

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET, MONDAY DECEMBER 19, 2016.

Mayor William Ehinger called the meeting to order at 6:02 p.m.

Present: Mayor William Ehinger and Council Members Kim Ervans, Jim Hasty, Denise Lawrence, Dave Lucas, Tim Schaiberger, and Rusty Showalter.

Absent: None

Other officers present: City Manager Heather Grace, Treasurer/Clerk John Dantzer, Wastewater Treatment Plant Superintendent Dan Robb, Deputy Clerk/Treasurer Michelle Frechette, and Police Chief Ken Walters.

All stood for the Pledge of Allegiance.

Heather Neuhaus of the West Branch Chamber of Commerce thanked Council for allowing them to hold the Christmas parade and noted that it went well. She also asked Council to hold a Winter Family Fun Day on January 21, 2016 from 1-5pm at Irons Park.

**MOTION BY SCHAIBERGER, SECOND BY SHOWALTER, TO ALLOW THE CHAMBER OF COMMERCE TO HOLD A WINTER FAMILY FUN DAY AT IRONS PARK ON JANUARY 21, 2017, FROM 1-5PM.**

**Yes –Ehinger, Ervans, Hasty, Lawrence, Lucas, Schaiberger, Showalter**

**No – None**

**Absent –None**

**Motion carried**

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**MOTION BY SHOWALTER, SECOND BY LUCAS, TO PAY THE BILLS IN THE AMOUNT OF \$76,199.52.**

**Yes –Ehinger, Ervans, Hasty, Lawrence, Lucas, Schaiberger, Showalter**

**No – None**

**Absent –None**

**Motion carried**

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Mayor Ehinger noted that he would have to resign from the Airport Board Zoning Board of Appeals member as his term as Mayor is up. It was noted that typically the Mayor holds this position.

**MOTION BY SCHAIBERGER, SECOND BY SHOWALTER, TO APPOINT MAYOR ELECT DENISE LAWRENCE TO THE AIRPORT BOARD ZONING BOARD OF APPEALS STARTING JANUARY 1, 2017 UNTIL TO THE EXPIRATION OF HER TERM.**

**Yes –Ehinger, Ervans, Hasty, Lawrence, Lucas, Schaiberger, Showalter**

**No – None**

**Absent –None**

**Motion carried**

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Mayor Ehinger noted that there was an opening on the Planning Commission as member Tim Schaiberger has stepped down. He also noted that Mr. Schaiberger was the Chairman and that Mike Jackson was voted to take his place as Chair at the last Planning Commission meeting. Member Schaiberger noted that he stepped down when Planning Commission member Dan Weiler was elected to Council and created two Council Members on the Commission which isn't allowed under the Charter.

**MOTION BY SHOWALTER, SECOND BY LUCAS, TO ACCEPT WITH REGRET THE RESIGNATION OF TIM SCHAIBERGER FROM THE PLANNING COMMISSION AND TO APPOINT MIKE JACKSON AS THE NEW CHAIR OF THE PLANNING COMMISSION EFFECTIVE JANUARY 1, 2017.**

**Yes –Ehinger, Ervans, Hasty, Lawrence, Lucas, Schaiberger, Showalter**

**No – None**

**Absent –None**

**Motion carried**

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A water bill insert was presented for the Irons Park Patronicity grant and the West Branch Property Improvement Loan program.

Member Schaiberger asked if this would take us over the weight for the mailings.

Clerk Dantzer noted that these two would be combined on the front and back of the paper so it shouldn't increase the mailing cost.

**MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO APPROVE THE WATER BILL INSERT FOR THE PATRONICITY GRANT AND WEST BRANCH PROPERTY IMPROVEMENT LOAN PROGRAM AS LONG AS IT DOES NOT INCREASE THE PRICE OF POSTAGE.**

**Yes –Ehinger, Ervans, Hasty, Lawrence, Lucas, Schaiberger, Showalter**

**No – None**

**Absent –None**

**Motion carried**

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**MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO APPROVE PROCLAMATION 16-03**

**PROCLAMATION #16-03**

**WHEREAS, Kim Ervans was very dedicated to the citizens and businesses of the City of West Branch, and**

**WHEREAS, Kim has served diligently on the West Branch City Council as a Council Member at Large from November 19, 2001 through December 31, 2016, as well as numerous other boards including the Airport Board, Fire Board, and IDC.**

**WHEREAS, the City could always depend on Kim to give of his time for the betterment of the Community, and**

**WHEREAS, Kim thought of the City needs before he thought of his own needs, and**

**WHEREAS, the West Branch City Council would like to recognize Kim for his many years of untiring and dedicated services to the City of West Branch,**

**NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council recognizes Kim Ervans for his hard work and dedicated service to the City of West Branch, and**

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

**Yes –Ehinger, Ervans, Hasty, Lawrence, Lucas, Schaiberger, Showalter**

**No – None**

**Absent –None**

**Motion carried**

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**MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO APPROVE PROCLAMATION 16-04**

**PROCLAMATION #16-04**

**WHEREAS, William Ehinger was very dedicated to the citizens and businesses of the City of West Branch, and**

**WHEREAS, Bill has served diligently on the West Branch City Council as a Council Member at Large from March 16, 1998 through September 7, 2014, and then as Mayor from September 8, 2014 through December 31, 2016, as well as numerous other boards, and**

**WHEREAS, the City could always depend on Bill to give of his time for the betterment of the Community, and**

**WHEREAS, Bill thought of the City needs before he thought of his own needs, and**

**WHEREAS, the West Branch City Council would like to recognize Bill for his many years of untiring and dedicated services to the City of West Branch,**

**NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council recognizes the Honorable William Ehinger for his hard work and dedicated service to the City of West Branch, and**

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

**Yes –Ehinger, Ervans, Hasty, Lawrence, Lucas, Schaiberger, Showalter**

**No – None**

**Absent –None**

**Motion carried**

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Manager Grace noted that the City has obtained a grant to add signage to the Riverwalk and needed to know if skateboarding and bikes were going to be allowed on the Riverwalk so they could put that information on the signs.

Mayor Ehinger noted that they have had problems in the Park in the past with skateboards.

Chief Walters noted that they did have problems with them and they were not allowed on the basketball courts or tennis courts. He further noted that in his opinion it would be better to have these people on the trail than on the roadway where it could be more dangerous. He also noted that they could address anyone seen acting in a destructive manner.

Member Ervans noted that he would like to see us look for grant opportunities to apply for a skateboard park and that they are used in several other places like Midland. That would give them a place to go to keep them off the road and places that they shouldn't be, he noted.

Member Schaiberger agreed and asked if there were any grant opportunities they could look into. Manager Grace noted that the Patronicity Grant that is currently underway can be done in rounds and they could look into making that next year's project.

Chief Walters said the City did look into building one years ago and it never worked out.

Member Schaiberger noted that it would bring people from surrounding communities.

Member Hasty noted his concern for the safety of people using the Riverwalk and that it is used by elderly and for walking dogs quite a bit. He agreed looking into a separate facility would be great.

Manager Grace noted they could look into specific language to promote safety.

A.J. Wirth addressed council that he has seen some areas mark a part of the trail off that all bicycles and skateboards must stay in.

Member Showalter noted his approval of looking into doing that and asked if we knew how wide the Riverwalk was.

DPW worker Jeff Brindley noted that it was 8' in most part but did narrow down to around 5' in some spots.

Mayor Ehinger recommended looking into ordinances of other areas that may have similar walks to see how they handle the issue.

**MOTION BY SCHAIBERGER, SECOND BY EHINGER, TO ALLOW BICYCLES AND SKATEBOARDING ON THE RIVERWALK.**

**Yes –Ehinger, Ervans, Hasty, Lawrence, Lucas, Schaiberger, Showalter**

**No – None**

**Absent –None**

**Motion carried**

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**MOTION BY SCHAIBERGER, SECOND BY SHOWALTER, TO CHANGE THE FIRST MEETING IN JANUARY TO TUESDAY JANUARY 3 AT 6:00 PM**

**Yes –Ehinger, Ervans, Hasty, Lawrence, Lucas, Schaiberger, Showalter**

**No – None**

**Absent –None**

**Motion carried**

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Manager Grace noted that the new wayfinding signs also have a spot for a logo and asked if they wanted the City emblem or another design. She submitted several alternative designs. A vote was taken from those in attendance and by Council.

Member Hasty noted he would like to just stick with a Smiley Tower logo.

**MOTION BY LUCAS, SECOND BY SCHAIBERGER, TO APPROVE THE SMILEY TOWER SITTING ON THE BENCH DESIGN AS THE LOGO ON THE RIVERWALK SIGNAGE.**

**Yes –Ehinger, Ervans, Hasty, Lawrence, Lucas, Schaiberger**

**No – Showalter**

**Absent – None**

**Motion carried**

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**MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO APPROVE RESOLUTION 16-20**

**RESOLUTION #16-20**

**WHEREAS, City staff compares the year to date actual with the budgeted amount of all revenue and expenditures monthly; and**

**WHEREAS, during this review it was determined that Fund 101 General Fund and 590 Sewer Fund were anticipated to exceed its budget due to an increase in salaries and wages,**

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

**FUND 101 – GENERAL FUND**

|                   | <b>BUDGET</b>  | <b>AMENDED</b> |
|-------------------|----------------|----------------|
| <b>CARRY OVER</b> | <b>579,228</b> | <b>518,268</b> |

|                           |                  |                  |
|---------------------------|------------------|------------------|
| <b>REVENUE</b>            | <b>1,631,402</b> | <b>1,631,402</b> |
| <b>EXPENDITURES</b>       |                  |                  |
| 101-172.000-703.700       | 63,250           | 74,916           |
| 101-284.000-705.700       | 52,801           | 66,027           |
| 101-253.000-703.700       | 45,480           | 53,965           |
| 101-201.000-703.700       | 61,147           | 73,300           |
| 101-441.000-703.700       | 51,772           | 59,559           |
| 101-301.000-703.700       | 97,244           | 106,548          |
| <b>TOTAL EXPENDITURES</b> | <b>1,687,260</b> | <b>1,748,220</b> |

**FUND 590 – SEWER FUND**

|                            |                |                |
|----------------------------|----------------|----------------|
|                            | <b>BUDGET</b>  | <b>AMENDED</b> |
| <b>CARRY OVER</b>          | <b>162,662</b> | <b>121,060</b> |
| <b>REVENUE:</b>            | <b>504,947</b> | <b>504,947</b> |
| <b>EXPENDITURES</b>        |                |                |
| 590-567-000-703.700        | 140,809        | 182,411        |
| <b>TOTAL EXPENDITURES:</b> | <b>506,003</b> | <b>547,605</b> |

**FUND 591 – WATER FUND**

|                      |                  |                  |
|----------------------|------------------|------------------|
|                      | <b>BUDGET</b>    | <b>AMENDED</b>   |
| <b>CARRY OVER</b>    | <b>1,076,476</b> | <b>1,076,476</b> |
| <b>REVENUE:</b>      | <b>226,609</b>   | <b>226,609</b>   |
| <b>EXPENDITURES:</b> | <b>317,429</b>   | <b>317,429</b>   |

**FUND 593 – COLLECTION FUND**

|                      |               |                |
|----------------------|---------------|----------------|
|                      | <b>BUDGET</b> | <b>AMENDED</b> |
| <b>CARRY OVER</b>    | <b>63,343</b> | <b>63,343</b>  |
| <b>REVENUE:</b>      | <b>58,043</b> | <b>58,043</b>  |
| <b>EXPENDITURES:</b> | <b>58,863</b> | <b>58,863</b>  |

Yes –Ehinger, Ervans, Hasty, Lawrence, Lucas, Schaiberger, Showalter

No – None

Absent – None

Motion carried

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**MOTION BY LAWRENCE, SECOND BY EHINGER, TO APPROVE THE MINUTES AND SUMMARY OF THE REGULAR MEETING HELD DECEMBER 5, 2016.**

**Yes –Ehinger, Ervans, Hasty, Lawrence, Lucas, Schaiberger, Showalter**

**No – None**

**Absent – None**

**Motion carried**

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**MOTION BY SHOWALTER, SECOND BY EHINGER, TO RECEIVE AND FILE THE MINUTES FROM THE PLANNING COMMISSION HELD NOVEMBER 22, 2016 AS WELL AS THE NOVEMBER POLICE DEPARTMENT REPORT AND THE TREASURERS REPORT.**

**Yes –Ehinger, Ervans, Hasty, Lawrence, Lucas, Schaiberger, Showalter**

**No – None**

**Absent –None**

**Motion carried**

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A communication was shared from the West Branch Area Retail Merchants Association commending the DPW for all of their hard work getting the downtown area cleaned up from the last big snow storm.

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Member Lawrence noted that EMS is has reviewed applications for the vacant director position and will begin interviews on four people next week.

Member Lawrence noted there was a great turnout for Christmas for Kids and thanked everyone for their help.

Member Hasty thanked Mayor Ehinger for his many years of service to the City.

Member Showalter noted that the Governor and Lt. Governor has stopped all bills on OPEB reform until next year so they could look at it further.



Mayor Ehinger noted there were openings on DDA, the Planning Commission, the Board of Review, and the Zoning Board of Appeals.

Mayor Ehinger handed out the City Employee appreciation gift certificates.

Manager Grace passed on apologies from DPW Superintendent Dennis Jameson for missing the meeting but noted that it was his anniversary and he had plans with his wife.

Contestants for the ugly sweater competition were voted on by people in attendance. A.J. Wirth won by vote.

Mayor Ehinger thanked everyone for all of the help and hard work over the years of him being on Council and as Mayor and welcomed the new Council Members.

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Manager Grace noted that the Patronicity Grant was underway and that they were 25% funded so far. She reminded everyone that it was to raise funds to increase the size of Fort Austin, add new swings, redo the basketball courts, and purchase an ice skating rink kit to put over the basketball courts in the winter to make an ice skating rink/hockey rink. She further noted that donations can be made on line, in person at City Hall, and at Chemical Bank and Mercantile Bank.

Manager Grace asked Council to change the policy on agenda items. She noted that she would like to set a deadline of noon on Wednesday prior to the Monday meeting. She noted that by doing that, they could get the tablets all loaded and ready for Council.

**MOTION BY SCHAIBERGER, SECOND BY SHOWALTER, TO ALLOW MANGER GRACE TO INSTITUTE A NEW AGENDA ITEM POLICY AND HAVE NOON THE WEDNESDAY PRIOR TO THE MEETING AS THE CUTOFF FOR AGENDA ITEMS.**

**Yes –Ehinger, Ervans, Hasty, Lawrence, Lucas, Schaiberger, Showalter**

**No – None**

**Absent -None**

**Motion carried**

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Lois Bergquist thanked Mayor Ehinger and Council Member Kim Ervans for all of their hard work and dedication to the City. She also thanked everyone on Council for their work this past year.

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Mayor Ehinger adjourned the meeting at 7:12 pm

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William Ehinger, Mayor

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John Dantzer, Clerk