

RESCHEDULED REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET, TUESDAY JANUARY 3, 2017.

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

Present: Mayor Denise Lawrence and Council Members Joanne Bennett, Jim Hasty, Dave Lucas, Tim Schaiberger, Rusty Showalter, 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.

Manager Grace asked to have a sole source vendor request approved for the emergency replacement of a furnace that went out in City Hall that was over the \$2,500 Charter approval limit. She noted that she did not have time to go through a formal bidding process due to the need to get heat going as quickly as possible. She further noted that she did get bids from five companies and went with the lowest quote. In addition, she did put out an RFP for the replacement of the other two furnaces since they are the same age as the one that quick working.

MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO APPROVE THE SOLE SOURCE VENDOR REQUEST AND APPROVE THE BID FROM NORTHERN REFRIGERATION NOT TO EXCEED \$5,459.05

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

No – None

Absent –None

Motion carried

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MOTION BY LAWRENCE, SECOND BY SCHAIBERGER, TO GO INTO CLOSED SESSION PURSUANT TO MCL 15.268 (H).

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

No – None

Absent –None

Motion carried

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MOTION BY LAWRENCE, SECOND BY LUCAS, TO RETURN TO OPEN SESSION

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

No – None

Absent –None

Motion carried

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MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO ALLOW THE CITY ATTORNEY TO ENTER NEGOTIATIONS TO SELL A CITY PARCEL IN THE INDUSTRIAL PARK AT FAIR MARKET VALUE AND ANY COTS OR LEGAL EXPENSES ASSOCIATED WITH THE SALE OF THE LAND OR TO FOLLOW THROUGH WITH LITIGATION.

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

No – None

Absent –None

Motion carried

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MOTION BY SHOWALTER, SECOND BY LUCAS, TO PAY THE BILLS IN THE AMOUNT OF \$31,811.68.

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

No – None

Absent –None

Motion carried

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Manager Grace shared a correspondence from MERS noting a change in their service credit purchase policy and that they would need each municipality to determine if it will continue to offer employees the option to purchase additional service credit years and if so they are making some changes in how it is handled.

Member Showalter noted that he believed that they passed a motion to allow up to three (3) years in 2016.

Manager Grace noted that there was discussion at that time but no formal motion or policy was made on allowing up to three (3) years.

Member Bennett asked about any cost that might be associated with allowing the additional years. Manager Grace noted that the years of additional service credit is fully paid by the employee and the only risk is in the actuarial evaluation provided from MERS.

Mayor Lawrence noted her concern and questioned if MERS was even going to continue operating.

Member Showalter noted there could be some legislature coming that could change some pension laws due to the liability that is on the books for some municipalities.

Manager Grace noted that the legislature is looking first at OPEB changes before any pension changes so she doesn't see anything happening soon.

Chief Walters noted that this was an important benefit to employees.

Member Schaiberger noted he did not want to change anything that was negatively going to impact the employees if there was a minimal amount of risk to the City for additional costs.

Member Showalter noted that he did not believe it was going to have much of an effect on the City.

MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO ALLOW CITY EMPLOYEES TO PURCHASE UP TO TWO ADDITIONAL SERVICE CREDIT YEARS.

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

No – None

Absent –None

Motion carried

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MOTION BY LAWRENCE, SECOND BY BENNEETT, TO ADOPT PROCLAMATION 17-01

PROCLAMATION 17-01

WHEREAS, all children in the City of West Branch should have access to the highest-quality education possible; and,

WHEREAS, the City of West Branch recognizes the important role that an effective education plays in preparing all students in the City of West Branch to be successful adults; and,

WHEREAS, quality education is critically important to the economic vitality of the City of West Branch; and,

WHEREAS, the City of West Branch is home to a multitude of excellent education options from which parents can choose for their children; and,

WHEREAS, educational variety no only helps to diversify our economy, but also enhances the vibrancy of our community; and,

WHEREAS, our area has many high-quality teaching professionals who are committed to educating our children; and,

WHEREAS, School Choice Week is celebrated across the country by millions of students, parents, educators, schools, and organizations to raise awareness of the need for effective educational options;

NOW, THEREFORE BE IT RESOLVED, that the City of West Branch hereby recognizes January 22-28, 2017 as School Choice Week.

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

No – None

Absent –None

Motion carried

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MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO ALLOW ADOPT RESOLUTION 17-01

RESOLUTION #17-01

WHEREAS, the West Branch City Charter requires that the Council adopt a resolution stating the time and place of its regular meetings, and

WHEREAS, it is recommended that this be done on an annual basis,

NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council will hold its regular meetings in the Council Chamber of City Hall, 121 N. Fourth St. unless there is a motion to change the meeting location due to special circumstances, and

FURTHER BE IT RESOLVED, that all regular Council meetings will begin at 6:00 p.m. unless the Charter dictates otherwise or there is a motion to change the meeting time due to special circumstances, and

FURTHER BE IT RESOLVED, that the West Branch City Council shall meet on the 1st and 3rd Monday of each month unless there is a motion to change the meeting date due to special circumstances.

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

No – None

Absent –None

Motion carried

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MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO ALLOW ADOPT RESOLUTION 17-02

RESOLUTION #17-02

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

WHEREAS, during the mid fiscal review it was determined that revenues were understated and expenditures were overstated for Fund 101 General Fund; that revenues were overstated for Fund 150 Cemetery Perpetual Care; that revenues were understated and expenditures were overstated for Fund 202 Major Street; that expenditures were anticipated to exceed its budget for Fund 203 Local Street; that revenues were understated and expenditures were anticipated to exceed its budget for Fund 248 DDA; that revenues were understated and expenditures were anticipated to exceed its budget for Fund 251 Industrial Park, that expenditures were overstated for Fund 276 Housing, that revenues were understated for Fund 318 Sewer Debt, that revenue was understated for Fund 319 Water Debt; that revenues were understated for Fund 572 Plant Replacement; that revenue was understated and expenditures were anticipated to exceed its budget for 590 Sewer; that revenue was understated and expenditures were anticipated to exceed its budget for Fund 591 Water; that revenues were understated and expenditures were anticipated to exceed its budget for Fund 593 Collection; that revenue was understated and expenditures were anticipated to exceed its budget for Fund 661.

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

FUND 101 – GENERAL FUND

	BUDGET	AMENDED
CARRY OVER	516,607	550,488
REVENUE		
101-000.000-590.400	60,000	66,000
101-000.000-593.400	9,000	9,500
101-000.000-597.400	5,000	6,000
101-000.000-664.400	1,000	600
101-000.000-671.400	0	16,000

101-000.000-695.400	10,000	70,000
101-000.000-695.405	5,000	8,400
101-301.000-695.400	150	1,500
101-441.000-695.400	2,000	500
101-441.000-695.410	15,000	650
101-441.000-695.415	5,000	1,000
101-721.000-657.400	750	900
101-751.000-634.400	0	20,000
TOTAL REVENUES	1,631,402	1,638,552

EXPENDITURES

101-101.000-703.700	9,500	13,800
101-101.000-715.700	650	1,060
101-172.000-703.700	74,916	72,719
101-172.000-714.700	1,000	1,091
101-172.000-715.700	4,007	5,493
101-172.000-718.700	13,600	7,074
101-172.000-719.700	900	950
101-172.000-720.700	1,900	2,020
101-201.000-702.700	500	0
101-201.000-703.700	73,300	68,016
101-201.000-714.700	959	1,091
101-201.000-715.700	4,300	5,225
101-201.000-718.700	6,696	2,417
101-201.000-719.700	1,000	792
101-201.000-720.700	1,900	1,789
101-201.000-956.700	5,800	4,000
101-228.000-977.700	0	1,000
101-253.000-703.700	50	0
101-253.000-703.700	53,965	55,084
101-253.000-714.700	800	826
101-253.000-715.700	3,400	4,099
101-253.000-716.700	15,600	19,600
101-253.000-718.700	2,500	1,025
101-253.000-719.700	900	725
101-253.000-720.700	1,200	1,400
101-253.000-727.700	0	750
101-253.000-956.700	350	500
101-265.000-703.700	5,060	5,210
101-265.000-710.700	100	220
101-265.000-714.700	100	107
101-265.000-715.700	270	312
101-265.000-718.700	23	54
101-265.000-720.700	200	241
101-266.000-801.700	16,000	12,000
101-284.000-703.700	4,700	5,210

101-284.000-714.700	100	107
101-284.000-715.700	250	289
101-284.000-718.700	14	42
101-284.000-720.700	200	238
101-284.000-801.700	2,100	3,800
101-301.000-703.700	106,548	97,244
101-301.000-705.700	66,027	61,970
101-301.000-714.700	3,200	3,556
101-301.000-715.700	14,000	18,931
101-301.000-716.700	29,000	33,000
101-301.000-718.700	22,420	25,788
101-301.000-719.700	2,500	3,000
101-301.000-720.700	5,100	5,333
101-301.000-722.700	18,000	26,253
101-301.000-727.700	3,550	5,800
101-301.000-957.701	1,000	1,250
101-345.000-714.700	100	20
101-345.000-718.700	10	5
101-345.000-724.700	50	65
101-441.000-703.700	59,559	51,772
101-441.000-714.700	800	881
101-441.000-715.700	3,890	4,320
101-441.000-718.700	29,298	29,611
101-441.000-720.700	1,180	1,594
101-441.000-817.700	3,000	3,320
101-441.000-941.700	7,500	10,000
101-444.000-703.700	121	1,000
101-444.000-710.700	0	200
101-444.000-714.700	0	15
101-444.000-715.700	9	65
101-444.000-718.700	1	245
101-444.000-720.700	46	150
101-444.000-724.700	1	5
101-444.000-727.700	73	200
101-444.000-801.700	921	500
101-444.000-941.700	50	4,000
101-528.000-703.700	15,680	17,381
101-528.000-714.700	180	205
101-528.000-715.700	800	930
101-528.000-718.700	39	134
101-528.000-720.700	480	606
101-721.000-703.700	2,525	3,450
101-721.000-715.700	180	265
101-721.000-720.700	55	65
101-721.000-865.700	1,200	1,000
101-721.000-901.700	600	150

101-721.000-956.700	1,350	350
101-751.000-703.700	15,185	16,382
101-751.000-714.700	280	304
101-751.000-715.700	1,200	1,326
101-751.000-718.700	62	154
101-751.000-720.700	360	482
101-751.000-727.700	5,000	6,000
101-751.000-801.700	29,000	30,000
101-751.000-922.700	4,910	5,000
101-900.000-999.704	10,000	30,000
101-900.000-999.706	100,000	20,000
101-965.209-999.701	0	18,000
TOTAL EXPENDITURES	1,749,881	1,723,150

FUND 150 – CEMETARY PERP CARE

CARRY OVER	260,549	259,699
REVENUES		
150-000.000-642.400	1,200	500
150-000.000-664.400	650	50
TOTAL REVENUES	1,850	550
EXPENTITURES		
150-965.209-999.700	500	50
TOTAL EXPENDITURES	500	50

FUND 202 – MAJOR FUND

	BUDGET	AMENDED
CARRY OVER	348,571	517,765
REVENUE:		
202-000.000-419.400	8,000	15,714
202-000.000-503.400	250,000	0
202-000.000-634.400	0	1,250
202-000.000-664.400	350	175
202-000.000-695.400	0	219,377
TOTAL REVENUE	455,151	398,317
EXPENDITURES		
202-463.000-703.700	2,000	2,217
202-463.000-714.700	60	63
202-463.000-715.700	250	265
202-463.000-718.700	10	21

202-463.000-727.700	1,400	2,000
202-463.000-801.700	463,662	200,000
202-463.000-977.700	2,500	0
202-470.000-703.700	1,800	1,995
202-470.000-714.700	50	53
202-470.000-715.700	150	165
202-470.000-801.700	36,400	70,000
202-474.000-703.700	75	83
202-474.000-715.700	12	13
202-474.000-724.700	900	2,000
202-478.000-703.700	2,000	2,217
202-478.000-714.700	60	63
202-478.000-715.700	250	265
202-478.000-718.700	10	21
202-482.000.720.700	240	1,704
202-482.000-818.700	1,600	1,902
202-485.000-703.700	450	499
202-485.000-710.700	50	100
202-485.000-714.700	5	6
202-485.000-715.700	5	10
202-486.000-703.700	3,000	3,325
202-486.000-714.700	100	105
202-486.000-715.700	95	120
202-486.000-718.700	10	42
202-486.000-724.700	15	30
202-486.000-941.700	1,925	2,500
202-487.000-703.700	50	55
202-488.000-703.700	520	576
202-488.000-714.700	5	6
202-488.000-715.700	20	24
202-488.000-941.700	720	1,200
202-489.000-703.700	1,000	1,108
202-489.000-714.700	50	52
202-489.000-715.700	175	182
202-489.000-718.700	0	240
202-489.000-724.700	0	25
202-491.000-703.700	250	270
202-491.000-715.700	6	240
202-497.000-703.700	1,390	1,541
202-497.000-714.700	40	42
202-497.000-715.700	200	212
202-497.000-718.700	10	20
TOTAL EXPENDITURES:	628,746	402,718

FUND 203 – LOCAL FUND

	BUDGET	AMENDED
CARRY OVER	260,930	259,567
REVENUE:	96,803	96,803
EXPENDITURES		
203-451.000-703.700	210	233
203-451.000-715.700	6	8
203-463.000-703.700	4,065	4,506
203-463.000-714.700	90	96
203-463.000-715.700	350	384
203-463.000-718.700	20	46
203-463.000-727.700	1,400	1,800
203-474.000-703.700	400	443
203-474.000-714.700	10	11
203-474.000-715.700	10	13
203-474.000-718.700	10	12
203-478.000-703.700	2,590	2,871
203-478.000-714.700	50	54
203-478.000-715.700	300	321
203-478.000-718.700	10	26
209-482.000-720.700	310	370
TOTAL EXPENDITURES:	59,816	61,179

FUND 248 – DDA FUND

	BUDGET	AMENDED
CARRY OVER	35,413	53,302
REVENUE		
248-000.000-400.400	42,316	48,367
248-000.000-403.400	10,897	11,987
248-000.000-634.400	10,000	177,084
248-000.000-695.400	2,600	200
TOTAL REVENUE:	65,821	237,666
EXPENDITURES		
248-000.000-703.700	7,675	8,508
248-000.000-714.700	180	192
248-000.000-715.700	1,035	1,158
248-000.000-718.700	100	190
248-000.000-720.700	290	409
248-000.000-801.700	39,500	195,000
248-000.000-935.700	8,000	5,000
248-000.000-956.700	2,000	2,500
248-000.000-956.701	580	500

TOTAL EXPENDITURES:	100,397	254,333
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FUND 251 –INDUSTRIAL FUND

	BUDGET	AMENDED
CARRY OVER	226,270	238,751
REVENUE		
251-000.000-642.400	0	15,000
251-000.000-664.400	600	30
TOTAL REVENUE	600	15,030
EXPENDITURES		
251-000.000-703.700	1,750	1,940
251-000.000-714.700	10	13
251-000.000-715.700	40	55
251-000.000-718.700	5	16
251-000.000-720.700	290	409
251-000.000-801.700	1,035	2,750
TOTAL EXPENDITURES:	7,250	9,199

FUND 276 –HOUSING RESOURCE FUND

	BUDGET	AMENDED
CARRY OVER	92,647	94,647
REVENUE	22,080	22,080
EXPENDITURES		
276-000.000-801.700	2,000	10,000
276-493.000-850.700	10,000	0
TOTAL EXPENDITURES:	12,000	10,000

FUND 318 –SEWER DEBT FUND

	BUDGET	AMENDED
CARRY OVER	725,630	806,703
REVENUE		
318-000.000-625.400	341,527	422,000
318-000.000-626.400	3,000	3,600
TOTAL REVENUE	344,577	425,650

FUND 319 –WATER DEBT FUND

	BUDGET	AMENDED
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CARRY OVER	149,638	173,439
REVENUE		
319-000.000-625.400	79,699	103,500
TOTAL REVENUE	80,499	104,300

FUND 572 –PLANT REPLACEMENT (R&I) FUND

	BUDGET	AMENDED
CARRY OVER	(1,462)	17
REVENUE		
572-000.000-625.400	7,950	9,450
572-000.000-626.400	80	60 TOTAL
REVENUE	8,035	9,515

FUND 590 – SEWER FUND

	BUDGET	AMENDED
CARRY OVER	121,060	212,660
REVENUE		
590-000.000-625.400	463,947	570,000
590-000.000-626.400	4,500	3,385
590-000.000-695.400	50	600
TOTAL REVENUE:	504,947	610,435

EXPENDITURES

590-567.000-703.700	182,411	182,252
590-567.000-714.700	2,300	2,734
590-567.000-715.700	9,700	13,175
590-567.000-716.700	30,689	35,755
590-567.000-718.700	35,000	37,260
590-567.000-720.700	4,400	4,612
590-567.000-724.700	500	600
590-567.000-941.700	8,500	11,000
TOTAL EXPENDITURES:	547,605	561,493

FUND 591 – WATER FUND

	BUDGET	AMENDED
CARRY OVER	1,167,296	1,192,191
REVENUE		
591-000.000-625.400	164,959	192,000
591-000.000-626.400	1,200	1,300

591-000.000-645.400	800	5,780
591-000.000-664.400	50	10
TOTAL REVENUE:	226,609	258,690

EXPENDITURES:

591-000.000-703.700	31,620	35,050
591-000.000-714.700	520	570
591-000.000-715.700	2,100	2,362
591-000.000-718.700	50	241
591-000.000-720.700	800	1,053
591-000.000-922.700	13,500	16,500
TOTAL EXPENDITURES	317,429	324,615

FUND 593 – COLLECTION FUND

	BUDGET	AMENDED
CARRY OVER	63,343	71,157

REVENUE

593-000.000-625.400	48,978	58,000
593-000.000-626.400	495	500
TOTAL REVENUE:	58,043	67,070

EXPENDITURES:

593-557.000-703.700	9,141	10,133
593-557.000-714.700	162	176
593-557.000-715.700	675	751
593-557.000-718.700	20	75
593-557.000-720.700	245	318
TOTAL EXPENDITURES	58,863	60,076

FUND 661 – EQUIPMENT FUND

	BUDGET	AMENDED
CARRY OVER	774,784	846,460

REVENUE

661-000.000-614.400	47,000	120,000
TOTAL REVENUE:	201,450	274,450

EXPENDITURES:

661-000.000-703.700	10,000	11,085
661-000.000-714.700	250	266
661-000.000-715.700	800	883
661-000.000-718.700	10	70
661-000.000-720.700	400	480

TOTAL EXPENDITURES

231,479

232,803

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

No – None

Absent –None

Motion carried

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MOTION BY LAWRENCE, SECOND BY SCHAIBERGER, TO APPOINT JIM HASTY AS MAYOR PRO TEM FOR JANUARY 1, 2017-DECEMBER 31, 2017.

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

No – None

Absent – None

Motion carried

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MOTION BY SHOWALTER SECOND BY BENNETT, TO AUTHORIZE MANAGER HEATHER GRACE, CLERK/TREASURER JOHN DANTZER, MAYOR DENISE LAWRENCE, AND MAYOR PRO TEM JIM HASTY AS DEPOSITORS AND TO SIGN ALL CHECKS AND BANK WITHDRAWALS AT BANKS REQUIRING TWO SIGNATURES.

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

No – None

Absent – None

Motion carried

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Member Showalter noted that they could look into using other institutions such as State Farm Bank for potential higher CD returns.

Member Schaiberger noted that Huron Community Bank is also a bank that could be considered for use once they get the full bank up and running. He further noted that they could always change the authorization once they know they are up and running.

MOTION BY SHOWALTER SECOND BY BENNETT, TO ALLOW STAFF TO BANK AT THE FOLLWING INSTITUTIONS: CHEMICAL BANK, MERCANTILE BANK, PNC BANK, AND NORTHLAND AREA FEDERAL CREDIT UNION.

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

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 19, 2016 AND THE WORK SESSION HELD DECEMBER 19, 2016.

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

No – None

Absent – None

Motion carried

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MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO RECEIVE AND FILE THE MINUTES FROM THE AIRPORT BOARD MEETING HELD NOVEMBER 16, 2016 AS WELL AS THE TREASURERS REPORT.

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

No – None

Absent –None

Motion carried

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A communication was shared noting that the City of West Branch was not on the plan for the Back to the Bricks 2017 tour because they are planning on touring Cities more on the West side of the State.

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Member Weiler asked about the Patronicity Grant. Manager Grace went over the highlights of the Grant.

Member Weiler also asked about the vacant position in the DPW. Manager Grace noted that they were just waiting on the health screening results of an applicant and a conditional offer of employment has been made.

Member Schaiberger welcomed the new members to Council and noted that he looked forward to working with them.

Member Hasty thanked everyone for their vote of confidence in being named Mayor Pro Tem.

Mayor Lawrence noted that she attended the last EMS board meeting and they did hire a new director and that she didn't vote in favor of the director and was not in favor of the contract package. She encouraged everyone to attend the next meeting on January 19 at 5:00.

Mayor Lawrence noted the next 911 board meeting is scheduled for Thursday, January 5 at 5:00 and encouraged people to attend.

Manager Grace congratulated the new Mayor, Mayor Pro Tem, and Council Members.

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Mike Jackson, Chairman of the Planning Commission, congratulated the new Mayor, Mayor Pro Tem, and Council Members.

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Mayor Lawrence adjourned the meeting at 6:50 pm

Denise Lawrence, Mayor

John Dantzer, Clerk