

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, JUNE 3, 2019.

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

Present: Mayor Paul Frechette and Council Members Joanne Bennett, William Ehinger, Mike Jackson, Ellen Pugh, Dan Weiler, and Cathy Zimmerman.

Absent: None

Other officers present: City Manager Frank Goodroe, Clerk/Treasurer John Dantzer, Deputy Clerk/Treasurer Michelle Frechette, DPW Superintendent Mike Killackey, Police Chief Ken Walters, DDA Chairperson Samantha Fabbri, Planning Commission Vice-Chairperson Robert David, and County Commissioner Bruce Reetz.

All stood for the Pledge of Allegiance.

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Clerk Dantzer swore in Manager Frank Goodroe as the City Manager

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Mayor Frechette opened the public hearing on a 425 agreement between the City and Ogemaw Township.

No one wished to speak on the subject.

MOTION BY FRECHETTE, SECOND BY ZIMMERMAN, TO CLOSE THE PUBLIC HEARING.

Yes — Bennett, Ehinger, Frechette, Jackson, Pugh, Weiler, Zimmerman

No – None

Absent – None

Motion carried

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As an addition to the agenda, County Commissioner Bruce Reetz gave a County update which included paying bills, an update on the new EMS building, an update on the open emergency manager position, a hospital open house update, and announced the new inductees for the wall of honor.

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As an addition to the agenda, Pete Fabbri updated Council on the Back to the Bricks event including the road closures.

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Yes — Bennett, Ehinger, Frechette, Jackson, Pugh, Weiler, Zimmerman

No – None

Absent – None

Motion carried

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Clerk Dantzer updated Council on a recent meeting with Jim Tischler of the Michigan Land Bank and noted that he did offer to meet with Council at a work session to go over what the Michigan Land Bank has to offer. It was the consensus to have Clerk Dantzer set up a work session with Mr. Tischler.

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MOTION BY BENNETT, SECOND BY JACKSON, TO APPROVE RESOLUTION 19-13

RESOLUTION #19-13

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 and expenditures in Fund 101, General Fund; Fund 203, Local Street, Fund 248 DDA operating, and Fund 318 Sewer Debt will exceed their budget, and

WHEREAS, the revenues in Fund 101, general fund were understated in property taxes, statutory sales, revenue sharing, liquor licenses, interest income, and miscellaneous income, and the revenues were overstated in franchise fee revenue, sales of lots, and the expenditures were understated in the municipal properties due to the purchase of real property and the replacement of windows in City Hall, and

WHEREAS, the expenditures in the Fund 203, Local Street fund were understated in winter maintenance due to a heavy winter snowfall, and

WHEREAS, the revenues in Fund 248, DDA were understated in property taxes and miscellaneous income due to funds received from West Branch and Ogemaw Township DDA for the development of a joint downtown development plan, and

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

FUND 101 – General Fund

Fund 101 -	GENERAL FUND	BUDGET	AMENDED
Revenues			

Dept 000.000			
101-000.000-403.400	CURRENT PROPERTY TAX GEN.OP.	935,505.00	939,400.00
101-000.000-404.400	CURRENT PROPERTY TAX REFUSE	186,458.00	186,458.00
101-000.000-446.400	PENALTIES AND INTEREST CUR.TA	11,000.00	11,150.00
101-000.000-448.400	ADMINISTRATIVE FEES ON CUR.TA	31,000.00	32,200.00
101-000.000-477.400	CABLE TV FRANCHISE FEES	39,500.00	41,400.00
101-000.000-540.400	MDOT FEDERAL REVENUE	2,000.00	2,000.00
101-000.000-564.400	INDUSTRIAL PARK	2,000.00	2,000.00
	LOCAL COMMUNITY STABILIZATION		
101-000.000-573.400	SHARE	14,800.00	14,800.00
101-000.000-574.400	SALES (STATUTORY)	26,544.00	28,260.00
101-000.000-575.400	REVENUE SHARING (CONSTITUTIONAL)	179,350.00	180,852.00
101-000.000-577.400	LIQUOR LICENSE	3,600.00	3,950.00
101-000.000-580.400	FRANCHISE FEE REVENUE	79,000.00	42,000.00
101-000.000-590.400	SEWER FUND ADMINISTRATION	60,000.00	60,000.00
101-000.000-590.401	SEWER COLLECTION ADMIN.	32,000.00	32,000.00
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	9,000.00	9,000.00
101-000.000-634.400	GRANT	30,000.00	30,000.00
101-000.000-634.401	GRANT - ECONOMIC ADVANCEMENT	0.00	0.00
101-000.000-638.400	PROJECT INCOME	0.00	0.00
101-000.000-642.400	SALES OF LOTS	10,000.00	0.00
101-000.000-661.400	MOTOR VEHICLE FUND	12,000.00	12,000.00
101-000.000-664.400	INTEREST INCOME	2,800.00	7,400.00
101-000.000-671.400	CONTRIBUTIONS	500.00	500.00
101-000.000-695.400	MISCELLANEOUS	10,000.00	20,000.00
101-000.000-695.405	REFUSE RECYCLING DONATIONS	5,200.00	5,200.00
Total Dept 000.000		1,717,157.00	1,695,470.00

Dept 301.000 - POLICE DEPARTMENT

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	19,750.00	2,050.00
101-301.000-655.400	ACCIDENT REPORTS	300.00	450.00
101-301.000-656.400	DISTRICT COURT FINES	2,350.00	5,000.00
101-301.000-693.400	NSF FEES	0.00	0.00
101-301.000-695.400	MISCELLANEOUS	1,550.00	1,550.00
101-301.000-695.401	MISC. ED. & TRAINING 302	650.00	650.00
101-301.000-695.406	POLICE SAFETY INCOME	0.00	0.00
101-301.000-695.407	FORFEITURE FUNDS	400.00	0.00

Total Dept 301.000 - POLICE DEPARTMENT		35,400.00	20,100.00
Dept 441.000 - PUBLIC WORKS DEPARTMENT			
101-441.000-673.400	TRANSFER FROM DDA FUND	15,000.00	15,000.00
101-441.000-695.400	MISCELLANEOUS	200.00	700.00
101-441.000-695.410	MDOT REVENUE	35,000.00	35,000.00
101-441.000-695.415	OTHER GOV'T UNITS	4,000.00	4,000.00
Total Dept 441.000 - PUBLIC WORKS DEPARTMENT		54,200.00	54,700.00
Dept 721.000 - PLANNING AND ZONING			
101-721.000-598.400	PLANNING DEPARTMENT ADMIN FEE	0.00	0.00
101-721.000-657.400	PLANNING AND ZONING	7,700.00	1,000.00
Total Dept 721.000 - PLANNING AND ZONING		7,700.00	1,000.00
Dept 751.000 - PARKS AND RECREATION			
101-751.000-405.400	RENT REVENUE - 5120	1,600.00	1,600.00
101-751.000-409.400	VENDING MACHINES	2,200.00	2,200.00
101-751.000-634.400	GRANT	10,000.00	0.00
101-751.000-671.400	CONTRIBUTIONS	10,000.00	0.00
Total Dept 751.000 - PARKS AND RECREATION		23,800.00	3,800.00
TOTAL REVENUES		1,838,317.00	1,775,130.00
Expenditures			
Dept 265.000 - MUNICIPAL PROPERTIES			
101-265.000-703.700	SALARIES AND WAGES	5,400.00	5,400.00
101-265.000-710.700	OVERTIME	225.00	225.00
101-265.000-714.700	MANDATORY MEDICARE	81.00	81.00
101-265.000-715.700	SOCIAL SECURITY (EMPLOYER)	360.00	360.00
101-265.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	925.00	925.00
101-265.000-718.700	MERS RETIREMENT (EMPLOYER)	77.00	77.00
101-265.000-720.700	WORKERS COMPENSATION PREMIUM	215.00	215.00
101-265.000-724.700	UNEMPLOYMENT INS. BENEFIT	30.00	30.00
101-265.000-727.700	OPERATING SUPPLIES	6,400.00	6,400.00
101-265.000-801.700	CONTRACTUAL SERVICES	13,500.00	19,400.00
101-265.000-850.701	GRANT - CAMERAS	0.00	0.00
101-265.000-853.700	TELEPHONE/RADIO COMMUNICATION	2,050.00	2,050.00
101-265.000-922.700	PUBLIC UTILITIES	21,300.00	21,300.00
101-265.000-941.700	EQUIPMENT RENTAL	2,100.00	2,100.00
101-265.000-956.700	EXPENSES	1,300.00	1,300.00
101-265.000-977.700	CAPITAL ACQUISITIONS	0.00	137,350.00
Total Dept 265.000 - MUNICIPAL PROPERTIES		53,963.00	197,213.00
TOTAL EXPENDITURES		1,675,773.00	1,819,023.00

Fund 101:		
TOTAL REVENUES	1,838,317.00	1,775,130.00
TOTAL EXPENDITURES	1,675,773.00	1,819,023.00
NET OF REVENUES & EXPENDITURES	162,544.00	-43,893.00
ANTICIPATED CARRYOVER	892,096	848,203

FUND 203 LOCAL STREET

Fund 203	LOCAL STREET FUND		
Revenues			
Dept 000.000			
203-000.000-570.400	ACT 51 - STATE OF MICHIGAN	59,059.00	61,150.00
203-000.000-634.400	GRANT	0.00	2,000.00
203-000.000-664.400	INTEREST INCOME	352.00	925.00
203-000.000-680.400	TRANSFER FROM MAJOR STREET	40,000.00	40,000.00
203-000.000-695.400	MISCELLANEOUS	0.00	0.00
Total Dept 000.000		99,411.00	104,075.00
TOTAL REVENUES		99,411.00	104,075.00
Expenditures			
Dept 451.000 - CONSTRUCTION			
203-451.000-703.700	SALARIES AND WAGES	1,200.00	1,200.00
203-451.000-710.700	OVERTIME	40.00	40.00
203-451.000-714.700	MANDATORY MEDICARE	32.00	32.00
203-451.000-715.700	SOCIAL SECURITY (EMPLOYER)	31.00	31.00
203-451.000-718.700	MERS RETIREMENT (EMPLOYER)	36.00	36.00
203-451.000-720.700	WORKERS COMPENSATION PREMIUM	10.00	10.00
203-451.000-724.700	UNEMPLOYMENT INS. BENEFIT	200.00	200.00
203-451.000-801.700	CONTRACTUAL SERVICES	2,304.00	7,100.00
203-451.000-941.700	EQUIPMENT RENTAL	0.00	0.00
203-451.000-956.700	EXPENSES	0.00	0.00
Total Dept 451.000 - CONSTRUCTION		3,853.00	8,649.00
TOTAL EXPENDITURES		74,997.00	79,793.00
Fund 203 - LOCAL STREET FUND:			
TOTAL REVENUES		99,411.00	104,075.00
TOTAL EXPENDITURES		74,997.00	79,793.00
NET OF REVENUES & EXPENDITURES		24,414.00	24,282.00
ANTICIPATED CARRYOVER		369,118	393,400

FUND 248 DDA OPERATING

Revenues			
Dept 000.000			
248-000.000-400.400	TAX INCREMENT FINANCING	42,000.00	48,000.00
248-000.000-403.400	CURRENT PROPERTY TAX GEN.OP.	13,000.00	11,000.00
248-000.000-634.400	GRANT	0.00	0.00
248-000.000-664.400	INTEREST INCOME	50.00	250.00
248-000.000-695.400	MISCELLANEOUS	0.00	5,500.00
Total Dept 000.000		55,050.00	64,750.00

TOTAL REVENUES		55,050.00	64,750.00
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Fund 248 - DDA OPERATING FUND:

TOTAL REVENUES		55,050.00	64,750.00
TOTAL EXPENDITURES		54,565.00	54,565.00
NET OF REVENUES & EXPENDITURES		485.00	10,185.00
ANTICIPATED CARRYOVER		21,566	31,751

FUND 318 SEWER DEBT

Fund 318 - SEWER DEBT FUND

Revenues			
Dept 000.000			
318-000.000-625.400	BILLINGS	351,428.00	420,000.00
318-000.000-626.400	PENALTIES	3,122.00	3,122.00
318-000.000-627.400	TRANSFER FROM GENERAL FUND	0.00	0.00
318-000.000-664.400	INTEREST INCOME	45.00	575.00
Total Dept 000.000		354,595.00	423,697.00

TOTAL REVENUES		354,595.00	423,697.00
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Expenditures			
Dept 000.000			
318-000.000-802.700	CONTRIBUTION EXPENSE	18,795.00	18,795.00
318-000.000-994.700	BOND	95,184.86	150,140.00
318-000.000-995.700	INTEREST DUE ON BONDS	175,954.14	175,955.00
Total Dept 000.000		289,934.00	344,890.00

TOTAL EXPENDITURES		289,934.00	344,890.00
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Fund 318 - SEWER DEBT FUND:

TOTAL REVENUES		354,595.00	423,697.00
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TOTAL EXPENDITURES	289,934.00	344,890.00
NET OF REVENUES & EXPENDITURES	64,661.00	78,807.00
ANTICIPATED CARRYOVER	1,240,837	1,319,644

Yes — Bennett, Ehinger, Frechette, Jackson, Pugh, Weiler, Zimmerman

No – None Absent – None Motion carried

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MOTION BY ZIMMERMAN, SECOND BY PUGH, TO APPROVE THE SALE OF A USED OFFICE COUCH TO MICHELLE FRECHETTE IN THE AMOUNT OF \$200.00

Yes — Bennett, Ehinger, Frechette, Jackson, Pugh, Weiler, Zimmerman

No – None Absent – None Motion carried

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MOTION BY ZIMMERMAN, SECOND BY JACKSON, TO APPROVE THE MINUTES AND SUMMARY FROM THE MEETING HELD MAY 20, 2019.

Yes — Bennett, Ehinger, Frechette, Jackson, Pugh, Weiler, Zimmerman

No – None Absent – None Motion carried

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MOTION BY BENNETT, SECOND BY EHINGER, TO RECEIVE AND FILE THE TREASURER’S REPORT AND INVESTMENT SUMMARY, THE MINUTES FROM THE PLANNING COMMISSION MEETING HELD APRIL 23, 2019, AND THE MINUTES FROM THE DOWNTOWN DEVELOPMENT BOARD MEETINGS HELD APRIL 23, 2019 AND MAY 10, 2019.

Yes — Bennett, Ehinger, Frechette, Jackson, Pugh, Weiler, Zimmerman

No – None Absent – None Motion carried

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A MERS communication was shared.

A Charter cable update was shared.

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Mayor Frechette noted he attended the recent hospital open house and commented on the great attendance at the Memorial Day parade.

Member Bennett welcomed Manager Goodroe.

Member Ehinger also welcomed Manager Goodroe.

Member Pugh also welcomed Manager Goodroe.

Member Jackson also welcomed Manager Goodroe and reminded everyone of the upcoming Airport Fly-in.

Member Weiler also welcomed Manager Goodroe.

Member Zimmerman also welcomed Manager Goodroe.

Member Bennett reminded everyone of the upcoming open house for Manager Goodroe and the PTO Color Run.

Manager Goodroe addressed Council and noted that he is delighted to be in West Branch and is looking forward to working with the community.

Superintendent Killackey gave an update on the Fairview Road project.

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Mayor Frechette adjourned the meeting at 6:45 pm.