

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET, MONDAY, APRIL 3, 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, and Police Chief Ken Walters.

All stood for the Pledge of Allegiance.

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Council reviewed paperwork submitted on behalf of the Humane Society for the use of Irons Park for the 2017 Mutt March.

Member Schaiberger asked Chief Walters if there had been any issues in the past and Chief Walters noted that there had not.

**MOTION BY SCHAIBERGER, SECOND BY SHOWALTER, TO APPROVE THE USE OF IRONS PARK FOR THE MUTT MARCH, WHICH WILL BE HELD ON SEPTEMBER 9, 2017 FROM 10AM-2PM WITH THE CONTINGENCY THAT THE PLAN IS APPROVED BY THE CHIEF OF POLICE.**

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

**No – None**

**Absent –None**

**Motion carried**

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Mark Pintar gave a Sting update and asked for the continued support of the City.

Member Showalter asked if it had been budgeted for and Manager Grace noted that it was in the budget.

**MOTION BY SHOWALTER, SECOND BY LUCAS, TO APPROVE THE CONTRIBUTION TO STING IN THE AMOUNT OF \$2,994.60 FOR SERVICES THEY PROVIDE TO THE CITY.**

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

**No – None**

**Absent –None**

**Motion carried**

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Christopher Germain of the Economic Development Corporation presented Council with the Report of Findings from the Redevelopment Ready Communities (RRC) best practice study.

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**MOTION BY SCHAIBERGER, SECOND BY LAWRENCE, TO APPROVE THE FOLLOWING RESOLUTION.**

**RESOLUTION #17-06**

WHEREAS, the City of West Branch Police Department has recently lost its only dedicated part-time officer; and

WHEREAS, the City Council has determined that if the costs associated with a part-time officer are transferred over to instead cover a portion of the costs associated with the hiring of a full-time officer, that it would be in the best interest of the City to amend the City budget as displayed below and proceed with the hiring of a full-time officer in order to provide better night patrol coverage for the City of West Branch,

NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council hereby adopt the following budget amendments for the fiscal year 2016/2017 budget:

**FUND 101 – GENERAL FUND**

	<b>BUDGET</b>	<b>AMENDED</b>
<b>CARRY OVER</b>	662,136.83	659,876.47
<b>REVENUE</b>	1,719,522	1,719,522
<b>EXPENDITURES</b>		
101-301.000-704.700 – wages part-time	16,200	14,470.40
101-301.000-703.700 – salaries and wages	97,244	101,498.00
101-301.000-710.701 – ot shift premium	3,500	541.70
101-301-000-710.700 - overtime	6,200	6,633.90
101-301-000-716.700 – bc/bs health insurance	33,000	33,673.00
101-301.000-718.700 – mers retirement (employer)	25,788	25,919.66
101-301.000-719.700 - long term disability	3,000	3,101.70
101-301.000-717.700 – life insurance	1,100	1,146.00
101-301.000-724.700 - unemployment ins benefit	1,000	1,108.00
101-301.000-720.700 - workers compensation	5,333	5,533.00
101-301.000-817.700 - uniforms	2,700	3,700.00

TOTAL EXPENDITURES (General Fund) 1,716,684 1,718,944.26

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

**No – None**

**Absent –None**

**Motion carried**

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**MOTION BY LAWRENCE, SECOND BY SCHAIBERGER, TO AUTHORIZE THE CITY MANAGER AND CITY ATTORNEY TO WORK TOGETHER TO NEGOTIATE A PROPOSED CONTRACT REGARDING THE POTENTIAL PURCHASE OR OPTION TO PURCHASE REAL PROPERTY, AS PREVIOUSLY DISCUSSED IN CLOSED SESSION PURSUANT TO MCL 15.268(d), SO THAT SAID PROPOSED CONTRACT CAN BE BROUGHT BACK TO COUNCIL FOR REVIEW BEFORE ANY SUCH PURCHASE OR OPTION TO PURCHASE IS FINALIZED.**

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

**No – None**

**Absent –None**

**Motion carried**

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**MOTION BY BENNETT, SECOND BY SCHAIBERGER, TO AUTHORIZE THE FILING OF THE TABULATED SCORING SHEET FOR THE CITY MANAGER’S RECENT REVIEW, OF WHICH THE CITY MANAGER, RECEIVED AN AVERAGE SCORE OF 4.56 OUT OF 5 POSSIBLE POINTS, WHICH TRANSLATES TO A SCORE OF BETWEEN “VERY GOOD”, AND “EXCELLENT”**

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

**No – None**

**Absent –None**

**Motion carried**

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Council discussed the different contract options for Manager Grace.

**MOTION BY SCHAIBERGER, SECOND BY WEILER, TO POSTPONE THE DECISION ON THE CITY MANAGER’S CONTRACT.**

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

**No – None**

**Absent –None**

**Motion carried**

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**MOTION BY SHOWALTER, SECOND BY WEILER, TO PAY THE BILLS IN THE AMOUNT OF \$46,443.52.**

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

**No – None**

**Absent –None**

**Motion carried**

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Manager Grace noted that she would recommend holding off on appointing a new Planning Commission member to see if former member Shirley McClenahen could return due to her health improving.

Mayor Lawrence noted that she would like to see us advertise more when we have open positions on Boards.

Member Schaiberger noted he would like to see a precedent set where open positions are actively sought and advertised for.

Manager Grace noted that part of the RRC recommendations was to strive to have as many different stakeholders as possible on the Planning Commission as well as other boards.

It was the consensus of Council to have Manager Grace come up with a posting policy and submit it to Council for approval upon completion.

**MOTION BY BENNETT, SECOND BY SCHAIBERGER, TO POSTPONE THE DECISION TO APPOINT A NEW PLANNING COMMISION MEMBER IN ORDER TO FORMULATE A MORE FORMALIZED ADVERTISING POLICY THAT IS REDEVELOPMENT READY COMMUNITY COMPLIANT.**

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

**No – None**

**Absent – None**

**Motion carried**

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**MOTION BY LAWRENCE, SECOND BY SCHAIBERGER, TO APPROVE THE MINUTES AND SUMMARY FROM THE MEETING HELD MARCH 20, 2017.**

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

**No – None**

**Absent – None**

**Motion carried**

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**MOTION BY SHOWALTER, SECOND BY TUTTLE, TO RECEIVE AND FILE THE TREASURER’S REPORT, INVESTMENT SUMMARY, AND BUDGET AMENDMENTS, AS WELL AS THE AIRPORT BOARD MEETING HELD FEBRUARY 15, 2017.**

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

**No – None**

**Absent –None**

**Motion carried**

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A communication from ICMA was shared and it was noted that Council had the option to vote on a new retirement trust option. It was the consensus of Council not to vote on the subject.

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Member Lucas noted that he recently attended the MML conference and that one of the main things they stressed was passing ordinances that promoted complete streets.

Member Bennett noted that the RRC Report of Findings was very informative but that it also would be a lot of work and recommended taking advantage of the matching funds to hire consultants that could help with completing the requirements.

Member Schaiberger reminded everyone of the West Branch/Rose City Music Boosters programs that will be coming up.

Member Weiler noted that he has received complaints about the amount of ducks in the City and that he has received some suggestions to add benches or tables for people to sit on along the River walk starting behind the Episcopal Church going toward to the covered bridge.

Member Tuttle noted that he was excited about the RRC report and for what it could do for the City.

Mayor Lawrence noted that she has also received complaints about the amount of ducks and the waste that they leave behind.

Mayor Lawrence noted that there were many trees cut down on the end of North Fifth and Sixth St and that it looked terrible. Manager Grace noted that Consumers cut them down because they were in the Consumers right of way. Mayor Lawrence asked if Manager Grace would contact Consumers to see if it could be cleaned up in any way.

Mayor Lawrence noted that she has begun going door-to-door downtown to talk with business owners and see if they had suggestions, complaints, ideas, etc.

Member Bennet recommended having more joint meetings with the DDA, Planning Commission, Retail Merchants, etc.

Member Showalter noted that he is in favor of more surveys or other ways to get more community involvement and public engagement.

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Chief Walters noted that if Council wanted, he could start the process of applying to get the permits needed to relocate ducks.

Chief Walters also thanked Council for continuing to support Sting because their work is invaluable to the police department.

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Mayor Lawrence adjourned the meeting at 7:30 pm.

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Denise Lawrence, Mayor

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John Dantzer, Clerk