

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET, MONDAY, SEPTEMBER 18, 2017.

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

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

Absent: None

Other officers present: City Manager Heather Grace, Treasurer/Clerk John Dantzer, and Chief Ken Walters.

All stood for the Pledge of Allegiance.

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At 6:02 pm Mayor Lawrence noted there was a public hearing scheduled to take public comment on changes to the City’s Downtown Development Authority (DDA) and Planning Commission which would eliminate the Current DDA board and allow the Planning Commission to assume the duties and functions of the DDA thus making it a dual DDA/Planning Commission board,

MOTION BY LAWRENCE, SECOND BY SCHAIBERGER, TO OPEN THE PUBLIC HEARING TO TAKE PUBLIC COMMENT ON POSSIBLE CHANGES TO THE CITY’S DOWNTOWN DEVELOPMENT AUTHORITY AND PLANNING COMMISSION.

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

No – None

Absent –None

Motion carried

Member Showalter noted his major concern in order for him to consider it is that the DDA would have equal representation on the new board.

June Longstreet addressed her concern, as a member of the Planning Commission that the Commission did not realize this would cause some of the current members to possibly lose their positions.

Mayor Lawrence addressed questions about the number of members that would be on the new board and Council discussed different options.

Member Showalter asked if the requirements would stay the same as far where the DDA funds could be spent and it was noted that the rules would not change as far as the district where the DDA money would be allowed to be spent on.

MOTION BY LAWRENCE, SECOND BY SCHAIBERGER, TO CLOSE THE PUBLIC HEARING AT 6:18 PM

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

No – None

Absent –None

Motion carried

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As an addition to the agenda, City Manager Grace noted that Bridget Charles was currently on the agenda under scheduled matters from the floor to speak to Council on behalf of the Recreation Committee but asked to speak earlier due to a scheduling conflict. It was the consensus of Council to allow Ms. Charles to speak at this time.

Bridget Charles, on behalf of the City Recreation Committee, asked Council for funds not to exceed \$750 to sponsor a trunk or treat and zombie walk event that would be held on October 29.

Manager Grace noted that there was money available in the budget for community promotions.

MOTION BY WEILER, SECOND BY TUTTLE, TO ALLOW THE RECREATION COMMITTEE TO SPEND UP TO \$750 ON A TRUNK OR TREAT AND ZOMBIE WALK EVENT ON OCTOBER 29.

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

No – None

Absent –None

Motion carried

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As another addition to the agenda, Manager Grace submitted a heavy truck communication and it was noted that Clerk/Treasurer Dantzer has already reached out to the individual to see if they would be interested in attending a Council meeting to further discuss the communication.

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As another addition to the agenda, Manager Grace submitted a MML Liability and Property Pool voting request giving Council the option to vote on board members. It was noted that there were four candidates running for four open positions and that they have not voted in that situation in the past. IT was the consensus not to submit the vote.

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As another addition to the agenda, Manager Grace updated Council on the Homecoming Events and submitted a request to allow “Paint the Town” which would allow downtown merchants to paint their windows brown and gold to add school spirit downtown.

It was noted it was also the same weekend as the quilt walk.

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As another addition to the agenda, a water bill insert was submitted by Knit and Pearl.

MOTION BY BENNETT, SECOND BY SCHAIBERGER, TO ALLOW THE WATER BILL INSERT TO KNIT AND PEARL AS SUBMITTED AS LONG AS IT DOES NOT CAUSE THE POSTAGE COST TO INCREASE

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

No – None Absent –None Motion carried

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As another addition to the agenda, a WIN grant application was submitted on behalf of Grant Coordinator Kelli Collins for a \$6,600 grant to add a rain garden behind the West Branch Creative Arts building.

MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO APPROVE THE SUBMISSION OF THE WIN GRANT APPLICATION.

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

No – None Absent –None Motion carried

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Marcia Young and Ken Neubecker, on behalf of the West Branch Creative Arts, addressed Council to thank them for the use of Irons Park for the Victorian Art Fair and to ask for the use of it again in 2018 on Aug 11 and 12. They also noted they would be interested in donating some money to help pay for the replacement of garbage containers in the park.

MOTION BY SCHAIBERGER, SECOND BY SHOWALTER, TO APPROVE THE WEST BRANCH CREATIVE ARTS THE USE OF IRONS PARK FOR THE VICTORIAN ART FAIR ON AUGUST 11-12, 2018.

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

No – None Absent –None Motion carried

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June Longstreet addressed Council about a letter she received noting her being in violation of the board attendance policy and that she would be removed because of it. She noted she did call in on most of those days which she thought would excuse her and missed them to attend to her sick husband.

Manager Grace noted that Mrs. Longstreet has not been removed until a vote is taken which is required under the City Charter and Best Practices of the Redevelopment Ready Communities. She further noted that Mrs. Longstreet is eligible to reapply if she wanted to be renamed to the Planning Commission.

Member Showalter thanked Mrs. Longstreet for her many years of service to the City and noted she has been a great asset to the City.

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Bids were submitted for weed control throughout the City. Bids were received from TD Management and Central Pest Control. Bids were as follows:

TD Management

2017 Fall season - \$75/hour not to exceed \$4,500 a month labor and materials
2018 season - \$75/hour not to exceed \$3,000 a month labor and materials

Central Pest Control

\$53.85/ hour estimated at 130 hours for a total of \$7,000

MOTION BY BENNETT, SECOND BY TUTTLE, TO POSTPONE THE AWARDING OF THE CITY WEED CONTROL BID TO GATHER MORE INFORMATION.

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

No – None

Absent –None

Motion carried

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Bids were submitted for asphalt repairs throughout the City. Bids were received from Mid-Michigan Asphalt, Rieth Riley, and Hodgins Asphalt. Bids were as follows:

2" thick asphalt repairs.

Hodgins Asphalt \$4.30/sf for less than or equal to 250sf - \$2.70/sf for over 250sf
Rieth Riley \$8.50/sf for less than or equal to 250sf - \$6.50/sf for over 250sf
Mid-Michigan \$4.00/sf for less than or equal to 250sf - \$2.65/sf for over 250sf

3" thick asphalt repairs.

Hodgins Asphalt \$4.75/sf for less than or equal to 250sf - \$3.15/sf for over 250sf
Rieth Riley \$8.50/sf for less than or equal to 250sf - \$6.50/sf for over 250sf
Mid-Michigan \$4.60/sf for less than or equal to 250sf - \$3.00/sf for over 250sf

MOTION BY BENNETT, SECOND BY SCHAIBERGER, TO AWARD THE ASPHALT PATCHING BID AWARD TO MID-MICHIGAN ASPHALT AS PRESENTED.

Yes — Bennett, Schaiberger, Tuttle, Weiler

No – Lawrence, Lucas, Showalter

Absent –None

Motion carried

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MOTION BY LAWRENCE, SECOND BY SHOWALTER, TO APPROVE THE APPOINTMENT OF GLENDA COLCLASSURE TO THE ZONING BOARD OF APPEALS.

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

No – None

Absent –None

Motion carried

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MOTION BY SHOWALTER, SECOND BY LUCAS TO PAY BILLS IN THE AMOUNT OF \$60,211.03.

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

No – None

Absent –None

Motion carried

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Manager Grace noted she was still working on the Green and Local Purchasing Policy and would submit it upon completion at a future Council meeting.

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A resignation letter from Jan Hasty resigning from the Planning Commission was submitted.

MOTION BY BENNETT, SECOND BY SCHAIBERGER, TO ACCEPT THE RESIGNATION OF JAN HASTY FROM THE PLANNING COMMISSION.

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

No – None

Absent –None

Motion carried

MOTION BY SCHAIBERGER, SECOND BY LAWRENCE, TO INVITE MRS. HASTY TO A FUTURE MEETING TO ISSUE A PROCLAMATION TO THANK HER FOR HER MANY YEARS OF SERVICE.

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

No – None

Absent –None

Motion carried

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Manager Grace noted that she has received a proposal from NEMCOG for assistance in redoing both the City Masterplan and Zoning Code which is one of the requirements of the RRC program. She further noted, the RRC coordinator would like to have some additional stuff done by NEMCOG which would be grant eligible and that NEMCOG would be submitting a new proposal.

MOTION BY SHOWALTER, SECOND TUTTLE, TO POSTPONE THE DECISION ON THE MASTERPLAN AND ZONING REWRITE UNTIL AN UPDATED QUOTE IS RECEIVED.

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

No – None

Absent –None

Motion carried

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Manager Grace gave Council a water meter update and submitted a proposal from SLC meter to approve a no cost 30 day trial of their meters and billing program. It was noted that Council members and office staff would be used as the 10 locations for the free trial

MOTION BY SHOWALTER, SECOND SCHAIBERGER, TO APPROVE THE 30 DAY FREE WATER METER TRIAL FROM SLC METER AS PRESENTED.

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

No – None

Absent –None

Motion carried

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A request was submitted to hold a wedding in Irons Park on September 8, 2018. Manager Grace noted it was planned to be bigger than what is typically held so she wanted to get Councils approval.

Manager Grace noted there would be an estimated 400 people and they are planning on putting up a big tent which would require extra work for DPW to mark the park for any buried lines.

Member Showalter noted if there would be alcohol then he would want to see a constable required.

Manager Grace noted she would want to require them to have a certificate of liability insurance with the City named as an additional insured.

Mayor Lawrence asked if they planned to stay later than the park is open.

MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO POSTPONE A DECISION ON THE WEDDING REQUEST TO USE IRONS PARK TO GATHER MORE INFORMATION AND GET A SUGGESTED COST ON DPW LABOR FROM SUPERVISOR KILLACKY.

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MOTION BY WEILER, SECOND BY SCHAIBERGER, TO APPROVE THE 2016 PLANNING COMMISSION ANNUAL REPORT AS SUBMITTED.

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Chief Walters submitted cost proposals for different models of police vehicles available along with his recommendation of vehicle based on cost and reliability. He further noted he would be applying for a

USDA grant which would pay for approximately 55% of the total cost of the outfitted vehicle. He also noted that one of the requirements of the grant was to get Council approval to give him permission to submit the application.

MOTION BY SHOWALTER, SECOND BY SCHAIBERGER TO APPROVE CHIEF WALTERS TO PROCEED WITH THE APPLICATION PROCEESS FOR THE USDA GRANT AND SUBMIT IT ON THE CITY’S BEHALF.

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

No – None Absent –None Motion carried

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MOTION BY SCHAIBERGER, SECOND BY LAWRENCE, TO APPROVE THE MINUTES AND SUMMARY FROM THE MEETING HELD SEPTEMBER 5, 2017 AS WELL AS THE MINUTES FROM THE WORK SESSION HELD AUGUST 31, 2017

Yes — Bennett, Lawrence, Lucas, 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, INVESTMENT SUMMARY, AND POLICY AMENDMENT; THE MINTUES FROM THE PLANNING COMMISSINO MEETING HELD AUGUST 8, 2017; AND THE AUGUST POLICE REPORT.

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

No – None Absent –None Motion carried

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A letter from the Ogemaw County Road Commission noting the retirement of Michael Schultz and his replacement of Pat Reinke was shared.

Pictures of the new swings at Irons Park were shared and Manager Grace commended DPW for their hard work on the project.

A letter from MDEQ noting changes to the comprehensive cleanup criteria rules was shared.

A letter from MDEQ/DNR/MSP noting a call for immediate repair to the protective coating on the straits pipeline was shared.

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Member Showalter noted he attended the MML Conference and will have reports at the next meeting.

Member Bennett noted the next installment of the RBI meeting and invited other to attend. She also noted she also attended the MML Conference and received a lot of good information.

Member Schaiberger noted his excitement for the homecoming events and that the Ogemaw Kids Club is going great and they can always use volunteers.

Mayor Lawrence noted she also attended the MML Conference and noted she would like to start holding a State of the City address. She also noted one of the sessions she attended dealt with medical marijuana issues.

Manager Grace reminded everyone of the all class reunion on Saturday, October 7 and updated Council on the details.

Manager Grace updated everyone on the last West Branch initiative meeting and a millennial focus group meeting she had. She also noted that she would like to plan a meeting to get with all of the interested groups to work together on

Manager Grace summarized some of the information she received from the MML Convention including Making Small Towns, American Bloom Program, Council Code of Ethics, Emergency Vehicle Operations, Getting Redevelopment Ready Sites Moving, and Legalization of Marijuana in Colorado.

Council examined documents on attendance for DDA and Planning Commission boards.

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Mayor Lawrence adjourned the meeting at 7:55 pm.

Denise Lawrence, Mayor

John Dantzer, Clerk