

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIA VIDEO CONFERENCE IN THE COUNCIL CHAMBERS OF THE WEST BRANCH CITY HALL, 121 N. FOURTH STREET ON MONDAY, OCTOBER 5, 2020.

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

Present: Mayor Paul Frechette, Council Members Joanne Bennett, Mike Jackson (arrived at 6:06), Chris Powley, Ellen Pugh, Rusty Showalter, and Cathy Zimmerman.

Absent: none

Other officers present: Clerk/Treasurer/Acting Manager John Dantzer, Deputy Clerk/Treasurer Michelle Frechette, DPW Superintendent Mike Killackey, and Police Chief Ken Walters.

All stood for the Pledge of Allegiance.

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Acting Manager Dantzer added the Ogemaw County Interlocal Agreement to the agenda.

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Acting Manager Dantzer presented two street paving bids, one from Mid Michigan Asphalt and Hodgins Asphalt. Both bids now have matching square footage.

MOTION BY SHOWALTER, SECOND BY POWLEY, TO AWARD THE STREET PAVING BID TO HODGINS ASPHALT NOT TO EXCEED \$95,231.00.

Yes – Bennett, Frechette, Powley, Pugh, Showalter, Zimmerman

No – None

Absent – Jackson

Motion carried

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MOTION BY BENNETT, SECOND BY SHOWALTER, TO PAY BILLS IN THE AMOUNT OF \$91,651.69.

Yes – Bennett, Frechette, Powley, Pugh, Showalter, Zimmerman

No – None

Absent – Jackson

Motion carried

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MOTION BY FRECHETTE, SECOND BY BENNETT, TO ACCEPT THE RESIGNATION OF MANAGER GOODROE WITH REGRET.

Yes – Bennett, Frechette, Powley, Pugh, Showalter, Zimmerman

No – None

Absent – Jackson

Motion carried

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Discussion on Traffic Control Order 20-02. Chief Walters discussed the school traffic congestion area and how this should help the flow of traffic.

MOTION BY SHOWALTER, SECOND BY PUGH, TO APPROVE TRAFFIC CONTROL ORDER 20-02.

Yes – Bennett, Frechette, Jackson, Powley, Pugh, Showalter, Zimmerman

No – None

Absent – None

Motion carried

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Resolution # 20-22

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 Honorable Body designate John Dantzer 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.

MOTION BY BENNETT, SECOND BY POWLEY, TO APPROVE RESOLUTION 20-22 NAMING JOHN DANTZER AS THE STREET ADMINISTRATOR.

Yes – Bennett, Frechette, Jackson, Powley, Pugh, Showalter, Zimmerman

No – None

Absent – None

Motion carried

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RESOLUTION #20-23

WHEREAS, October 31st is the nationally recognized holiday of Halloween and has traditionally been the time children celebrate trick or treating, and

WHEREAS, the City of West Branch has traditionally set the hours of trick or treating in town in order to help increase safety and control order, and

WHEREAS, the City has traditionally annually set trick or treating hours on October 31st from 6:000 pm to 8:00 pm, and

NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council does hereby set the official celebration of Halloween in the City of West Branch on October 31st from 6:00 pm to 8:00 pm for each and every year, and

FURTHER IT BE RESOLVED, that any changes to future Halloween celebrations shall be done by the passage of a resolution

MOTION BY SHOWALTER, SECOND BY PUGH, TO APPROVE RESOLUTION 20-23 SETTING HALLOWEEN TRICK OR TREAT HOURS FROM 6PM TO 8PM IN THE CITY LIMITS.

Yes – Bennett, Frechette, Jackson, Powley, Pugh, Showalter, Zimmerman

No – None

Absent – None

Motion carried

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RESOLUTION #20-24

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

WHEREAS, during the review it was determined that the revenues in Fund 101, General Fund; Fund 202, Major Fund; Fund 209 Cemetery Fund; Fund 661, Equipment Fund will exceed their budget, and Fund 209, Cemetery Fund will exceed its expenditures, and

WHEREAS, in Fund 101, the City did not receive their August Statutory revenue sharing, underestimated recycling donations, received CARES act grant funds, moved Veteran Banner Contributions, received funds for the reimbursement of the March Presidential Primary that was not budgeted for; in Fund 202, received MDOT AWA revenue; in Fund 209, underestimated lot sales and increased expenditures for the replacement of a damaged headstone, in Fund 616, underestimated local street equipment rental revenue, and

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

GL NUMBER	DESCRIPTION	BUDGET	AMENDED BUDGET
Fund 101 -			
Revenues			
Dept 000.000			
101-000.000-401.000	TAXES CONTROL (MANDATORY)	0.00	0.00
101-000.000-403.400	CURRENT PROPERTY TAX GEN.OP.	926,946.00	926,946.00
101-000.000-404.400	CURRENT PROPERTY TAX REFUSE	185,472.00	185,472.00
101-000.000-446.400	PENALTIES AND INTEREST CUR.TA	9,211.00	9,211.00
101-000.000-448.400	ADMINISTRATIVE FEES ON CUR.TA	27,604.00	27,604.00
101-000.000-477.400	CABLE TV FRANCHISE FEES	37,200.00	37,200.00
101-000.000-540.400	MDOT FEDERAL REVENUE	0.00	0.00
101-000.000-564.400	INDUSTRIAL PARK	2,000.00	2,000.00
101-000.000-574.400	SALES (STATUTORY)	26,544.00	21,550.00
101-000.000-575.400	REVENUE SHARING (CONSTITUTIONAL)	175,000.00	175,000.00
101-000.000-577.400	LIQUOR LICENSE	4,280.00	4,280.00
101-000.000-590.400	SEWER FUND ADMINISTRATION	60,000.00	60,000.00
101-000.000-590.401	SEWER COLLECTION ADMIN.	16,000.00	16,000.00
101-000.000-591.400	WATER FUND ADMINISTRATION	20,000.00	20,000.00

101-000.000-592.400	LOCAL STREET ADMIN. FEE	4,400.00	4,400.00
101-000.000-593.400	MAJOR STREET ADMIN. FEE	9,500.00	9,500.00
101-000.000-594.400	CEMETERY ADMIN. FEE	1,000.00	1,000.00
101-000.000-597.400	DDA ADMINISTRATIVE	2,400.00	2,400.00
101-000.000-634.400	GRANT	0.00	0.00
101-000.000-661.400	MOTOR VEHICLE FUND	12,000.00	12,000.00
101-000.000-664.400	INTEREST INCOME	6,000.00	6,000.00
101-000.000-672.400	VETERAN BANNER CONTRIBUTIONS	0.00	3,800.00
101-000.000-695.400	MISCELLANEOUS	15,000.00	15,000.00
101-000.000-695.405	REFUSE RECYCLING DONATIONS	2,500.00	7,500.00
Total Dept 000.000		1,543,057.00	1,541,863.00

Dept 262.000 - ELECTIONS

101-262.000-634.400	GRANT	0.00	2,511.48
Total Dept 262.000 - ELECTIONS		0.00	2,511.48

Dept 301.000 - POLICE DEPARTMENT

101-301.000-528.000	OTHER FEDERAL GRANTS	0.00	34,802.00
101-301.000-578.400	IN-SERVICE TRAINING	400.00	400.00
101-301.000-634.400	GRANT	10,000.00	10,000.00
101-301.000-654.400	TRAFFIC BUREAU	2,000.00	2,000.00
101-301.000-655.400	ACCIDENT REPORTS	350.00	350.00
101-301.000-656.400	DISTRICT COURT FINES	4,500.00	4,500.00
101-301.000-674.000	CONTRIBUTIONS AND DONATIONS	3,000.00	3,000.00
101-301.000-693.400	NSF FEES	0.00	0.00
101-301.000-695.400	MISCELLANEOUS	500.00	500.00
101-301.000-695.401	MISC. ED. & TRAINING 302	650.00	650.00
101-301.000-695.407	FORFEITURE FUNDS	400.00	400.00
Total Dept 301.000 - POLICE DEPARTMENT		21,800.00	56,602.00

TOTAL REVENUES		1,595,257.00	1,636,376.37
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Fund 101 - GENERAL FUND:

TOTAL REVENUES		1,595,257.00	1,636,376.37
TOTAL EXPENDITURES		1,629,529.00	1,629,529.00
NET OF REVENUES & EXPENDITURES		0.00	6,847.37

Fund 101 - GENERAL FUND

Revenues

Dept 000.000

202-000.000-419.400	METRO ACT	8,900.00	8,900.00
202-000.000-503.400	MAP 21 FEDERAL REV	0.00	0.00
202-000.000-570.400	ACT 51 - STATE OF MICHIGAN	197,000.00	197,000.00
202-000.000-634.400	GRANT	0.00	0.00

202-000.000-664.400	INTEREST INCOME	1,200.00	1,200.00
202-000.000-677.400	TRUNKLINE MAINT. REIMBURSEMEN	20,000.00	20,000.00
202-000.000-695.400	MISCELLANEOUS	0.00	11,945.00
Total Dept 000.000		227,100.00	239,045.00

TOTAL REVENUES		227,100.00	239,045.00
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Fund 202 - MAJOR FUND:

TOTAL REVENUES		227,100.00	239,045.00
TOTAL EXPENDITURES		212,402.00	212,402.00
NET OF REVENUES & EXPENDITURES		0.00	26,643.00

Fund 209 - CEMETERY FUND

Revenues

Dept 000.000

209-000.000-610.400	TRANS FROM ECON. ADVANCE. 204	17,750.00	17,750.00
209-000.000-628.400	FOUNDATIONS	1,500.00	1,500.00
209-000.000-629.400	GRAVE OPENINGS	6,500.00	6,500.00
209-000.000-642.400	SALES OF LOTS	2,400.00	4,120.00
209-000.000-664.400	INTEREST INCOME	3,090.00	3,090.00
209-000.000-671.400	CONTRIBUTIONS	0.00	0.00
209-000.000-695.400	MISCELLANEOUS	0.00	0.00
209-000.000-696.400	TRANSFER FROM CEM. P.C.	0.00	0.00
Total Dept 000.000		31,240.00	32,960.00

TOTAL REVENUES		31,240.00	32,960.00
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Expenditures

Dept 000.000

209-000.000-703.700	SALARIES AND WAGES	13,000.00	13,000.00
209-000.000-710.700	OVERTIME	250.00	250.00
209-000.000-714.700	MANDATORY MEDICARE	192.00	192.00
209-000.000-715.700	SOCIAL SECURITY (EMPLOYER)	822.00	822.00
209-000.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	7,130.00	7,130.00
209-000.000-718.700	MERS RETIREMENT (EMPLOYER)	150.00	150.00
209-000.000-720.700	WORKERS COMPENSATION PREMIUM	390.00	390.00
209-000.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00
209-000.000-727.700	OPERATING SUPPLIES	476.00	476.00
209-000.000-782.700	ADMINISTRATION	1,000.00	1,000.00
209-000.000-801.700	CONTRACTUAL SERVICES	0.00	0.00
209-000.000-922.700	PUBLIC UTILITIES	300.00	300.00
209-000.000-941.700	EQUIPMENT RENTAL	7,500.00	7,500.00
209-000.000-956.700	EXPENSES	25.00	779.00

Total Dept 000.000		31,240.00	31,994.00
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TOTAL EXPENDITURES		31,240.00	31,994.00
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Fund 209 - CEMETERY FUND:			
TOTAL REVENUES		31,240.00	32,960.00
TOTAL EXPENDITURES		31,240.00	31,994.00
NET OF REVENUES & EXPENDITURES		0.00	966.00
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Fund 661 - EQUIPMENT FUND			
Revenues			
Dept 000.000			
661-000.000-601.400	WATER FUND EQUIPMENT RENTAL	25,000.00	25,000.00
661-000.000-602.400	SEWER FUND EQUIPMENT RENTAL	10,000.00	10,000.00
661-000.000-602.402	SEWER COLLECITON EQUIP. RENT	11,500.00	11,500.00
661-000.000-603.400	LOCAL STREET EQUIPMENT RENTAL	0.00	20,950.00
661-000.000-604.400	MAJOR STREET EQUIPMENT RENTAL	25,910.00	25,910.00
661-000.000-607.400	CEMETERY EQUIPMENT RENTAL	7,500.00	7,500.00
661-000.000-608.400	INDUSTRIAL PARK EQUIP. RENTAL	2,300.00	2,300.00
661-000.000-609.400	TRUNKLINE EQUIPMENT RENTAL	23,015.00	23,015.00
661-000.000-613.400	DDA EQUIP. RENTAL	0.00	0.00
661-000.000-614.400	GENERAL FUND EQUIP. RENTAL	56,800.00	56,800.00
661-000.000-634.400	GRANT	0.00	0.00
661-000.000-664.400	INTEREST INCOME	600.00	600.00
661-000.000-673.000	SALE OF FIXED ASSETS	10,000.00	10,000.00
661-000.000-695.400	MISCELLANEOUS	15,000.00	15,000.00
Total Dept 000.000		187,625.00	208,575.00
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TOTAL REVENUES		187,625.00	208,575.00
Fund 661 - EQUIPMENT FUND:			
TOTAL REVENUES		187,625.00	208,575.00
TOTAL EXPENDITURES		238,660.00	238,660.00
NET OF REVENUES & EXPENDITURES		(51,035.00)	(30,085.00)

MOTION BY SHOWALTER, SECOND BY BENNETT, TO APPROVE RESOLUTION 20-24.

Yes – Bennett, Frechette, Jackson, Powley, Pugh, Showalter, Zimmerman

No – None

Absent – None

Motion carried

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Acting Manager Dantzer presented the Social Media Policy as drafted by Attorney Meihn.

MOTION BY SHOWALTER, SECOND BY POWLEY, TO APPROVE SOCIAL MEDIA POLICY AS PRESENTED.

Yes – Bennett, Frechette, Jackson, Powley, Pugh, Showalter, Zimmerman

No – None

Absent – None

Motion carried

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Discussion on the MML Liability and Property Pool Director election. Annual election, all positions are unopposed. It was the consensus to have Acting Manager Dantzer submit votes for all nominees.

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Acting Manager Dantzer presented the STING FY 19/20 invoice. Discussion on change of leadership at the drug team and therefore causing the late timing of sending the invoice out. Acting Manager Dantzer recommended paying the invoice and doing a budget amendment to cover the cost from carryover.

MOTION BY SHOWALTER, SECOND BY PUGH, TO APPROVE THE STING FISCAL YEAR 19/20 INVOICE FOR PAYMENT.

Yes – Bennett, Frechette, Jackson, Powley, Pugh, Showalter, Zimmerman

No – None

Absent – None

Motion carried

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Discussion on the sale of an old, broken saw. Lucas Tierney submitted a purchase offer for the saw in the amount of \$200. Manager Dantzer stated that the total amount is under the City policy for having to go out to bid.

MOTION BY FRECHETTE, SECOND BY JACKSON, TO APPROVE SALE OF THE SAW TO LUCAS TIERNEY FOR \$200.00.

Yes – Bennett, Frechette, Jackson, Powley, Pugh, Showalter, Zimmerman

No – None

Absent – None

Motion carried

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Discussion on the Ogemaw County Interlocal Agreement. Manager Dantzer stated that we need to authorize the Mayor to sign the contract. Discussion regarding why this is needed when we have our own Assessor and the cost. It is coming down from the State level. Council asked to have Randy Booth attend a meeting to explain in depth.

MOTION BY FRECHETTE, SECOND BY BENNETT, TO POSTPONE THE OGEMAW COUNTY INTERLOCAL AGREEMENT.

Yes – Bennett, Frechette, Jackson, Powley, Pugh, Showalter, Zimmerman

No – None

Absent – None

Motion carried

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MOTION BY SHOWALTER, SECOND BY BENNETT, TO APPROVE THE MINUTES AND SUMMARY OF MINUTES FROM THE MEETING HELD SEPTEMBER 21, 2020; AS WELL AS THE CLOSED SESSION MINUTES FROM THE MEETING HELD SEPTEMBER 21, 2020.

Yes – Bennett, Frechette, Jackson, Powley, Pugh, Showalter, Zimmerman

No – None

Absent – None

Motion carried

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MOTION BY SHOWALTER, SECOND BY POWLEY, TO RECEIVE AND FILE THE TREASURER’S REPORT AND INVESTMENT SUMMARY.

Yes – Bennett, Frechette, Jackson, Powley, Pugh, Showalter, Zimmerman

No – None

Absent – None

Motion carried

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Mayor Frechette stated with the City Manager vacancy , Council has 90 days to fill it. He was open to comments regarding filling the position.

It was the consensus of the Council that if Acting Manager John Dantzer was interested, that the position be offered to him. Discussion on having the new contract run parallel with the City’s Personnel Policy.

MOTION BY SHOWALTER, SECOND BY PUGH, TO ALLOW MAYOR FRECHETTE TO WORK ON A CONTRACT WITH JOHN DANTZER FOR CITY MANAGER.

Yes – Bennett, Frechette, Jackson, Powley, Pugh, Showalter, Zimmerman

No – None

Absent – None

Motion carried

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Member Pugh stated that she would like to volunteer to work on a draft evaluation process so that the Manager gets a useful summary tool.

Member Pugh also stated that the next housing committee meeting is Thursday at noon.

Manager Dantzer stated the there is a MDOT kickoff meeting Tuesday, 10/6/20, to discuss the Houghton Ave project. Mayor Frechette noted to include the Planning Commission also.

Superintendent Killackey noted that the tree removal project is now done and the street repairs will be done in two weeks.

Member Zimmerman thanked the Police Department for their help.

Member Jackson noted that Meijer will be breaking ground in the spring of 2021 with an anticipated opening in 2022.

Mayor Frechette adjourned the meeting at 6:55pm.

Paul Frechette, Mayor

Michelle Frechette, Deputy Clerk/Treasurer