

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET, MONDAY, FEBRUARY 5, 2018.

Mayor Denise Lawrence called the meeting to order at 6:02 p.m.

Present: Mayor Denise Lawrence and Council Members Joanne Bennett, 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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Bids were submitted for the water meter replacement RFP. Manager Grace noted that she was away all week at the Michigan Municipal Executives conference and; therefore, unable to discuss the bids with Clerk/Treasurer Dantzer and DPW Superintendent Killackey. It was her recommendation to postpone the decision so office staff could go over the bids in more depth to make an informed recommendation.

**MOTION BY SCHAIBERGER, SECOND BY LAWRENCE, TO POSTPONE THE DECISION ON THE WATER METER REPLACEMENT BIDS IN ORDER FOR THE CITY OFFICE STAFF TO HAVE MORE TIME TO LOOK INTO THE BIDS.**

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

**No – None**

**Absent –None**

**Motion carried**

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Manager Grace noted no bids were received for the cross connection inspection RFP. She noted that she could reach out to try and find someone interested in giving a quote.

**MOTION BY LAWRENCE, SECOND BY SHOWALTER, TO POSTPONE THE DECISION ON THE CROSS CONNECTION INSPECTION SERVICES AND ALLOW MANAGER GRACE TO REACH OUT TO FIND SOMEONE THAT WOULD BE INTERESTED IN GIVING A QUOTE.**

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

**No – None**

**Absent –None**

**Motion carried**

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Bids were submitted for the audit RFP. Manager Grace again noted because she was not in the office all week and able to discuss this, it was her recommendation to postpone the decision so office staff could go over the bids in more depth to make an informed recommendation.

**MOTION BY SHOWALTER, SECOND BY TUTTLE, TO POSTPONE THE DECISION ON THE AUDIT BID IN ORDER FOR THE CITY OFFICE STAFF TO HAVE MORE TIME TO LOOK INTO THE BIDS.**

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

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

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**MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO APPROVE BILLS IN THE AMOUNT OF \$35,830.15.**

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

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

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**MOTION BY SHOWALTER, SECOND BY LAWRENCE, TO APPROVE A WATER BILL INSERT FROM THE TOLFEE WELLES PARK AS LONG AS IT DOES NOT INCREASE THE COST OF POSTAGE.**

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

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

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Mayor Lawrence noted there were two applications received for the vacant Council Member position.

Meredith Schleicher and Mike Jackson introduced themselves and answered questions from Council.

**MOTION BY LAWRENCE, SECOND BY SCHAIBERGER, TO APPOINT MIKE JACKSON TO THE VACANT COUNCIL SEAT FOR A TERM TO EXPIRE DECEMBER 31, 2020.**

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

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

Clerk/treasurer John Dantzer gave Mike Jackson the oath and swore him into office.

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Council Member Schaiberger noted that because Mr. Jackson was currently the chair of the Planning Commission and they already had the maximum of three Council Members on the Planning Commission that he would request to submit his resignation from the Planning Commission in order for Mr. Jackson to continue to serve on the Commission.

**MOTION BY LAWRENCE, SECOND BY WEILER, TO ACCEPT THE RESIGNATION OF TIM SCHAIBERGER FROM THE PLANNING COMMISSION.**

**Yes — Bennett, Jackson, Lawrence, Schaiberger, Tuttle, Weiler**

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

It was the consensus of Council to post an opening for the Planning Commission Public Health segment.

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**MOTION BY LAWRENCE, SECOND BY SCHAIBERGER, TO APPOINT MIKE JACKSON TO THE AIRPORT BOARD.**

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

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

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**MOTION BY LAWRENCE, SECOND BY SCHAIBERGER, TO APPOINT MEREDITH SCHLEICHER TO THE RECREATION COMMITTEE.**

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

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

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**MOTION BY LAWRENCE, SECOND BY SCHAIBERGER, TO APPOINT DAN WEILER AS AN ALTERNATE TO THE WEST BRANCH AREA WASTE WATER TREATMENT PLANT AUTHORITY.**

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

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

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**MOTION BY LAWRENCE, SECOND BY BENNETT, TO APPROVE THE MINUTES AND SUMMARY FROM THE REGULAR MEETING HELD JANUARY 22, 2018.**

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

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

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**MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO RECEIVE AND FILE THE TREASURER'S REPORT AND INVESTMENT SUMMARY; ADMINISTRATIVE BUDGET AMENDMENTS; THE MINUTES FROM THE PLANNING COMMISSION MEETING HELD JANUARY 9, 2018; THE MINUTES FROM THE WASTE WATER TREATMENT PLANT AUTHORITY MEETING HELD OCTOBER 17, 2017; THE MINUTES FROM THE AIRPORT BOARD MEETING HELD DECEMBER 20, 2017; THE MINUTES FROM THE ZONING BOARD OF APPEALS MEETING HELD NOVEMBER 9, 2017; AND THE MINUTES FROM THE EMS BOARD MEETING HELD DECEMBER 21, 2017.**

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

**No – None**

**Absent –None**

**Motion carried**

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A communication on the airport 2017 Michigan Aviation System Plant and Layout Plan Update was shared.

Governor announcements from the state of the State that were discussed at the recent Michigan Municipal Executives conference were shared.

A brochure from the National League of Cities was shared.

**MOTION BY BENNETT, SECOND BY JACKSON, TO AUTHORIZE MANAGER GRACE TO ENROLL THE CITY IN THE NATIONAL LEAGUE OF CITIES FOR ONE YEAR CONTINGENT UPON THE YEARLY RATE BEING PRORATED OR THE YEARLY RATE TAKING AFFECT AND LASTING ONE YEAR FROM THE DATE OF ENROLLMENT.**

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

**No – None**

**Absent –None**

**Motion carried**

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A brochure for the Surline Elementary 2<sup>nd</sup> Annual Kids Wellness and Science Fair was shared. Manager Grace noted that the City did help sponsor a booth in collaboration with the EMS to advertise the CPR program that the City has been hosting. Manager Grace asked for any recommendations that Council may want to consider for this year.

Member Showalter welcomed Mr. Jackson to Council and thanked Ms. Schleicher for her interest as well as reminded everyone about the upcoming MML Capital Conference.

Member Jackson thanked everyone for the opportunity to serve on Council.

Member Bennett also welcomed Mr. Jackson to the Council and noted that she hoped to see more of Ms. Schleicher.

Member Schaiberger gave a Kids Club update.

Mayor Lawrence noted she recently attended some grand openings for new downtown businesses and noted an upcoming meeting focused on bringing back the Miss Victorian program.

Manager Grace updated Council on some of the highlights of the Michigan Municipal Executives conference and noted that she has had some recent inquiries for possible new businesses coming into town and that the Planning Commission should be hearing of them soon.

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Eric Young of the Ogemaw Herald asked if there were any updates on the vacant Kmart Building. Manager Grace noted that she has had some initial discussions with people and that she would be speaking with them soon to see if anything was finalized and if they were willing to release information.

Marsha Young asked if anything had been decided on the banner policy yet. Manager Grace noted that she did reach out to Consumers but has not heard back from them.

Mayor Lawrence noted she has had discussions with Walgreens about being able to use their digital sign to advertise local events. Member Showalter noted he was sure that the sign was originally approved contingent upon it being able to be used for local events.

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Chief Walters recommended the possibility of having first aid trainings at the Police Department instead of the CPR trainings.

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Mayor Lawrence adjourned the meeting at 6:45pm.

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Denise Lawrence, Mayor

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John Dantzer, Clerk