

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET, MONDAY, JANUARY 8, 2018.

Mayor Denise Lawrence called the meeting to order at 7:00 p.m.

Present: Mayor Denise Lawrence and Council Members Joanne Bennett, Tim Schaiberger, Rusty Showalter, and Dan Weiler.

Absent: Council Member Dave Lucas and Aron Tuttle

Other officers present: City Manager Heather Grace, Treasurer/Clerk John Dantzer, DDA Chairman Jason Stroebel, and Planning Commission Chairman Mike Jackson.

All stood for the Pledge of Allegiance.

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MOTION BY LAWRENCE, SECOND BY SCHAIBERGER, TO EXCUSE COUNCIL MEMBERS DAVE LUCAS AND AARON TUTTLE FROM THE MEETING.

Yes — Bennett, Lawrence, Schaiberger, Showalter, Weiler

No – None

Absent –Lucas, Tuttle

Motion carried

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DDA Chairman Jason Stroebel gave a DDA update noting they are continuing to work on signs for the vacant downtown businesses, updated the plans for ramp/steps on the N. Third parking lot, redoing bylaws, looking at Christmas lights, and noted that the Planning Commission and DDA have been working together.

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Bids were submitted for employee life insurance, short term, and long term disability policies.

Julie Hock spoke on the quote submitted by Diebold Insurance and answered questions.

Member Schaiberger noted that even though the quote from Diebold was a little bit more, he would rather keep the business local and the Diebold bid is still a savings from current rates.

Mayor Lawrence noted the Diebold coverage was better for the employees.

Manager Grace noted that if Council wanted, she could work on a local purchase policy. It was the consensus of Council to not proceed with a local purchase policy at this time.

MOTION BY BENNETT, SECOND BY SCHAIBERGER, TO AWARD THE BID FOR GROUP TERM LIFE INSURANCE, SHORT TERM, AND LONG TERM DISABILITY TO DIEBOLD INSURANCE AS SUBMITTED.

Yes — Bennett, Lawrence, Schaiberger, Showalter, Weiler

No – None

Absent –Lucas, Tuttle

Motion carried

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Bids were submitted for a new copier.

MOTION BY BENNETT, SECOND BY SCHAIBERGER, TO AWARD THE COPIER BID TO MILLER OFFICE MACHINES LLC AS SUBMITTED FOR A USED COPY MACHINE NOT TO EXCEED \$4,495.00.

Yes — Bennett, Lawrence, Schaiberger, Showalter, Weiler

No – None

Absent –Lucas, Tuttle

Motion carried

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MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO APPROVE BILLS IN THE AMOUNT OF \$70,708.44.

Yes — Bennett, Lawrence, Schaiberger, Showalter, Weiler

No – None

Absent –Lucas, Tuttle

Motion carried

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MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO APPROVE RESOLUTION 18-01

RESOLUTION #18-01

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, Lawrence, Schaiberger, Showalter, Weiler

No – None

Absent –Lucas, Tuttle

Motion carried

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A letter of resignation from Dave Lucas was shared.

MOTION BY BENNETT, SECOND BY SCHAIBERGER, TO ACCEPT WITH REGRET THE RESIGNATION OF COUNCIL MEMBER DAVE LUCAS AND TO DECLARE HIS SEAT VACANT.

Yes — Bennett, Lawrence, Schaiberger, Showalter, Weiler

No – None

Absent –Lucas, Tuttle

Motion carried

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MOTION BY SHOWALTER, SECOND BY BENNETT, TO SET THE APPOINTMENT OF A REPLACEMENT COUNCIL MEMBER TO FILL THE NEWLY CREATED VACANCY ON THE AGENDA OF THE FEBRUARY 5TH, 2018 MEETING; TO REQUIRE ALL INTERSTED PARTIES TO BE AVAILABLE FOR INTERVIEWS DURING THE FEBRUARY 5TH COUNCIL MEETING; TO REQUIRE ALL INTERESTED PARTIES TO SUBMIT A COMPLETED APPLICATION TO CITY HALL BY NOON ON JANUARY 31ST SO THAT SUBMISSIONS MAY BE INCLUDED IN COUNCIL PACKETS FOR THE FEBRUARY 5TH MEETING, AND TO HAVE CITY ADMINISTRATION ADVERTISE THE VACANCY AND AVAILABILITY OF APPLICATINS IN AS MANY WAYS AS POSSIBLE.

Yes — Bennett, Lawrence, Schaiberger, Showalter, Weiler

No – None

Absent –Lucas, Tuttle

Motion carried

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MOTION BY LAWRENCE, SECOND BY BENNETT, TO APPOINT COUNCIL MEMBER TIM SCHAIBERGER AS MAYOR PRO TEM FOR A TWO YEAR TERM TO EXPIRE DECEMBER 31, 2019.

Yes — Bennett, Lawrence, Schaiberger, Showalter, Weiler

No – None

Absent –Lucas, Tuttle

Motion carried

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

Yes — Bennett, Lawrence, Schaiberger, Showalter, Weiler

No – None

Absent –Lucas, Tuttle

Motion carried

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

Yes — Bennett, Lawrence, Schaiberger, Showalter, Weiler

No – None

Absent –Lucas, Tuttle

Motion carried

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MOTION BY SCHAIBERGER, SECOND BY BENNETT, TO APPROVE RESOLUTION 18-02

Resolution # 18-02

Whereas, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, “the responsibility for street improvements, maintenance, and traffic operations work, and the development , construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for all shall represent the municipality in transactions with the State Transportation Department pursuant to this act.”

Now, therefore, be it resolved the this Honorable Body designate Heather Grace as the single Street Administrator for the City of West Branch in all transactions with the State Transportation Department as provided in Section 13 of the Act.

Yes — Bennett, Lawrence, Schaiberger, Showalter, Weiler

No – None

Absent –Lucas, Tuttle

Motion carried

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MOTION BY BENNETT, SECOND BY SCHAIBERGER, TO APPROVE THE MINUTES AND SUMMARY FROM THE SPECIAL MEETING HELD DECEMBER 27, 2017.

Yes — Bennett, Lawrence, Schaiberger, Showalter, Weiler

No – None

Absent –Lucas, Tuttle

Motion carried

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MOTION BY SHOWALTER, SECOND BY BENNETT, TO RECEIVE AND FILE THE TREASURER’S REPORT AND INVESTMENT SUMMARY, ADMINISTRATIVE BUDGET AMENDMENTS, THE IDC BOARD MINUTES FROM THE MEETING HELD JUNE 8, 2017, AND THE AIRPORT BOARD MINUTES FROM THE MEETING HELD NOVEMBER 15, 2017.

Yes — Bennett, Lawrence, Schaiberger, Showalter, Weiler

No – None

Absent –Lucas, Tuttle

Motion carried

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An Airport year in review communication was shared.

Mayor Lawrence noted that Member Lucas was on the Airport Board and that they would need someone to replace him. It was the consensus of Council to wait until after the new Council Member is appointed to name the Airport Board member replacement.

A Charter Cable communication was shared.

An insurance journal tax act update was shared.

A MML podcast communication was shared.

An Ogemaw Historical Society thank you was shared.

A notice of an Ogemaw County Commissioner special meeting to discuss 911 issues was shared.

A MML Capital Conference registration notice was shared.

A MEDA Capital Day communication was shared.

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Member Bennett noted she was sad to see Member Lucas go and wished him well.

Member Bennett also asked about looking at joining the National League of Cities.

Manager Grace commended the DPW for their snow removal and Police Officer Blake Beehler for his bravery in dealing with a house fire response.

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Jason Stroebel noted the DDA did approve Tracy Williams to the DDA and noted an issue at 147 Carpenter St.

Planning Commission Mike Jackson noted they are beginning the zoning and masterplan rewrite and brought up the issue of the Victorian theme downtown and the feeling by many that is was outdated. He noted that if Council wanted to change it, now was the time.

Mayor Lawrence adjourned the meeting at 8:00 pm.

Denise Lawrence, Mayor

John Dantzer, Clerk