002	Accident, Non-Traffic	1	6	2	20
93003	Civil Traffic Violations	0	0	0	1
93004	Parking Violations	0	0	0	4
93006	Traffic Policing	0	4	0	2
93007	Traffic Safety Public Relations	0	0	0	1
93008	Inspections/Investigations -Breathalyzer	0	1	0	1
94001	Valid Alarm Activations	0	2	0	1
94002	False Alarm Activations	5	38	8	63
95001	Accident, Fire	0	1	0	4
95003	Inspection, Fire	0	0	0	1
97001	Accident, Traffic	0	1	0	0
97003	Accident, Other Shooting	0	1	0	0
98000	Other Types Not Listed	0	0	0	3
98002	Inspections/Investigations -Motor Vehicles	0	0	0	1
98003	Inspections/Investigations -Property	0	7	0	8
98004	Inspections/Investigations -Other	0	1	0	3
98006	Civil Matters/Family Disputes	7	38	3	29
98007	Suspicious Situations/Subjects	13	120	17	215
98008	Lost/Found Property	2	11	1	14
98009	Inspections/Investigations -Drug Overdose	0	0	0	3
99001	Suicide	0	0	0	1
99002	Natural Death	0	3	0	4
99003	Missing Persons	0	2	0	3
99007	PR Activities	0	6	0	5
99008	General Assistance	26	165	18	321
99009	General Non-Criminal	5	20	2	24
<b>Totals:</b>		<b>141</b>	<b>918</b>	<b>108</b>	<b>1542</b>

# Communications

All,

Please be advised that I will be retiring at the end of Sept. 2017, Pat Reinke will be the new road commission representative for future communication.

Great working with you all.

Mike

Michael P. Schultz, P.E.

Engineer Manager

Ogemaw County Road Commission

1250 S M-33

P.O.Box 157

West Branch, MI 48661

989.345.0234

<mailto:mpschultz@ogemawcrc.org>







Dear Department of Public Works Employees,

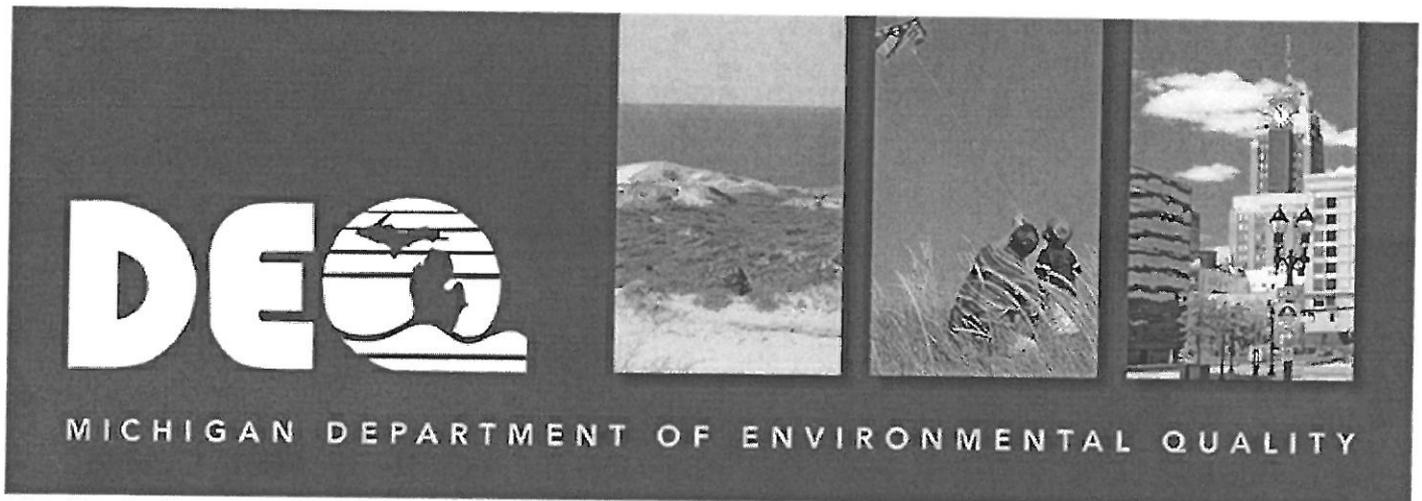
On behalf of the City of West Branch, I would like to shout out a **HUGE** Thank you....for the fantastic job you did on the *Expression Swings*!

This was a very important project to our community...and you all stepped up and did whatever was necessary, to not only get it completed without delay...but to do it with skilled craftsmanship.

I am very proud to have co-workers like your department to work with. Thank you again for doing an awesome job on the *Expression Swings*. Your community and the City appreciate it!

Have a wonderful day! 😊

Kelli Collins  
City of West Branch  
Grants, Public Safety & Community Revitalization Coordinator



The MDEQ and stakeholders continue to work diligently to refine the proposed comprehensive cleanup criteria rules. Many meetings and comments received during the previous public comment periods have resulted in numerous modifications. These modifications are reflected in the August 2017 proposed comprehensive cleanup criteria rules package, now available for review. These changes are of sufficient significance to warrant additional public review and comment. We appreciate continued input from stakeholders during this informal review period. Formal comments will be accepted during the public comment period.

Because the comprehensive rule package incorporates the rule specific to the drinking water criterion for 1,4-dioxane that is still in an on-going rule-making process, the official rule process for this package cannot be initiated until the 1,4-dioxane rule is complete. However, to provide for additional time for public review, the MDEQ is releasing the proposed comprehensive cleanup criteria rule package for review at this time.

The proposed rules document, with the newly incorporated revisions highlighted in yellow, is available on the [DEQ's Generic Cleanup Criteria Web page](#). The MDEQ has also prepared a preliminary version of the response to comments previously received, and it is also available to assist in explanation of the revisions. Evaluating the proposed rule package as a whole will help to provide the context needed for stakeholders.

The Cleanup Criteria and Screening Levels Development and Application background document (June 2016) for the criteria and screening levels remains available, but it has not yet been updated to reflect the modifications found in this August 2017 proposed rules. The background document provides additional information, technical support and details for many of the concepts and calculations presented in the proposed rules. The MDEQ will make an updated version available in the future.

Public information sessions to provide opportunities for the public to learn and ask questions regarding the comprehensive cleanup criteria rule package are being scheduled. Upon completion of the 1,4-dioxane Rule, the comprehensive rule package will proceed through the formal rule making process. This will include the formal public comment period and public hearing.

Details regarding these sessions and information regarding the public hearing and formal public comment period will be communicated in the coming weeks.

## State agencies call for immediate repair of damage to coating on straits pipeline

The Michigan Agency for Energy, Department of Environmental Quality (DEQ), Department of Natural Resources (DNR) and Michigan State Police (MSP) expressed concerns today about new information confirming there are gaps in the protective coating on a portion of Line 5 in the Straits of Mackinac, at least one of which was apparently caused during the installation of supportive pipe anchors.

In response to the findings, the state called for the immediate inspection of the areas around every anchor on Line 5, a report to the DNR and DEQ of any findings from the inspections, a copy of the video of the recent work performed on the pipeline, and repair within 30 days of any damage to the pipeline's coating.

"The possibility this loss of coating occurred during the anchor installation process and was not immediately addressed is completely unacceptable," said DEQ Director C. Heidi Grether. "As we continue to review the current permit application to install more anchor supports, I plan to ask Enbridge to provide additional information regarding previous installations, including at a minimum any available video footage of the installation activities. I want a greater assurance that the integrity of all aspects meant to protect the Great Lakes is the company's utmost priority."

Said DNR Director Keith Creagh: "This recent finding raises concerns about the actions Enbridge is taking to protect the waters of the Great Lakes. We need to ensure that all appropriate risk mitigation measures have been put in place by Enbridge. Until that happens, we as a state will not be satisfied."

While there is no indication that the gaps create an immediate concern to the health and safety of the Straits, given that the exterior cathodic protection system is reportedly operational, the results point to larger issues.

"While the hydrotest results give us confidence that the pipeline is not in imminent danger from these gaps, the fact that human error, not a mussel, created them is something that raises real concern," said Valerie Brader, Executive Director of the Michigan Agency for Energy. "Human error was a major factor in Enbridge's spill into the Kalamazoo River. These coating gaps point to other areas where human error, not the environment, are creating problems."

"Enbridge should quickly repair the damaged pipeline covering to provide the extra protection," said Capt. Chris Kelenske, Deputy State Director of Emergency Management and Homeland Security and commander of the Michigan State Police, Emergency Management and Homeland Security Division. "It is imperative that the company do the right thing for the residents of Michigan and prove they can be good stewards in protecting the natural resource all Michigianians hold dear."

Line 5 is a 645-mile pipeline built in 1953 and runs from Superior, Wisconsin, to Sarnia, Canada. It transports up to 540,000 barrels a day of light crude oil and natural gas liquids.

# **Reports**

**Mayor**

**Council**

**City Manager**

As is indicated by the attached attendance sheet, the City currently has two (2) members of the Planning Commission who are required to be removed from the Planning Commission due to nonfeasance for failure to comply with the attendance requirements set forth in Section 5.2 of the City Charter [see attached].

# CITY CHARTER AND ORDINANCE EXCERPTS:

## **5.3 VACANCIES IN BOARDS AND COMMISSIONS.**

The office of any member of any Board or Commission created by, or pursuant to, this Charter shall be declared vacant by the Council before the expiration of the term of such office;

- (a) For any reason specified by statute, by this Charter, or by ordinance as creating a vacancy in office;
- (b) If the office holder shall be found guilty by a competent court of any act constituting misconduct in office under the provisions of this Charter;
- (c) If such office holder misses three consecutive regular meetings of such board or commission or twenty-five (25%) percent of such meetings in any fiscal year of the City, unless such absence shall be excused by such Board or Commission for an adequate reason as defined by rules of procedure.
- (d) If the office holder is removed from office by the Council in accordance with the provisions of Section 5.4.
- (e) Through resignation or death.

## **5.4 REMOVALS FROM OFFICE.**

Removals by the Council of elective officers or of members of Boards or commissions shall be made for either of the following reasons:

- (a) For any reason specified by statute for removal of City officers by the Governor;
- (b) For any act declared by this Charter to constitute misconduct in office. Such removals by the Council shall be made only after hearing of which such office holder has been given notice by the Clerk at least ten days in advance, either personally or by delivering the same at his last known place of residence. Such notice shall include a copy of the charges against such office holder. The hearing shall afford an opportunity to the office holder, in person or by attorney, to be heard in his defense, to cross-examine witnesses and to present testimony. If such office holder shall neglect to appear at such meeting and answer such charges, his failure to do so may be deemed cause for his removal. A majority vote of the members of the Council in office at the time, exclusive of any member whose removal is being considered, shall be required for any such removal.

### **§ 32.020 REMOVAL OF MEMBERS.**

Appointed members of the Planning Commission may, after public hearing, be removed by the mayor for inefficiency, neglect of duty, or malfeasance in office. Council may, for like cause, remove the ex officio member selected by it.

*(Ord. 136, passed 7-19-76)*

PLANNING COMMISSION ATTENDANCE 2016-2017

	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	TOTAL	Percentage
X = attended meeting														
Bob David	X	X	X	X	X	X	X	X	X		X	X	11 out of 12	92%
Kara Faching	X	X	*	X	X	X	X		X	X		X	9 out of 11	82%
Heather Grace**	X	X	X	X	X	X	X	X	X	X		X	11 out of 12	92%
Jan Hasty	X	X	X	X			X		X	X	X	X	9 out of 12	75%
Mike Jackson	X	X	X	X	X	X	X	X			X	X	10 out of 12	83%
June Longstreet			X	X	X	X	X	X	X	X	X		9 out of 12	75%
Dan Weiler**	X	X	X	X	X	X	X	X	X	X	X	X	12 out of 12	100%
Lisa Saurer	N/A	N/A	N/A	N/A	N/A	N/A	X	X	X	X	X	X	6 out of 6	100%
* was absent and excused to attend MML convention														
CITY CHARTER REQUIRES REMOVAL FOR MISSING 25% OF A YEARS MEETINGS OR MISSING 3 MEETINGS IN A ROW														
** Ex officio members - note mayor could also be deemed as an ex officio member if Council deems desirable														



**Public  
Comment  
-Any  
Topic**

**Adjournment**