

- AGENDA -

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON MONDAY, JUNE 5, 2017 BEGINNING AT **6:00 P.M.**

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

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

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

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Public Hearings
- V. Additions to the Agenda
- VI. Public Comment – Agenda Items Only – 3 Minute Limit (general rule)
- VII. Scheduled Matters from the Floor
 - A. Vicki Seltz Barnes – Relay for life pole/window decorating/Proclamation 17-06
 - B. Pete Fabbri – Fabulous Fridays Road closure request
 - C. Bridget Charles – Recreation Committee
- VIII. Bids
- IX. Unfinished Business
- X. New Business
 - A. Bills
 - B. Robert Thomas water adjustment request
 - C. Peddlers/solicitors waiver of fees – Music in the Park
 - D. Waiver of First Right of Refusal for foreclosed property

- E. Possible reschedule of July 3 meeting.
- F. Possible budget amendments
- XI. Approval of minutes and summary
 - A. Minutes and summary from the meeting held May 15, 2017
- XII. Consent Agenda (Consent Agenda items are considered routine and can be enacted by one motion.)
 - A. Treasurers Report and Investment Summary.
 - B. Airport Board minutes from April 19, 2017.
 - C. Sting reports
- XIII. Communications
 - A. Headlee Court Case Update
 - B. Dept. of Treasury Audit Letter
 - C. Michigan House of Representative revenue sharing session.
- XIV. Reports and/or comments
 - A. Mayor
 - B. Council Members
 - C. City Manager
- XV. Public Comment – Any Topic – 3 Minute Limit (general rule)
- XVI. Adjournment

Call to Order

Roll Call

**Pledge of
Allegiance**

Public Hearings

Additions to the Agenda

Public Comment -Agenda Items

Scheduled Matters from the Floor



Bridget Charles <cityhall@westbranch.com>

Relay For Life Proclamation draft for review

1 message

Vicki Seltz Barnes <northernenclosure3@yahoo.com>

Tue, May 30, 2017 at 11:23 AM

Reply-To: Vicki Seltz Barnes <northernenclosure3@yahoo.com>

To: Bridget Charles <bcharleswb@gmail.com>

Hi Bridget,

Hope you are having a good week.

I have attached a draft proclamation to help you make up the one for the June Council meeting. Please add in anything the City needs to have included....I used the Optimist one for my framework. :-)

Can you verify the meeting date and that I will be on the agenda to discuss the proclamation...AND get approval for the pole decorating event from 7/1 - 17 to go along with our window decorating event. Giving businesses the option of either and/or both makes it most flexible for them.

We would be certain the poles are "undecorated" by the 17th or 18th, either by us, or the businesses.

Please call or email me with questions or comments.

Thanks for all your help!!!

**Proclamation - Relay For Life 2017 - City of WB.docx**

13K

Proclamation # 17-06

WHEREAS, each American Cancer Society Relay For Life event gives everyone an opportunity to fight cancer and help save more lives, and

WHEREAS, Relay For Life is the signature fundraising event for the American Cancer Society to help fund research and provide programs to assist cancer patients and their families, as well as our local communities, and

WHEREAS, Relay For Life events celebrate cancer survivors and caregivers coming together to be recognized for their personal fights against this disease that has taken too much, and

WHEREAS, there is a special Luminaria Ceremony at dusk to honor the memories of those who have lost their battle, celebrate those who have won, and support those whose fight continues, and

WHEREAS, the Relay For Life of Ogemaw County will be held at Irons Park in West Branch, Michigan on Saturday, July 15 from 11 a.m. - 11 p.m. for the purpose of meeting the aforementioned objectives:

NOW, THEREFORE, BE IT PROCLAIMED, that July 1 - 31, 2017 is Relay For Life of Ogemaw County month in the City of West Branch and shall be dedicated to fight against cancer, and

BE IT FURTHER PROCLAIMED, that the City Clerk is directed to install this record in the permanent record of the City of West Branch, so that future West Branch citizens may look back with pride at community involvement in this signature event.

Denise Lawrence, Mayor



Bridget Charles <cityhall@westbranch.com>

Houghton Avenue Road Closure Request

1 message

pjfab1@aol.com <pjfab1@aol.com>

To: cityhall@westbranch.com

Cc: slame1@aol.com

Wed, May 31, 2017 at 11:09 AM

Hometown Heroes

Friday June 16, 4:30 PM to 9 PM

Classy Chassis

Friday June 30, 5:00 to 9 PM

West Branch Fall Festival

Saturday Sept 16, 10:00 AM to 4 PM (Tentative)

Dete Fabbri would like to
be on the agenda to discuss the
following road closures.

* all closures 2nd - 4th Street

Bids

Unfinished Business

New Business



City of West Branch

121 North Fourth Street • West Branch, Michigan 48661
(989) 345-0500 • Fax (989) 345-4390 • e-mail: cityhall@westbranch.com

WATER/SEWER BILL ADMINISTRATIVE ADJUSTMENT REQUEST FORM

Name and contact information of individual requesting the administrative adjustment:

ROBERT THOMAS

989 313 2791

Name and property address for individual/entity responsible for water/sewer bill in question:

208 S. 3RD ST

Relationship/interest of party requesting the adjustment (example: property owner, tenant, office manager, etc.):

OWNER

Are you requesting an administrative adjustment of the:

☐ Water portion of the bill only ☐ Sewer portion of the bill only ☒ Both the water & sewer portions

What period of time are you requesting an administrative adjustment of your bill be applied to:

LAST BILLING CYCLE


Has the Department of Public Works (DPW) performed an inspection of the property in question to look for possible problems/leaks, etc.? ☐ Yes ☒ No If yes, please indicate when, and describe results of the inspection:

Please use the following two pages [attach additional pages if needed] to explain in as much detail as possible any information that you believe would assist administrators attempting to determine whether an administrative adjustment is warranted in this instance. Also, please note that due to the fact that administrative adjustment requests are investigated by the administration and the DPW, responses to requests typically take about 14-21 business days, depending upon the complexity of the issues raised in the request. However, all bills disputed via a request for administrative adjustment are held in abeyance, meaning that they are not due and owing during this period of administrative review, nor are penalties or interest accumulated during this time.

Once a determination regarding a request for administrative adjustment is made, the requestor will be notified in writing as to the final decision, at which time the amount determined to be due and owing will be due at that time.

THE OUTSIDE FAUCET PIPE
BROKE, I DONT KNOW HOW
LONG THE WATER WAS RUNNING
OUT ON THE GROUND. THE APPROX.
DATE WAS 3-1-17 TO 3-10-17.

A SECOND BROKEN PIPE WAS
FOUND UNDER THE HOUSE IN
CRAWL SPACE ON 3-20-17 OR
SO. I TOOK A PICTURE OF
THE PIPE UNDER THE HOUSE


Signature of individual requesting

3-28-17

Failure to return this form with the required information within three (3) business days will cause your water/sewer bill to become immediately due and owing at the originally billed amount.

History Register

Monday, May 22, 2017

1/3

Account #		Service Address		Customer Name		Balance Due
Posted	Created	Trx Info	Item Name	Meter Read	Usage	Amount
Billing Item		Rate Name	Billed Usg Due Date	Transaction Type		
001610		208 S THIRD ST		THOMAS, ROBERT		\$3784.47
04/06/17	04/06/17 02:52	Bill Calculated 01/01/17-03/31/17		0	0	\$3187.75
01-WATER	WA1-WATER	205.00	05/31/17	Billing		\$453.05
02-SEWER	SW1-SEWER TR	205.00	05/31/17	Billing		\$1010.65
03-SEWER COLLECT	SWC-SEWER CO	205.00	05/31/17	Billing		\$157.85
06-SEWER REPLACE	R&I-SEWER RE	205.00	05/31/17	Billing		\$16.40
07-WATER DEBT	WDEB-WATER D	205.00	05/31/17	Billing		\$266.50
08-SEWER DEBT	SDEB-SEWER D	205.00	05/31/17	Billing		\$1283.30

WATER REDUCTION REQUEST

NAME Robert Thomas
ADDRESS 208 S. Third St

Current Usage	205	\$3,187.75
Current Water	\$719.55	
Current Sewer	\$2,468.20	
Current Total	<u>\$3,187.75</u>	

LAST FOUR QTRS.	usage	charge
QTR. #1	46	\$715.30
QTR. #2	10	\$155.51
QTR. #3	16	\$247.52
QTR. #4	13	\$201.11
AVG. Usage	21	
AVG. Water	\$73.29	
AVG. Sewer	\$251.58	
AVG. Total	<u>\$324.87</u>	

Gallons Refund	184
Total Water	\$0.00
Total Sewer	\$2,216.62
Total Refund	\$2,216.62

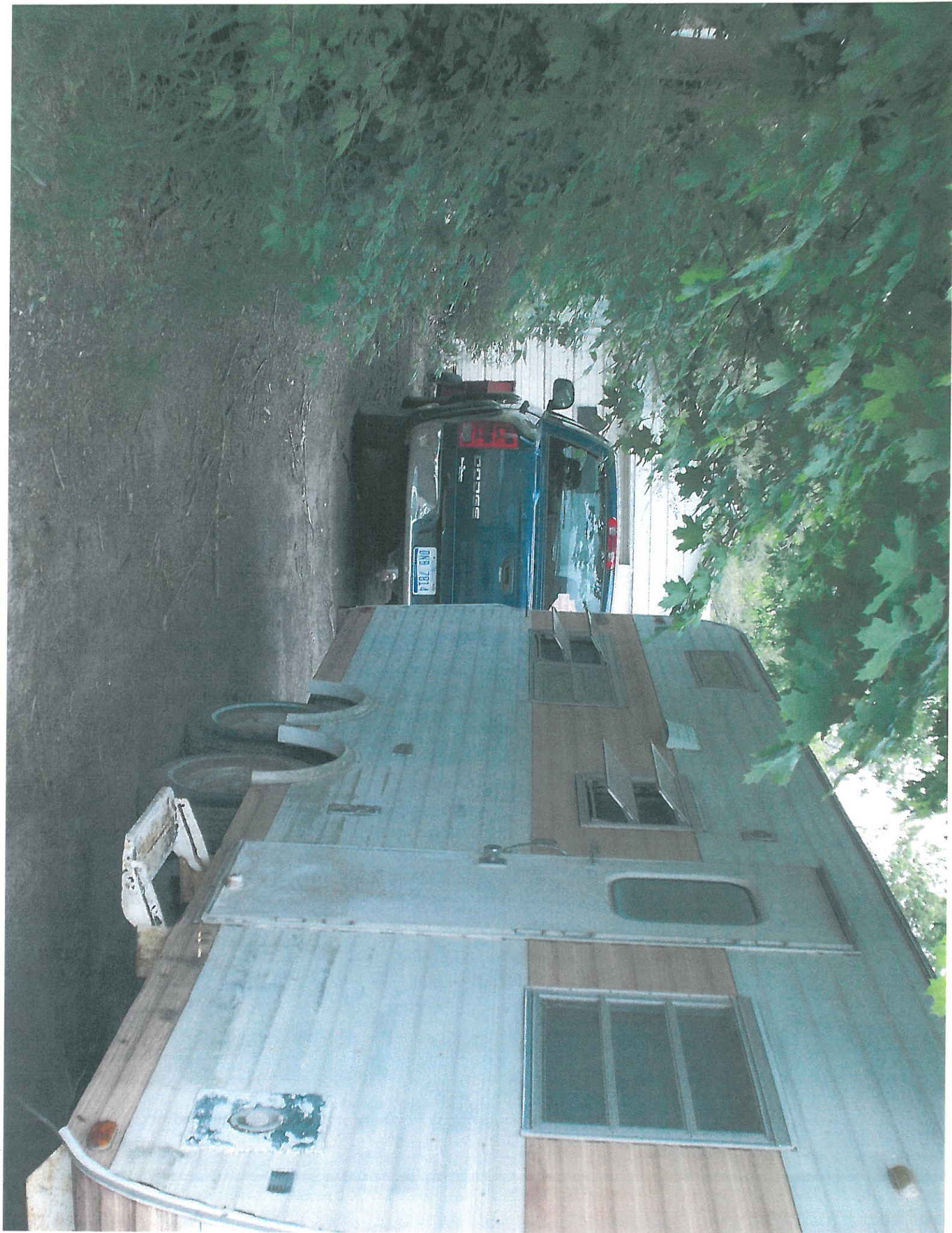














**CITY OF WEST BRANCH ADMINISTRATIVE POLICY REGARDING REQUESTS FOR
ADMINISTRATIVE ADJUSTMENTS TO WATER/SEWER BILLS:**

NOTE—Only ONE (1) water and/or sewer bill adjustment per water customer for the life of the water customer. This rule applies to landlords who own multiple properties as well as individual homeowners. Landlords (as well as individual homeowners) are advised to do regular inspections of their property and perform maintenance as needed to avoid unnecessary plumbing leaks, etc. Water customers are also advised to regularly inspect toilets, sinks, etc. for leaks, as proper maintenance of all internal plumbing and fixtures is the responsibility of the property owner NOT the City of West Branch.

- (1) For a request for an administrative adjustment to a water-sewer bill to be considered, the party responsible for the bill **MUST** fully complete and submit the proper paperwork [“Water/Sewer Bill Administrative Adjustment Request Form” which is available at West Branch City Hall and can be mailed to parties upon request by calling (989) 345-0500].
- (2) If a Water/Sewer Bill Administrative Adjustment Request Form is properly completed and turned in to West Branch City Hall before the due date of the bill in dispute, the bill that is being dispute will be held in abeyance until a decision is made regarding the request for an administrative adjustment (meaning that the amount due is put on hold and penalties and interest will not be assessed during the period in which the request is being reviewed by City Hall Administration). However, once a decision is rendered regarding a request for an administrative adjustment, said decision will be mailed to the party making the request and the amount originally due (or the new adjusted amount, if an adjustment is approved) will be immediately due and owing within seven (7) business days of the date of mailing, and penalties and interest will again begin to be assessed if the full amount is not immediately paid.
- (3) When making a determination as to whether to grant a request for an administrative adjustment to a water/sewer bill, the original assessment will be made by the City of West Branch Deputy Clerk/Treasurer, with oversight of the process provided by the City Clerk/Treasurer—Unless the amount of adjustment recommended is greater than \$700, in which case the determination must also then be approved by the City Council.
- (4) Once a decision regarding a request for an administrative adjustment is mailed, the requesting party has seven (7) days to appeal the decision in writing to the City Manager by fully completing and submitting the proper paperwork [“Appeal of Decision Regarding Request for Administrative Adjustment to Water/Sewer Bill” which is available at West Branch City Hall and can be mailed to parties upon request by calling (989) 345-0500].
- (5) If an Appeal of Decision Regarding Request for Administrative Adjustment to Water/Sewer Bill is properly completed and turned in to West Branch City Hall within seven (7) days of the mailing date of the original decision letter, the bill that is being dispute will be held in abeyance until a decision is made regarding the request for an administrative adjustment (meaning that the amount due is put on hold and penalties and interest will not be assessed during the period in which the request is being reviewed by City Hall Administration). However, once a decision is rendered by the City Manager regarding a request for an administrative adjustment, said decision will be mailed to the party making the request and the amount originally due (or the new adjusted amount, if an adjustment is approved) will be immediately due and owing within three (3) business days of the date of mailing, and penalties and interest will again begin to be assessed if the full amount is not immediately paid.



**REQUEST FOR WAIVER OF FEES FOR
PEDDLER/SOLICITOR/VENDOR LICENSE**

City of West Branch

121 North Fourth Street, West Branch, Michigan 48661

Phone 989-345-0500 ☺ Fax 989-345-4390

CHAPTER 111: PEDDLERS AND SOLICITORS

This form must be completely filled out – if any part of this form is left blank the request will not be approved.

Name of Non-Profit Organization: Summer Music Series

Address of Non-Profit Organization: 121 N. 4th St.

Contact Information (phone and email) for Non-Profit Organization: Bridget Charles
989-345-0500 cityhall@westbranch.com

Type of License Sought:

☐ Standard License [\$10 per day]

☐ Special-Use License [\$25 per day]

☒ Event License [\$50 per event]

☐ Standard Peddler/Solicitor License

[\$10 per day, or \$50 for six-month license]

Total \$ Amount of Waiver Sought: \$ 300.00

Please describe why the non-profit listed above is seeking a waiver of fees (i.e., what charitable use the funds raised will be used for, etc.): We are a city committee that is ran
solely on donations and sponsorship. We have
limited funds to pay for advertising and licenses.

Exemptions and Waivers

Aside from those persons otherwise exempted from such fees by state or federal law, all persons, corporations, co-partnerships or firms who are now engaged, or who intend to engage in the business of peddling, soliciting, or merchandising goods within the corporate limits of the City of the City, shall pay to the City a license fee to engage in that business according to the aforementioned schedule, unless an application for waiver of said fees is completed by a non-profit organization and then approved by a majority vote of the City Council. If interested in applying for such a waiver, contact City Hall and request the proper form.

The following shall be exempt from the licensing fee requirements, but shall nonetheless be required to complete and submit this application: 1. Farmers or truck gardeners selling or offering for sale, any products grown, raised or produced by them. 2. Persons under 18 years of age, when engaged in peddling or soliciting on foot in the neighborhood of his or her residence under the direct supervision of an Ogemaw County school and/or a recognized charitable or religious organization. Children under the age of 14 must be accompanied by a parent or adult. Accompaniment requires a physical presence within 100 feet of said child by the parent or adult. 3. A person conducting a catalog party or other similar type of solicitation that occurs entirely inside a business or residence, provided that the person conducting the solicitation has secured advance permission to conduct the solicitation from the party with a possessory interest in the location where the indoor solicitation is to occur, and also provided that such solicitation does not consist of door-to-door or cold-call types of solicitation. 4. Members of churches, synagogues, mosques, and other religious organizations when such soliciting is solely for the benefit of the respective religious organization. 5. Members of fraternal or charitable organizations, when such soliciting has been approved by and is done on behalf of the respective fraternal organization or charitable organization. 6. A person soliciting exclusively to canvass or petition for a public official, political candidate, public policy or initiative being promoted for purposes of public referendum, initiative, or election. These persons shall remain subject to the other provisions of this ordinance. 7. Any person who is exempt from such license under the terms of state or federal law. These persons shall remain subject to the other provisions of this ordinance except as to those provisions which may be preempted by state or federal law. (See also MCL 35.441, et seq.).

B. Charles
Signature of Applicant

5-2-17
Date

Bridget Charles
Printed Name of Applicant

☐ Approved ☐ Not Approved Date: _____ Signature: _____

Because the 4th of July falls on a Tuesday, we wanted to make sure Council still wanted to hold the meeting on Monday, July 3rd or if you wanted to reschedule it do to people being out of town for an extended holiday weekend.

Approval of Council Minutes & Summary

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET, MONDAY, MAY 15, 2017.

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

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

Absent: None

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

All stood for the Pledge of Allegiance.

* * * * *

As an addition to the agenda, Manager Grace noted that the current banner policy approved only allows eight banners to be hung per year and that they have already had eight submitted but still have some organizations that would like to have banners hung but have not turned their applications in yet. She recommended removing the arbitrary number and allowing them to be approved administratively.

Denny Shumway spoke on behalf of the Kiwanis about their banner and how important it was for them to have it put up and asked Council to reconsider the current policy.

MOTION BY SHOWALTER, SECOND BY LUCAS, TO CHANGE THE BANNER HANGING POLICY TO REMOVE THE LIMIT ON THE NUMBER ALLOWED PER YEAR AND HAVE THE APPLICATIONS APPROVED ADMINISTRATIVELY.

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

No – None

Absent –None

Motion carried

* * * * *

As another addition to the agenda, Manager Grace shared a communication on a second stakeholders meeting for the Iron Belle Tr.

* * * * *

As another addition to the agenda, County Commissioner Bruce Reetz updated Council on recent County meetings which included the approval of the EMS union contract, the appointment of a new DHS director, discussion on plans for 911, discussion of possible changes to a Health Department advisory board, that they were awarded a grant of \$53,416 for a GED program in the jail. He also noted that the

deer park will be reopening soon, that he attended a recent Edwards Township meeting, that he attended a recent West Branch Township meeting, and paid bills in the amount of \$121,672.00.

* * * * *

Heather Neuhaus of the Chamber of Commerce submitted the West Branch calendar of events brochure for events happening from January – July to Council and updated them on the deadline to have events put in the August – December brochure.

Ms. Neuhaus also submitted plans for the Fourth of July parade and noted it would be at the same time and the same route as previous years.

MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO APPROVE THE ROAD CLOSURE AND PARADE ROUTE AS SUBMITTED CONTINGENT UPON THE RECEIPT OF A SPECIAL EVENT PERMIT.

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

No – None

Absent –None

Motion carried

Ms. Neuhaus also submitted plans for a circus that will be coming to town this summer.

Ms. Neuhaus also reminded everyone of the next business after hours.

Ms. Neuhaus also updated Council on the status of the fireworks and upcoming fundraising events for them.

* * * * *

Vicki Seltz Barnes submitted a special event permit for the American Cancer Society Relay for Life parade. She noted that they did it last year and did not require a road closure because they would just be using one lane and would have a rolling escort from the City Police.

Ms. Seltz Barnes noted they would also like to have a balloon release at the event. She noted that she has already received authorization from the Airport manager.

MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO APPROVE THE PARADE AS SUBMITTED AND TO ALLOW THE BALLOON RELEASE.

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

No – None

Absent –None

Motion carried

* * * * *

Robert and Michele Amor addressed Council about playing music in the park on a few Saturdays and Sundays for about an hour. They noted that they have their own sound system and electric and would not need the pavilion.

MOTION BY SHOWALTER, SECOND BY LUCAS, TO ALLOW THE AMORS TO PLAY MUSIC IN THE PARK AS SUBMITTED CONTINGENT UPON THE RECEIPT OF A SPECIAL EVENT PERMIT.

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

No – None

Absent –None

Motion carried

* * * * *

Council went over bids for the mowing of City lots that are in violation of the lawn ordinance. Manager Grace noted that they did only receive one bid and that it was significantly higher than in previous years.

There was discussion held on possibly reposting the notice to bid to see if they could get a lower bid.

MOTION BY LAWRENCE, SECOND BY BENNETT, TO AWARD THE 2017 LAWN MOWING FOR CITY LOTS TO G& H LAWN CARE AT \$80 PER LOT CONTINGENT UPON RECEIPT OF UPDATED LIABILITY INSURANCE.

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

No – None

Absent –None

Motion carried

* * * * *

MOTION BY SHOWALTER, SECOND BY BENNETT, TO PAY THE BILLS IN THE AMOUNT OF \$289,382.30

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

No – None

Absent –None

Motion carried

* * * * *

A communication was shared on the Optimist International Youth Appreciation Day.

MOTION BY SHOWALTER, SECOND BY WEILER, TO APPROVE PROCLAMATION 17-05

Proclamation #17-05

- WHEREAS, each year Optimist clubs from around the world take time to recognize youth in the community who contribute to a better life for all, and
- WHEREAS, the West Branch Optimist Club has a proud tradition of selecting the best and brightest young people of the West Branch area to receive this prestigious award, and
- WHEREAS, Thursday, May 18, 2017, the West Branch Optimist Club will bestow a formal recognition of appreciation of the following listed youth:

<i>Justin Alley</i>	<i>Emily Hines</i>
<i>Nicole Balser</i>	<i>Chloe Jones</i>
<i>Emma Beehler</i>	<i>Courtney Jones</i>
<i>Cori Bertossi</i>	<i>Hunter Likavec</i>
<i>Triniti Bertossi</i>	<i>Kirsten Neubecker</i>
<i>Conner Biermann</i>	<i>Bryn Oakes</i>
<i>Christopher Christian</i>	<i>Savannah Oswald</i>
<i>Jorja Fox</i>	<i>Morgan Rachow</i>
<i>Derek Franciosi</i>	<i>Reese Rau</i>
<i>Mallory Franciosi</i>	<i>Amber VanGoethem</i>
<i>Elizabeth Good</i>	<i>Ethan Wood</i>
<i>Morgan Green</i>	

NOW, THEREFORE, BE IT PROCLAIMED, that May 18, 2017 is Optimist International Youth Appreciation Day in the City of West Branch and that day shall be dedicated to these fine youth who represent our community with pride and dignity, and

BE IT FURTHER PROCLAIMED, that the City Clerk is directed to install this record in the permanent record of the City of West Branch, so that future West Branch citizens may look back with pride at the names of the finest youngsters of 2017.

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

No – None

Absent –None

Motion carried

* * * * *

The 2017-2018 finalized budget was submitted to Council.

MOTION BY SCHAIBERGER, SECOND BY LAWRENCE, TO APPROVE 17-08 AND FORMALLY ADOPT THE 2017-2018 BUDGET.

RESOLUTION #17-08

WHEREAS, the City Charter of the City of West Branch states that “the Council shall, by resolution, adopt the budget for the next fiscal year and shall, in such resolution, appropriate the money required for such budget and provide for a levy of the amount necessary to be raised by taxes upon real and personal property for municipal purposes.”

NOW, THEREFORE, BE IT RESOLVED that the budget for the City fiscal year beginning July 1, 2017 as recommended by the City Manager and as adopted by the City Council, as described in the summary as follows:

	REVENUES	EXPENDITURES
GENERAL FUND	1,640,451	1,698,113

be and the same is hereby adopted, and the amount therein provided as recommended; appropriations are hereby appropriated according to the departmental total, and

BE IT FURTHER RESOLVED, that in order to carry out the provisions of the above described budget, the current tax rate shall be applied to the completed assessment roll taxable valuation of sixty-seven million four hundred five thousand five hundred thirty three dollars (\$67,405,533) as required by Michigan Constitution.

TOTAL CITY TAX LEVY FOR GENERAL FUND PURPOSES

July 1, 2017 14.546 per \$1,000.00 of Taxable Value for General Operating, and tax levy of 2.9105 per \$1,000.00 for Refuse Collection

CITY TAX LEVY FOR THE DDA DISTRICT ONLY

July 1, 2017 1.9573 per \$1,000.00 of Taxable Value levied on the property in the DDA District

and,

BE IT FURTHER RESOLVED, to adopt the following budgets:

INDEPENDENT REVENUE FUNDS

<u>Fund Name</u>	<u>Revenues</u>	
<u>Expenditures</u>		
Cemetery Perpetual Care Fund	550	0

Major Street	448,328	440,194
Local Street	139,591	96,369
Cemetery	38,393	37,958
DDA Operating Fund	56,475	55,100
Industrial Park Fund	36	10,774
Housing Resource Fund	57,916	95,010
Sewer Debt Fund	349,800	278,043
Water Debt Fund	82,899	44,115
Collection Replacement	14	2,147
Plant Replacement Fund	14,634	12,255
 Sewer Fund	 578,450	 569,180
 Water Fund	 218,420	 302,670
Water Replacement Fund	22,675	0
Sewer Collection	74,700	59,667
Equipment Fund	180,332	363,887

and,

BE IT FURTHER RESOLVED that the City Manager is allowed to exceed any line item or department summation within any specific department or fund including both revenues and expenditures providing that the total end of the year expenditures for any fund does not exceed the original appropriation. A council resolution is required to appropriate additional amounts to any expenditure fund total; however, no resolution is required to exceed any revenue fund total.

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

No – None

Absent –None

Motion carried

* * * * *

MOTION BY SHOWALTER, SECOND BY LUCAS, TO APPROVE RESOLUTION 17-09

RESOLUTION #17-09

WHEREAS, 2011 Public Act 152 (the “Act”) was passed by the State Legislature and signed by the Governor on September 24, 2011;

WHEREAS, the Act contains three options for complying with the requirements of the Act;

WHEREAS, the three options are as follows:

1) Section 3 – “Hard Caps” Option – limits a public employer’s total annual health care costs for employees based on coverage levels, as defined in the Act;

- 2) Section 4 – “80%/20% Option – limits a public employer’s share of total annual health care costs to not more than 80%. This option required an annual majority vote of the governing body;
- 3) Section 8 – “Exemption” Option – a local unit of government, as defined in the Act, may exempt itself from the requirement of the Act by an annual 2/3 vote of the governing body;

WHEREAS, the West Branch City Council has decided to adopt the annual “Exemption” option as its choice of compliance under the Act;

NOW, THEREFORE, BE IT RESOLVED, the Council of the City of West Branch elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the annual “Exemption” option for the medical benefit plan coverage year July 1, 2017 through June 30, 2018

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

No – None

Absent –None

Motion carried

* * * * *

MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO APPROVE RESOLUTION 17-10

RESOLUTION #17-10

WHEREAS, the West Branch City Council in §51.095 and §52.39 of the City of West Branch Code of Ordinances have determined that water/sewer charges constitute a lien on the property, and

WHEREAS, §92.17 of the Code of Ordinances states that the charges for mowing noxious weeds shall be a lien against the premises,

NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council hereby acknowledges the following liens and authorizes the Clerk to place these charges on the 2017 tax roll:

Water/Sewer Charges

214 Court St.	\$317.81	308 W. Houghton	\$109.91
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Mowing

335 S. First St .	\$50.00	279 N. Burgess St	\$127.00
141 Alto Ct.	\$128.00	170 N. Third St	\$256.00
224 Court St	\$256.00	116 S. Seventh St	\$128.00
320 S. Fourth St	\$383.00	404 W. Houghton	\$894.00
128 Hall St	\$127.00		

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

No – None

Absent –None

Motion carried

* * * * *

Manager Grace noted that there has been a recent dispute over the noise ordinance and that there are currently two separate ordinances in effect, 153.04 and 95.2. Manager Grace noted that they both are concurrently in affect and applicable. Manager Grace noted her recommendation if Council wanted to look at making changes would be to hold a public hearing and invite the public as well as the individuals that are involved in the current dispute. Manager Grace further noted that the main issue was the use of an amplifier for music after 8:00 pm.

Member Schaiberger noted that as a former member of the Planning Commission, they always used 11:00 pm as the cutoff for noise issues not 8:00 pm. In his opinion, 8:00 is too early.

Member Weiler noted that he has talked with the Chief of Police and several residents in the area where the complaint came from and agreed that 8:00 is too early and that it is not even dark at that time.

Chief Walters noted that ordinance 95.2 nearly mirrors the County ordinance and that it is typically what they have used for enforcement. He noted that he thought it was a little confusing with the two ordinances because it mentions different time for noise curfews and that it may need just a little clarification.

Member Bennett noted that this is a tough issue because kids are going to bed to get ready for school.

Member Showalter noted that whether it is dark or not, it has no effect on what time children are going to bed to get ready for school. He also noted that in his opinion both ordinances covered different things and that by repealing one would omit some issues that need to be addressed.

Chief Walters noted he would not like to just see one of the ordinances repealed but to combine both of them into one modified ordinance.

Member Showalter agreed that he would be in favor of combining the two ordinances into one new updated ordinance. He also noted that there is an issue with the way it currently is if it is confusing to the police department. He also noted that he believed 8:00 was too early of a noise curfew.

Member Weiler noted his support to combine the two ordinances into one.

Member Schaiberger noted his support to combine the two ordinances into one as well.

Member Tuttle noted his support to combine the ordinance but that he would be in favor of looking at different noise curfew times because 8:00 pm seemed too early but 11:00 seemed too late.

Manager Grace agreed that she thought it would be a good idea to eliminate any overlap that is causing confusion but she would need some guidance on what Council would like to see in the new ordinance.

Member Showalter noted that they could set different time curfews for different types of noises.

Chief Walters noted that the updated ordinance would have to be careful in the way it is written to monitor noise because they do not have expensive equipment to monitor noise decibel levels.

Manager Grace noted that typically most ordinances will address noises heard at a specific distance away and can be recorded on a device such as a cell phone.

Manager Grace asked if Council would like to have a survey as well as the public hearing but noted there is no way to limit it to City Residents if a survey is sent out.

MOTION BY LAWRENCE, SECOND BY WEILER, TO HOLD A PUBLIC HEARING ON THE NOISE ORDINANCE BUT NOT SEND OUT A SURVEY ON THE ISSUE.

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

No – None

Absent –None

Motion carried

* * * * *

Manager Grace noted that part of the Redevelopment Ready Communities program was to have more joint meetings with other boards and asked about the possibility of rescheduling the June 19 meeting to June 27 as a joint meeting with the Planning Commission.

MOTION BY SCHAIBERGER, SECOND BY LAWRENCE, TO RESCHEDULE THE JUNE 19TH MEETING TO JUNE 27TH AS A JOINT MEETING WITH THE PLANNING COMMISSION.

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

No – None

Absent –None

Motion carried

* * * * *

MOTION BY SCHAIBERGER, SECOND BY LAWRENCE, TO APPROVE THE MINUTES AND SUMMARY FROM THE SPECIAL MEETING HELD MAY 10, 2017.

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

No – None

Absent – None

Motion carried

* * * * *

MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO RECEIVE AND FILE THE TREASURER'S REPORT AND INVESTMENT SUMMARY AS WELL AS THE APRIL POLICE DEPARTMENT REPORT AND THE MINUTES FROM THE PLANNING COMMISSION MEETING HELD APRIL 11, 2017

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

No – None

Absent –None

Motion carried

* * * * *

Communications from Charter Cable were shared on lineup changes.

* * * * *

Mayor Lawrence reminded everyone about the Fabulous Fridays meetings on Wednesday mornings and the Recreation Board meeting coming up.

Mayor Lawrence noted that she received word that the Miss Victorian program will not be having a pageant this year due to low numbers.

Mayor Lawrence noted that the Special Olympics will be having bocce ball in the park.

Mayor Lawrence asked about the fountain and it was noted that the fountain is up and running.

Member Showalter noted that the Ogemaw Hills Parks and Recreation has the Frisbee golf course open as well as the bathrooms at the softball and baseballs fields and is working on opening up an indoor archery complex. He also noted they may look into adding another ball field.

Member Bennett apologized for missing the last meeting and went over the Special Olympics bocce ball at Irons Park in more detail.

Manager Grace shared a magazine article that featured the Wastewater Treatment Plant members receiving their Wastewater Utility of the Year award.

Manager Grace noted that Superintendent Robb is doing a great job as the new operator in charge of the City's water services.

Manager Grace noted that the lane changes on the business loop on the east end of town have been implemented.

Manager Grace noted that she would be meeting with Heather Neuhaus of the Chamber of Commerce on the fireworks plan soon.

Manager Grace commended Chief Walters and his staff for holding a bike safety program at the school.

* * * * *

Denny Shumway addressed Council and noted that the Kiwanis are making plans to put their US flags out again and would like to include fallen firefighter and fallen police officer flag this year if he could get help in finding where to get them.

* * * * *

Chief Walters thanked Council for choosing the health insurance opt out which is a great benefit for workers.

Chief Walters noted that they recently hosted a blood drive at the police department.

Chief Walters noted that both him and Office Godfrey recently attended trainings in Indiana dealing with electronics and data media stuff.

Chief Walters noted that he is the representative for the City on the 911 advisory board and provided an update which included their recommendation from the Board to the County to fund 911 for one more year and then have 911 seek to become their own authority similar to EMS. Once that is complete, 911 could then go on the ballot and request a millage to cover their costs.

* * * * *

Mayor Lawrence adjourned the meeting at 7:33 pm.

Denise Lawrence, Mayor

John Dantzer, Clerk

SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY
COUNCIL HELD MONDAY, MAY 15, 2017

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

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

Absent: None

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

All stood for the pledge of allegiance.

As an addition to the agenda, Council approved a change to the banner hanging policy

As an addition to the agenda, Manager Grace shared a communication on a meeting for the Iron Belle Tr.

As an addition to the agenda, Commissioner Reetz gave a County update.

Heather Neuhaus of the Chamber of Commerce updated Council on the Fourth of July parade, fireworks, a circus this summer, business after hours, and the calendar of events.

Council approved the Fourth of July parade as presented.

Council approved a balloon release for the Relay for Life.

Council approved a concert in the park.

Council awarded the bid for City lot lawn mowing.

Council approved bills in the amount of \$289,382.30.

Council approved Proclamation 17-05, Optimist Youth Appreciation Day

Council approved Resolution 17-08, adopting the budget

Council approved Resolution 17-09, choosing the exemption option for health insurance

Council approved Resolution 17-10, liens

Council discussed possible changes to the noise ordinance and approved holding a public hearing on the matter.

Council approved moving the June 19th meeting to June 27 at 6:00 pm as a joint meeting with the Planning Commission.

Council approved the minutes and summary from the special meeting held May 10, 2017.

Council received and filed the Treasurer's report and Investment summary, as well as the April Police Department report and the minutes from the Planning Commission meeting held April 11, 2017.

Communications were shared from Charter Cable.

Mayor Lawrence, Members Showalter and Bennet, and Manager Grace gave reports.

Denny Shumway updated Council on the Kiwanis plan for putting out flags.

Chief Walters gave a report.

Mayor Lawrence adjourned the meeting at 7:33 pm.

Consent Agenda

West Branch
JOURNAL ENTRY
JE: 9317

Post Date: 05/17/2017
Entry Date: 05/17/2017
Description: BUDGET POLICY AMENDMENTS

Entered By: MICHELLE
Journal: BA

GL #	Description	DR	CR
101-301.000-702.700	PROMOTION/BONUS	500.00	
101-301.000-703.701	SHIFT PREIMUM		2,000.00
101-301.000-706.700	COMMUNITY POLICING	1,000.00	
101-301.000-708.700	SICK LEAVE PAYOUT	550.00	
101-301.000-710.700	OVERTIME		550.00
101-301.000-710.701	OT SHIFT PREMIUM		500.00
101-301.000-712.700	U.N.I.T. (WAGES)	1,000.00	
101-301.000-717.700	LIFE INSURANCE PREMIUM		200.00
101-301.000-718.701	EMPLOYER DEFERED COMP.		800.00
101-301.000-801.700	CONTRACTUAL SERVICES	1,500.00	
101-301.000-817.700	UNIFORMS		500.00
Journal Total:		4,550.00	4,550.00

APPROVED BY: _____

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

Present: Ron Quackenbush, Gary Klacking, Terry Hodges, Craig Scott, Denise Lawrence, Karen Michael, Bill Blackmore, Heather Grace, Dave Lucas and Ben Evergreen. Guests in attendance were Mandi Chasey, Janet Adamy and Tim Searfoss.

Motion by Scott, second by Hodges, the minutes of the March 15, 2017 meeting be approved as noted. Voice vote. Ayes – all. Motion carried. [4-1-#1]

Motion by Scott, second by Klacking, claims in the amount of \$14,287.02 be approved for payment. Voice vote. Ayes – all. Motion carried. [4-1-#2]

Ben Evergreen, Airport Manager, gave the financial report. He stated there is a combined balance of \$259,528.10 in airport funds. The City of West Branch and County of Ogemaw appropriations have been received. We should be in good financial shape through the end of this fiscal year.

Jim Anderson, CPA, reviewed the airport financial audit with the board. The total fund balance is \$241,784. The airport cash position is down somewhat from the prior year due to projects completed during the prior fiscal year. He summarized revenue and expenditures during the audited fiscal year. He explained Notes C and G. The airport is in good financial shape. **Motion by Klacking, second by Scott, the board accept the FY 2015-2016 Airport General Fund audit as presented. Voice vote. Ayes – all. Motion carried. [4-1-#3]**

Ben Hoover and Bob Leisenring, Mead and Hunt airport consultants, reviewed the airport capital improvement plan (CIP) with the board. Bob Hoover reviewed the CIP for Fiscal Years 2017 – 2022. Every year \$167,000 can be utilized by the airport board for capital improvement projects. The breakdown is \$150,000 federal funds and \$8,500 from both state and airport funds. The CIP is set up to maximize funds. This year pavement marking and crack sealing is planned for completion. Other possibilities for the CIP would be fencing, constructing a hanger and a parallel taxiway. The board members are encouraged to be thinking about projects to be included in the 5 year CIP.

Ben revisited the purchase of a “zero turn” lawn mower with the board. A “grasshopper” zero turn 32 HP was discussed with the board. He explained the various features. **Motion by Scott, second by Klacking, the board authorize up to \$15,350 for the purchase of a “Grasshopper” zero turn lawn mower. Voice vote. Ayes – all. Motion carried. [4-1-#4]**

Ben updated the board on the matter concerning a cell phone tower on Bob Griffin, Jr. property. Variance paperwork has been provided to both Glen Wilson and Bob Griffin, Jr. Once the variance paperwork is completed, the FAA will review for approval.

Ben informed the board members he received the approval from the Michigan Department of Environmental Quality concerning the "closing" report vis-à-vis ground contamination occurring in years past.

There being no further business to transact Chairman Quackenbush adjourned the meeting at 1:36 p.m.

Minutes by Gary R. Klacking, Recording Secretary



○ April 2016

STING

scoop

Quarterly Newsletter

JANUARY - MARCH 2016
HAPPENINGS

Online at www.stingnarcotics.com

ROSCOMMON / Higgins Twp
Purchased/Seized 7 grams Marijuana

IOSCO / Oscoda Twp
Purchased/Seized 1 Morphine pill

OSCODA / Big Creek Twp
Purchased/Seized 4 Hydrocodone pills

ROSCOMMON / Richfield Twp
Purchased/Seized 2 Methadone pills

ROSCOMMON / Richfield Twp
Purchased/Seized 1 Clonazepam pill

ROSCOMMON / Gerrish Twp
Purchased/Seized .3 grams Heroin

ROSCOMMON / Richfield Twp
Purchased/Seized 14 Hydrocodone pills

IOSCO / Plainfield Twp
Search Warrant Seized .1 gram Methamphetamine

ROSCOMMON / Richfield Twp
Purchased/Seized 1 gram Cocaine

ROSCOMMON / Richfield Twp
Purchased/Seized 3.2 grams Cocaine

ROSCOMMON / Richfield Twp
Purchased/Seized 4 grams Marijuana

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and
pushers off
your streets.**

Law Enforcement Sensitive



July 2016

STING

scoop

Quarterly Newsletter

APRIL - JUNE 2016
HAPPENINGS

Online at www.stingnarcotics.com

ROSCOMMON / Roscommon Twp
Seized vehicle and \$242

IOSCO / Oscoda Twp
Purchased/Seized .5 grams Methamphetamine

OGEMAW / Rose Twp
Purchased/Seized 4 Morphine pills

OSCODA / Big Creek Twp
Purchased/Seized 2 Morphine pills &
66 Tramadol pills

ROSCOMMON / Roscommon Twp
Search Warrant seized 40 Hydrocodone pills, 1.2 grams Marijuana
& .001 grams Methamphetamine

ARENAC / Standish
Purchased/Seized 1 gram Marijuana

OSCODA / Mentor Twp
Purchased/Seized 5 Suboxone pills

OGEMAW / Hill Twp
Purchased/Seized .1 gram Heroin & .2 grams Marijuana

OGEMAW / Rose City
Purchased/Seized .5 grams Methamphetamine

ROSCOMMON / Richfield Twp
Purchased/Seized 10 Vicodin pills

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October 2016

STING

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Quarterly Newsletter

JULY - SEPTEMBER 2016
HAPPENINGS

Online at www.stingnarcotics.com

OGEMAW / West Branch Township
Purchased/Seized .3 grams Methamphetamine

ROSCOMMON / Denton Twp
Purchased/Seized .5 grams Heroin

CRAWFORD / Frederic Twp
Purchased/Seized .1 gram Methamphetamine

ROSCOMMON / Denton Twp
Purchased/Seized 15 Vicodin pills

OGEMAW / West Branch Twp
Search Warrant Seized 1 gram Marijuana wax,
5 oz Medibles and 14 Soma/Carisoprodol pills

OSCODA / Mentor Twp
Purchased/Seized 10 Hydrocodone pills

OSCODA / Mentor Twp
Purchased/Seized 10 Percocet/Oxycodone pills

IOSCO / Burleigh Twp
Flight Seized 3 Marijuana plants

GLADWIN / Clement Twp
Purchased/Seized .5 grams Heroin

ROSCOMMON / Markey Twp
Search Warrant Seized 1230 grams Marijuana

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April 2017

STING

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Quarterly Newsletter

JANUARY - MARCH 2017
HAPPENINGS

Online at www.stingnarcotics.com

OGEMAW/Mills Twp
Purchased/Seized 4 Morphine pills

OGEMAW/Mills Twp
Purchased/Seized .9 grams Crack

OGEMAW/Rose City
Purchased/Seized .75 grams Methamphetamine

OGEMAW/Horton Twp
Purchased/Seized 2 Morphine pills

IOSCO/Plainfield Twp
Purchased/Seized 5 Morphine pills and 5 Oxycontin pills

IOSCO/Plainfield Twp
Purchased/Seized 5 Morphine pills and 5 Oxycontin pills

OGEMAW/Mills Twp
Purchased/Seized .7 grams Crack

OGEMAW/Mills Twp
Purchased/Seized .7 grams Crack

OSCODA/Big Creek Twp
Purchased/Seized 8 Hydrocodone pills

IOSCO/Plainfield Twp
Purchased/Seized 11 Hydrocodone pills

IOSCO/Burleigh Twp
Purchased/Seized 10 Oxycodone pills

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your streets.**

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January 2016

STING

scoop

Quarterly Newsletter

OCTOBER - DECEMBER 2015
HAPPENINGS

Online at www.stingnarcotics.com

CRAWFORD / Grayling
Purchased/Seized 2 Morphine pills

CRAWFORD / Grayling
Purchased/Seized 1 Methadone pill & 1 Morphine pill

CRAWFORD / Grayling
Seized 99.4 grams Cocaine, 14.6 grams Heroin,
131 Hydrocodone pills, 322.5 Methadone pills,
21 Morphine pills, 202 Oxycodone pills
and 54.5 grams Marijuana

ROSCOMMON / Denton Twp
Seized 23 Marijuana plants & 2 Medibles

OGEMAW / Mills Twp
Purchased/Seized 3 Morphine pills

OGEMAW / Mills Twp
Purchased/Seized 3 Morphine pills

IOSCO / Plainfield Twp
Seized 41.3 grams Marijuana & 1 gram Methamphetamine

IOSCO / Tawas Twp
Purchased/Seized .75 grams Heroin

ROSCOMMON / Higgins Twp
Purchased/Seized 15.3 grams Marijuana

CRAWFORD / Grayling
Purchased/Seized .75 grams Crack Cocaine & 2 grams Heroin

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and
pushers off
your streets.**

Law Enforcement Sensitive

Communications

Update on Headlee court Case

1 message

Lee Kilbourn <mam@listserv.mml.org>

Reply-To: mam@listserv.mml.org

To: mam@listserv.mml.org

Mon, May 15, 2017 at 4:52 PM

This message was sent by Lee Kilbourn mayorkilbourn@auburnmi.org

FYI:

Here is an update on the court case that alleges the State is miscalculating the payments to local governments as required by the Headlee Amendment. We still have a long way to go. Many of us have contributed to the cost of this case. If you think your city might be interested, please contact them.

Dear Supporters,

On May 9 the Court of Appeals denied the State's motion to peremptorily dismiss the case by rejecting all of the State's procedural defenses and ordered that we proceed to a full hearing on the merits. The Court's order is attached below.

If you recall from our last update, the State made three main arguments for dismissal: that we failed to meet the burden imposed by the Michigan court rules relating to unfunded mandate claims, that our claims were barred by the doctrine of res judicata, and that TMCG did not have standing to bring a mandamus claim.

First, the court held that the heightened pleading standards in the court rules for unfunded mandates are inapplicable to our Art. IX, Sec. 30 claim.

It is important that the court recognized the distinction between these Constitutional sections and that our argument rests on the overall funding of local governments, not on any single unfunded mandate.

Next, the court held that our claims are not barred by the doctrine of res judicata which, as discussed in our previous update, applies when a claim or issue has already been decided by a court on the merits or if a claim or issue should have been brought forth in a previous case decided on the merits. The Court specifically noted that our case has a different identity than cases previously brought under the Headlee amendment, specifically Durant and Adair.

Finally, the Court held that the Court of Appeals has the power to enforce the implementing legislation of the Headlee Amendment. The State argued that TMCG does not have standing to enforce the reporting obligations imposed by the Headlee Amendment's associated legislation. The Court rejected this argument, holding that the implementing legislation clearly falls within their jurisdiction under Art. IX, Sec. 32.

Although this is very good news for TMCG, there is still a long road ahead. We are over the first hurdle. Each side will now prepare motions for Summary Disposition, which make the arguments for why each side thinks that they are correct in their legal reasoning. Our legal team will meet very soon to sharpen winning arguments.

We greatly appreciate your continued interest and support!

Sincerely,

Sara Kandel
sara.kandel@michcongov.org
(586)306-0111
www.michcongov.org

Lee Kilbourn
Mayor, City of Auburn
President, Michigan Association of Mayors
113 E. Elm St.
Auburn, MI 48611
City Hall: [989.662.6761](tel:989.662.6761)
Cell: [989.859.7004](tel:989.859.7004)
mayorkilbourn@aubummi.org

Post your message to the list by sending it to MAM@listserv.mml.org.

To contact the list owner, send your message to
MAM-list-owner@listserv.mml.org.

Michigan Municipal League 1675 Green Road Ann Arbor, MI 48105-2530 USA

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<<http://cgi.mail-list.com/u?ln=mam&nm=westbranchmayor%40gmail.com>>



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

NICK A. KHOURI
STATE TREASURER

May 3, 2017

Ms. Grace
City of West Branch City Manager
121 N. 4Th St.
West Branch, MI 48661

Copy of letter sent to homeowners for the AMAR

The State Tax Commission (STC) has contracted with Tax Management Associates (TMA) to conduct an Audit of Minimum Assessing Requirements (AMAR) reviews statewide for any local unit that has not recently been reviewed. The County you reside in has been selected for the 2017 audit. As part of the AMAR review, TMA will be conducting **record card inspections** on a sample of properties within your local assessing unit. TMA staff working in your local unit will be equipped with a State of Michigan Contractor ID badge which will be displayed at all times.

Record card inspections are required to verify that the records used by the local unit assessor match what is physically located at the property. Measurements of the **exterior** of the home are required as are measurements of any and all structures on the property including: sheds, decks, porches, garages, utility buildings, pools, or any other structure erected on a property. TMA staff will have the local unit's assessment record card in their possession at the time of the inspection to ensure timely completion at your property.

TMA staff **will not** be required to enter the residence of a homeowner, but may interview the homeowner if they are home at the time of the inspection. Questions may be asked of the homeowner about some of the interior features of the home.

The AMAR review is designed to audit the local unit's assessment practices and provide the STC a detailed report of TMA's findings. **If you have any questions or feedback about our visit, please call TMA at 810-225-7605 or e-mail at AMAR@tma1.com.**

Please see a list of Frequently Asked Questions on the reverse side of this letter.

Sincerely,

Heather S. Frick, Executive Director
State Tax Commission

Al Consiglio, Director, New Projects
Tax Management Associates, Inc.

List of Frequently Asked Questions

1. Q: Why was my property selected?
A: A random sample of residential parcels in your City/Township was selected to be audited.
2. Q: Are all of the homes in my City/Township going to be inspected?
A: No. Tax Management Associates (TMA) is only performing inspections on a random sample of properties. Generally, 1% of the total homes in your City/Township are selected.
3. Q: What is AMAR?
A: AMAR stands for Audit of Minimum Assessing Requirements. TMA is performing this audit under contract with the Department of Treasury and every City/Township in your County will be reviewed.
4. Q: Who is TMA?
A: Tax Management Associates (TMA) is an auditing and consulting firm who has had a contract with the Department of Treasury since 2006. TMA's local office is in Brighton, Michigan. They provide many services to State and Local Governments in the area of property tax.
5. Q: What is this for?
A: The AMAR program assists the Department of Treasury and the State Tax Commission on getting an accurate measurement of how your local assessor is doing in performing their job duties.
6. Q: Why was I notified and not my neighbors?
A: Every property that was selected as part of the random sample will receive a letter in the mail in advance of TMA's field staff visiting your property. Properties not selected as part of the audit are not notified.
7. Q: Will my taxes go up?
A: No. TMA's findings will be reported back to the State Tax Commission. In the event TMA discovers large discrepancies, the State Tax Commission may require the local assessor to develop a corrective action plan for ALL properties within the jurisdiction, not just your property and others selected for the audit. TMA is not estimating or changing the value of your home.
8. Q: What is needed of me for the survey?
A: Answer a few brief questions, if you are home at the time of our inspection, and allow TMA field staff access to measure the exterior of your home and any other improvements on the property (i.e., pools, decks, porches, sheds, utility buildings, pole barns, etc.). At no time will TMA need access to the interior of your home.
9. Q: How long will this take?
A: Approximately 15-20 minutes, maybe longer if there are several improvements on the property to measure.
10. Q: Can I ask that field staff not visit my property?
A: Yes. If you would prefer not to have field staff visit your property, please contact TMA at 810-225-7605 or e-mail at AMAR@tma1.com.



97TH DISTRICT
STATE CAPITOL
P.O. BOX 30014
LANSING, MI 48909-7514
PHONE: (517) 373-8962
FAX: (517) 373-7195
E-MAIL: jasonwentworth@house.mi.gov

MICHIGAN HOUSE OF REPRESENTATIVES

JASON WENTWORTH
STATE REPRESENTATIVE

May 25, 2017

Dear Local Elected Officials,

I am holding a listening session on revenue sharing. This is open to all elected officials in the 97th District. It will be on a first-come basis as seating may be somewhat limited. Please share this with your entire board.

I will host this meeting and be joined by state Rep. James Lower who is the chair of the Local Government Committee. We are there to answer your questions on revenue sharing and hear the issues your local boards are struggling with. Please see the details below and RSVP as soon as possible.

WHAT: 97TH District revenue sharing – listening session

WHEN: June 16th from noon to 1:30 p.m.

WHERE: The Beaverton Activity Center
106 Tonkin St., Beaverton

RSVP: Rep. Jason Wentworth
jasonwentworth@house.mi.gov

If possible, please email your questions and concerns with your RSVP. This will allow us to better address as many as possible while focusing on the common issues first.

Sincerely,

Rep. Jason Wentworth

Mayor Reports

Council Reports

City Manager Reports

**Public
Comment
-Any
Topic**

Adjournment