

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, AUGUST 5, 2019.

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

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

Absent: None

Other officers present: City Manager Frank Goodroe, Clerk/Treasurer John Dantzer, County Commissioner Bruce Reetz, Planning Commission Vice Chairperson Bob David, and DDA Chairperson Samantha Fabbri.

All stood for the Pledge of Allegiance.

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As an addition to the agenda, County Commissioner Reetz gave a County update which included the approving of Mike Bowers as the new County Emergency Manager, noted they are working on the budget, they authorized a contract with the Ogemaw Humane Society for stray animals, they approved to explore the idea of a County Administrator, authorized the purchase of two EMS vans, and noted they are looking at a wage increase for the Commission on Aging.

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MOTION BY BENNETT, SECOND BY JACKSON, TO PAY BILLS IN THE AMOUNT OF \$137,344.56.

Yes — Bennett, Frechette, Jackson, Powley, Pugh, Weiler, Zimmerman

No – None

Absent – None

Motion carried

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MOTION BY FRECHETTE, SECOND BY PUGH, TO APPROVE MEMBER JOANNE BENNETT AS THE VOTING DELEGATE AND MAYOR PAUL FRECHETTE AS THE ALTERNATE VOTING DELEGATE FOR THE 2019 MML CONVENTION.

Yes — Bennett, Frechette, Jackson, Powley, Pugh, Weiler, Zimmerman

No – None

Absent – None

Motion carried

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MOTION BY PUGH, SECOND BY POWLEY, TO APPROVE THE APPLICATION TO THE MICHIGAN ECONOMIC DEVELOPMENT ASSOCIATION (MEDA) AND TO APPROVE THE ATTENDANCE OF MANAGER GOODROE AT THE MEDA BASIC COURSE.

Yes — Bennett, Frechette, Jackson, Powley, Pugh, Weiler, Zimmerman

No – None

Absent – None

Motion carried

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Grace Nowakowski spoke to Council on a special event permit submitted for the 2019 homecoming parade and asked for approval to have a paint the town program.

MOTION BY BENNETT, SECOND BY JACKSON, TO APPROVE THE OGEMAW HEIGHTS STUDENT COUNCIL SPECIAL EVENT PERMIT AS SUBMITTED AND AUTHORIZE THEM TO HOLD A PAINT THE CITY PROGRAM.

Yes — Bennett, Frechette, Jackson, Powley, Pugh, Weiler, Zimmerman

No – None

Absent – None

Motion carried

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MOTION BY BENNETT, SECOND BY WEILER, TO APPROVE THE FOLLOWING UPDATE TO APPENDIX B OF THE PERSONNEL POLICY.

APPENDIX B

CITY OF WEST BRANCH

Reimbursement of Expenses

The City of West Branch shall reimburse City officials and employees for reasonable expenses incurred in carrying out their duties for the City.

A. Spouses - Family - Guests:

The City will not reimburse conference, meal, travel and other related costs for spouses, family members or guests without prior approval by City Council.

B. Travel:

1. Mileage: Individuals using their personal vehicles for City business shall be reimbursed at the rate of fifty-eight (58) cents per mile subject to revision by the IRS Standard Mileage Rate. Ride sharing and/or the use of City vehicles are encouraged where appropriate.
2. Air Travel: Reimbursement for air travel shall not exceed coach rates. Employees should obtain authorization from the City Manager for air travel prior to travel.

3. Parking and Taxi Service: Necessary parking and taxi/shuttle service will be reimbursed, including gratuities, when the expense is accompanied by an appropriate receipt.

C. Lodging:

The costs for lodging incurred while on City business shall be reimbursed at the standard room rate. The City will not cover costs for suites or special rooms. Lodging is intended for single occupancy, officials. Employees/employees are not required to share room accommodations. (Travelers should obtain a Sales Tax Exempt form from the City Treasurer)

D. Meals:

Meal expenses will be reimbursed according to the following dollar maximums:

Breakfast:	\$15
Lunch:	\$22
Dinner:	\$35

A reasonable gratuity is allowed in the above meal rates. The City does not allow for the reimbursement of alcoholic beverages, and a separate receipt should be requested, so no alcohol appears on the meal receipt.

E. Miscellaneous:

Extra costs not related to City business such as personal telephone calls, movies, room service, laundry service, pre- and post-conference side trips, etc. shall not be reimbursed. Reimbursement for appropriate expense items not specifically covered under this policy shall require the advance approval of the City Manager.

F. Expense Advance or Reimbursement Forms:

In order to receive expense advances or reimbursements, the individual shall complete the appropriate request form and turn it in to the Clerk/Treasurer's office for processing.

Receipts must be attached for the following:

- a) Registration/conference/workshop costs.
- b) Lodging costs.
- c) Meals.
- d) Travel
 1. Personal vehicle mileage based on standard map mileage chart.
 2. Coach rate air travel.
 3. Parking costs.
 4. Taxi/shuttle costs.

Yes — Bennett, Frechette, Jackson, Powley, Pugh, Weiler, Zimmerman

No – None

Absent – None

Motion carried

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MOTION BY PUGH, SECOND BY ZIMMERMAN, TO APPROVE RESOLUTION 19-16 A DDA BUDGET AMENDMENT

RESOLUTION #19-16

WHEREAS, DDA reviews their revenues and expenditures on a monthly basis, and the City has reviewed its expense agreements with the DDA, and

WHEREAS, during this review it was determined that Fund 248 – DDA Operating Fund would exceed its budget; and

WHEREAS, the excess in revenue is due to the addition of tax revenue due to the reimbursement for the loss or personal property taxes and an increase in the current property tax and tax increment financing; and

WHEREAS, the expenses in the administration and transfer to general fund has decreased, and the contractual services has increased; and

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

FUND 248 – DDA fund

	BUDGET	AMENDED
ANTICIPATED CARRY OVER	22,151	22,151
REVENUE		
Dept. 000.000		
400.400 Tax increment financing	46,083	53,000
403.400 Current Property Tax Gen	14,500	20,000
408.400 Personal Property Tax loss reimbursement	0	35,300
634.400 Grant	45,000	45,000
664.400 Interest Income	250	250
695.400 Miscellaneous	400	400
TOTAL REVENUES	106,233	153,950
EXPENDITURES		
Dept. 000.000		
729.700 Flower project	5,000	5,000
750.700 Retail merchant	7,500	7,500
782.700 Administration	6,000	2,400
801.700 Contractual Services	69,133	129,750

935.703 Showmobile Expenses	300	300
948.700 Transfer to General Fund	15,300	7,500
956.700 Expenses	3,000	1,500
TOTAL EXPENDITURES	106,233	153,950

Yes — Bennett, Frechette, Jackson, Powley, Pugh, Weiler, Zimmerman

No – None Absent – None Motion carried

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MOTION BY FRECHETTE, SECOND BY BENNETT, TO ACCEPT THE CODE ENFORCEMENT REPORT AS SUBMITTED.

Yes — Bennett, Frechette, Jackson, Powley, Pugh, Weiler, Zimmerman

No – None Absent – None Motion carried

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MOTION BY JACKSON, SECOND BY FRECHETTE, TO APPROVE THE CITY OF WEST BRANCH FEE SCHEDULE AS SUBMITTED.

City of West Branch Fee Schedule

WATER/SEWER

hang 24 shut off hour notice	\$25
turn on/off during normal hours scheduled	\$15/ea
turn on/off after normal hours	\$100/ea
Sewer tap fee residential 6" or less	\$950
Water tap fee residential 3/4"	\$950
Water tap 4" or less fire suppression	\$2,000
Water tap larger than 4" fire suppression	\$3,000
Water ready to serve 3/4"	\$9.95
Water ready to serve 1"	\$17.69
Water ready to serve 1-1/2"	\$39.80
Water ready to serve 2"	\$70.76
Water ready to serve 3"	\$159.20
Water ready to serve 4"	\$283.02
Water per 1,000 gallons	\$5.23
Water debt per 1,000 gallons	\$1.30
Sewer ready to serve 3/4"	\$4.80
Sewer ready to serve 1"	\$8.54

Sewer ready to serve 1-1/2"	\$19.20
Sewer ready to serve 2"	\$34.14
Sewer ready to serve 3"	\$76.82
Sewer ready to serve 4"	\$136.56
Sewer per 1,000 gallons	\$4.98
Sewer collections per 1,000 gallons	\$1.52
Sewer debt per 1,000 gallons	\$6.26
Bulk water purchase per 1,000 gallons	\$10.41
Sprinkling meter used (includes tailpieces)	\$65.00
Sprinkling meter new (includes tailpieces)	\$162.00
Sprinkling meter new with cellular read	\$269.00

CEMETERY

Grave opening cremains	\$250
Grave opening full burial	\$500
Cemetery foundation by others	\$50
Cemetery foundation 20" X 32"	\$150
Cemetery 20" X 44"	\$200
Cemetery 20" X 56"	\$250
Flat stone placement	\$75
Cemetery lot City resident	\$400
Cemetery lot non City resident	\$800

MOBILE STAGE RENTAL

Rental of stage (maximum 15 mile radius)	400.00
Additional set up/pick up/ delivery costs	\$75/hr
Refundable deposit	\$200.00

PERMITS AND LICENSING

Parking permit (per year)	\$60
Peddlers and solicitors standard license (per day)	\$10
Fixed stand on private property	
Peddlers and solicitors event license (per event)	\$50
City event	
Peddlers and solicitors special use license (per day)	\$25
Fixed stand on public property	
Peddlers and solicitors general license (per day)	\$10
Peddlers and solicitors general (6 months)	\$50
Door to door in City - no fixed stand	
Right of way permit	\$25
Farmers Market (per day)	\$5
Farmers Market (full season)	\$50

Demolition permit	\$25
Driveway permit	\$25

ZONING

zoning permit residential	\$25
zoning permit comercial	\$50
Special Use permit	\$250
Zoning Variance	\$250
Amendment to zoning ordinance	\$250
Sign permit (permanent or temporary)	\$25
Lot splits first one	\$75
Additional lot splits	\$25

COUNCIL CHAMBERS

Council Chambers 1/2 day	\$50
Council Chambers full day	\$100
Refundable deposit	\$100
Each 1/2 hour beyond scheduled	\$25

PARKS

Large pavillion City resident	\$25
Large pavillion non City resident	\$50
Small pavillion City resident	\$10
Small pavillion non City resident	\$20
Gazebo City resident	\$20
Gazebo non City resident	\$40
Little League Pavillion resident	\$20
Little League Pavillin non resdient	\$40

TICKETS

General municipal infraction - first offense	\$50+costs
General municipal infraction - second offense	\$150+costs
General municipal infraction - third offense	\$500+costs
Parking too far from curb	\$25.00
Angle parking violations	\$25.00
Obstructing Traffic	\$50.00
Prohibited parking (signs unnecessary)	
(a) On sidewalk	\$25.00
(b) In front of drive	\$25.00
(c) Within intersection	\$25.00
(d) Within 15 feet of hydrant	\$50.00
(e) On crosswalk	\$25.00
(f) Within 20 feet of crosswalk or 15 feet of corner lot lines	\$25.00

(g) Within 20 feet of street side traffic sign or signal	\$25.00
(h) Within 50 feet of railroad crossing	\$25.00
(i) Within 20 feet of fire station Station entrance	\$25.00
(j) Within 75 feet of fire entrance on opposite side of street (signs required)	\$25.00
(k) Beside street excavation when traffic obstructed	\$50.00
(l) Double parking	\$50.00
(m) On bridge	\$25.00
(n) Within 200 feet of accident where Police in attendance	\$50.00
(o) Blocking emergency exit	\$50.00
(p) Blocking fire escape	\$50.00
In prohibited zone (signs required)	\$50.00
Parking in yellow zone (yellow paint on curb)	\$25.00
Parking in handicap zone without permit	\$100.00
Failure to display handicap sticker	\$25.00
In alley	\$25.00
Parking for prohibited purpose	
(a) Displaying vehicle for sale	\$25.00
(b) Working or repairing vehicle	\$25.00
(c) Displaying advertising	\$25.00
(d) Selling merchandise	\$25.00
(e) Storage over 24 hours	\$25.00
Wrong side of roadway	\$25.00
Loading zone violation	\$50.00
Bicycle parking violations	\$25.00
Prohibited overnight parking in City lot or on street	\$25.00
Illegal tampering/altering/transfer of any permit	\$500.00

BLIGHT

General municipal infraction - first offense	\$300+costs
General municipal infraction - second offense	\$400+costs
General municipal infraction - third offense	\$500+costs
General municipal infraction - third offense	\$500+costs

Yes — Bennett, Frechette, Jackson, Powley, Pugh, Weiler, Zimmerman

No – None Absent – None Motion carried

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MOTION BY BENNETT, SECOND BY JACKSON, TO APPROVE THE MINUTES AND SUMMARY FROM THE REGULAR MEETING AND THE MINUTES FROM THE CLOSED SESSION PORTION OF THE MEETING HELD JULY 29, 2019

Yes — Bennett, Ehinger, Frechette, Pugh, Weiler, Zimmerman

No – None

Absent – Jackson

Motion carried

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MOTION BY JACKSON, SECOND BY BENNETT, TO RECEIVE AND FILE THE TREASURER’S REPORT AND INVESTMENT SUMMARY, THE MINUTES FROM THE PLANNING COMMISSION MEETING HELD JUNE 11, 2019.

Yes — Bennett, Frechette, Jackson, Powley, Pugh, Weiler, Zimmerman

No – None

Absent – None

Motion carried

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A communication on blight and vacant land crisis in cities was shared.

A communication noting October 24 as Red Wings day in West Branch was shared.

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Mayor Frechette updated Council on the recent Michigan Mayor’s Association conference he attended and spoke on how well the downtown rodeo was attended.

Member Bennett spoke on the downtown rodeo and thanked everyone for their hard work.

Member Powley spoke on the downtown rodeo and how nice it was to see that many people downtown

Member Pugh spoke on the demolition of the old laundromat downtown.

Member Weiler spoke on the how well the downtown looks with the old laundromat gone.

Member Zimmerman also noted how well it looks without the old laundromat and thanked the Downtown Merchants and everyone involved for their work on the downtown rodeo.

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Pete Fabbri thanked the City for their support of the downtown rodeo.

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City Manager Goodroe gave the Manager’s report which included a communication on a book that will be shared upon receipt called “13 ways to kill your community”, shared a communication on a story called “all the queens’ horses” which focused on embezzlement, spoke on the laundromat demolition, noted a Planning Commission vacancy, spoke on a grant for video conference equipment, spoke on new orientation binders, a parking ticket permit procedure update, spoke on the potential of adding a Public Arts commission for the City, spoke

on using the County Prosecutor as the City Prosecutor, gave an update on the City cleaning position, and reminded Council of the employee appreciation picnic.

Fellow Samantha Fabbri noted that a computer would need to be purchased if the grant for the conference equipment was awarded.

MOTION BY ZIMMERMAN, SECOND BY JACKSON, TO APPROVE THE SUBMISSION OF THE NEMCOG CONFERENCE EQUIPMENT GRANT.

Yes — Bennett, Frechette, Jackson, Powley, Pugh, Weiler, Zimmerman

No – None Absent – None Motion carried

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City Manager Goodroe also spoke on the extra charges for warrant/lien services that is going to be charged by the 911 Authority which was discussed at the last meeting as well as the requirement of mandated services. He noted that the only option at this point is to appeal the decision to the County Commissioners.

MOTION BY ZIMMERMAN, SECOND BY JACKSON, TO ALLOW MANAGER GOODROE TO APPEAL TO THE COUNTY COMMISSIONERS THE DECISION OF 911 CHARGING FOR WARRANT/LIEN ENTRY

Yes — Bennett, Frechette, Jackson, Powley, Pugh, Weiler, Zimmerman

No – None Absent – None Motion carried

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Commissioner Bruce Reetz spoke on how well it looks with the old laundromat taken down and how well the exposed wall of the building next to it looks.

Eric Young also gave his support of how well downtown looked without the old laundromat.

Member Jackson as well as the Mayor and the rest of Council thanked Eric Young for his service to the Community and to the Herald.

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Mayor Frechette adjourned the meeting at ~~8:50 pm~~ 7:50 pm.