

RESCHEDULED REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON WEDNESDAY, AUGUST 8, 2018.

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

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

Absent: None

Other officers present: Treasurer/Clerk John Dantzer, DDA Chairperson Samantha Fabbri, and Police Chief Ken Walters.

All stood for the Pledge of Allegiance.

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As an addition to the agenda, a special event permit was submitted on behalf of Hannah and Autumn White to have a lemonade stand on the Saturday of the Victorian Art Fair on the Corner of Houghton Ave. and N. Valley to raise money for their aunt who was recently diagnosed with cancer

**MOTION BY SCHAIBERGER, SECOND BY TUTTLE, TO APPROVE THE SPECIAL EVENT PERMIT CONTINGENT UPON THE APPLICANT RECEIVING PERMISSION FROM THE OWNER OF THE LAND TO USE THEIR PRIVATE PROPERTY AND ALSO APPROVING THE WAIVING OF THE PEDDLERS AND SOLICITORS PERMIT.**

**Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler**

**No – None**

**Absent – None**

**Motion carried**

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As another addition to the agenda, a Consumers tree grant application was submitted on behalf of GPSCR Coordinator Kelli Collins.

**MOTION BY SCHAIBERGER, SECOND BY SHOWALTER, TO APPROVE THE CONSUMERS ENERGY 2018 TREE GRANT APPLICATION AS SUBMITTED.**

**Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler**

**No – None**

**Absent – None**

**Motion carried**

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As another addition to the agenda, a City cell phone stipend policy was submitted for approval.

Council Member Showalter raised questions on how the formula was calculated to come up with the amount of the stipend.

Council Member Bennett raised concerns if there was a cost comparison done to see what the cost of savings is to have the stipend instead of the City provided phones.

**MOTION BY BENNETT, SECOND BY JACKSON, TO POSTPONE THE APPROVAL OF THE CITY CELL PHONE STIPEND POLICY.**

**Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler**

**No – None**

**Absent – None**

**Motion carried**

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As another addition to the agenda, an updated contract was submitted on behalf of Lee Ann Fischer of Housing Consultants Services LLC. It was noted that their third party housing administrator contract was up for renewal. Clerk Dantzer noted that the rate was the same as approved in the past and that Ms. Fischer has been helpful in the past with City housing needs.

**MOTION BY SHOWALTER, SECOND BY WEILER, TO APPROVE THE HOUSING THIRD PARTY ADMINISTRATOR CONTRACT FROM HOUSING CONSULTANT SERVICES LLC AS PRESENTED.**

**Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler**

**No – None**

**Absent – None**

**Motion carried**

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Van Sheltroun addressed Council on a utility bill adjustment request. He noted that the water was from a leaking boiler system and that the water did not go to the sewage plant so he was requesting an adjustment on the sewer amount.

**MOTION BY LAWRENCE, SECOND BY SHOWALTER, TO APPROVE THE ONE TIME UTILITY BILL ADJUSTMENT REQUEST AND ADJUST THE BILL TO \$379.65**

**Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler**

**No – None**

**Absent – None**

**Motion carried**

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Mandi Chasey addressed Council with an EDC update and asked about having a new representative appointed to the EDC Board so they could move their meeting schedule back to the original date and time of the third Monday of the month at 5:15 pm.

**MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO APPROVE MIKE JACKSON BEING NAMED AS INTERIM EDC REPRESENTATIVE.**

**Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler**

**No – None**

**Absent – None**

**Motion carried**

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Rachel Smego addressed Council about the possibility of adding a library in the park and noted that it would include a box placed in the park with books where people could stop by and get them to read or drop off books they wanted to share with others.

It was noted that MDEQ approval would have to be granted.

It was the consensus of Council to have Ms. Smego look into funding options and report back to Council on what she was able to find out.

**MOTION BY JACKSON, SECOND BY SHOWALTER, TO APPROVE THE PLACEMENT OF A “LIBRARY” BOX IN IRONS PARK AT AN AGREED UPON LOCATION.**

**Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler**

**No – None**

**Absent – None**

**Motion carried**

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An outstanding invoice from Ogemaw County for the additional 911 billing was resubmitted for Council approval. Chief Walters noted that while a couple Townships have already paid, the majority have not. It was his recommendation to wait till it get closer to the September 30 due date and see what all of the other Municipalities and Townships eventually decide to do before the City pays.

**MOTION BY SCHAIBERGER, SECOND BY JACKSON, TO POSTPONE THE PAYMENT OF THE 911 INVOICE UNTIL MORE INFORMATION CAN BE GATHERED AND IF OTHER TOWNSHIPS ARE PAYING.**

**Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler**

**No – None**

**Absent – None**

**Motion carried**

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**MOTION BY SHOWALTER, SECOND BY BENNETT, TO PAY BILLS IN THE AMOUNT OF \$110,148.62**

**Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler**

**No – None**

**Absent – None**

**Motion carried**

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Clerk Dantzer went over the schedule for the LED light conversion throughout town and went over the payment and refunds status of the project.

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Updated DDA bylaws were submitted for approval.

Mayor Lawrence asked if the City attorney had looked them over and it was noted that she has not.

Member Showalter noted that he would like the City to pay for the attorney fees instead of the DDA if they were going to be looked over.

**MOTION BY LAWRENCE, SECOND BY BENNET, TO SUBMIT THE PROPOSED DDA BYLAWS TO THE CITY ATTORNEY TO LOOK THEM OVER AND RESUBMIT TO COUNCIL FOR APPROVAL AT THE NEXT MEETING.**

**Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler**

**No – None                                      Absent – None                                      Motion carried**

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**MOTION BY SCHAIBERGER, SECOND BY JACKSON, TO RESCHEDULE THE CITY COUNCIL MEETING FROM MONDAY, SEPTEMBER 3<sup>RD</sup> TO TUESDAY, SEPTEMBER 4<sup>TH</sup> AT 6:00 PM IN THE COUNCIL CHAMBERS.**

**Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler**

**No – None                                      Absent – None                                      Motion carried**

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A letter requesting the use of a portable tent at Irons Park was submitted on behalf of the Northland Area Federal Credit Union for their employee picnic.

**MOTION BY SCHAIBERGER, SECOND BY TUTTLE, TO ALLOW NORTHLAND AREA FEDERAL CREDIT UNION THE USE OF A PORTABLE TENT AT IRONS PARK CONTINGENT UPON LOCATION APPROVAL WITH DPW SUPERINTENDENT MIKE KILLACKEY.**

**Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler**

**No – None                                      Absent – None                                      Motion carried**

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A Special Event Permit for the Victorian Art Fair was presented.

**MOTION BY SCHAIBERGER, SECOND BY SHOWALTER, TO APPROVE THE SPECIAL EVENT PERMIT AS PRESENTED.**

**Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler**

**No – None                                  Absent – None                                  Motion carried**

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**MOTION BY BENNETT, SECOND BY SCHAIBERGER, TO APPROVE THE MINUTES AND SUMMARY FROM THE MEETING HELD JULY 16, 2018.**

**Yes — Bennett, Jackson, Lawrence, 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 AND INVESTMENT SUMMARY; MINUTES FROM THE PLANNING COMMISSION MEETING HELD JULY 10, 2018; MINUTES FROM THE SUMMER MUSIC SERIES MEETING HELD MAY 15, 2018; MINUTES FROM THE EMS MEETING HELD JUNE 21, 2018; MINUTES FROM THE AIRPORT BOARD MEETING HELD JUNE 20, 2018; MINUTES FROM THE FIRE BOARD MEETING HELD APRIL 17, 2018; AND THE MINUTES FROM THE BOARD OF REVIEW MEETING HELD JULY 16, 2018.**

**Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler**

**No – None                                  Absent –None                                  Motion carried**

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A rodeo sponsorship was shared.

**MOTION BY SCHAIBERGER, SECOND BY JACKSON, TO APPROVE THE SPONSORSHIP OF THE RODEO AT THE BRONZE LEVEL BECAUSE OF THE SERVICE IT PROVIDES TO THE CITY AND TO PAY FOR THE ADVERTISEMENT FROM THE CITY’S COMMUNITY PROMOTION LINE ITEM.**

**Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler**

**No – None                                  Absent – None                                  Motion carried**

An Airport Capital Improvements plan was shared.

A Charter Cable lineup change was shared.

The MML Convention reminder and annual meeting notice was shared.

MML Blog updates were shared.

A MidMichigan Health groundbreaking ceremony was shared.

A TR McTaggerts 50 years in business invitation was shared.

A Sting communication was shared.

A MDEQ wellhead protection plan approval letter was shared.

A MERS meeting invitation was shared. It was noted that a MERS employer representative was not yet selected to attend the meeting. It was also noted the Deputy Clerk/Treasurer Frechette was chosen as the employee representative.

**MOTION BY BENNET, SECOND BY JACKSON, TO NAME MANAGER GRACE AS THE EMPLOYER DELEGATE WITH CHIEF WALTERS AS THE ALTERNATE AND TO CONFIRM DEPUTY CLERK/TREASURER MICHELLE FRECHETTE AS THE EMPLOYEE DELEGATE .**

**Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler**

**No – None**

**Absent – None**

**Motion carried**

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Member Showalter asked if the City had named anyone as a voting delegate for the MML conference. Clerk Dantzer noted that no one has of yet because no one was registered for the conference. Member Showalter noted he is planning on attending the conference and would look into if he could be a voting delegate due to the fact he is on the MML Board.

Member Showalter congratulated Member Schaiberger for wining his election as well as congratulated all of those that turned in nominating petitions to run for City positions. Member Showalter noted concern over the return date for the City Manager. Member Showalter noted concerns over some current issues within the City. Member Showalter addressed rumors that he solicited people to run for Council and noted that they were true and he has always encouraged residents to get involved which is totally legal.

Member Bennett asked why the meeting had been rescheduled. Mayor Lawrence noted that she was going to be out of town on Monday and was unable to make contact with Mayor Pro Tem Schaiberger about his availability for the meeting due to the election so she rescheduled it to make sure either the Mayor or Mayor Pro Tem would be in attendance.

Member Schaiberger thanked everyone who voted for him and noted he was elected to serve as the Democratic candidate for the 103<sup>rd</sup> House of Representative and that is why he did not seek reelection to City Council. He further noted his encouragement to have people get involved.

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Eric Young of the Ogemaw Herald asked if anyone had a date of return to work for the City manager.

DDA Chairperson Samantha Fabbri addressed Council about a FOIA expense that was discussed at the last meeting. Clerk Dantzer noted that he did speak with the City auditor who advised the City that the FOIA expense should have been expensed based on who signed the request and further noted the request was made on City letterhead and was signed by the City Manager but it was noted as looking for DDA information.

Mayor Lawrence discussed issues with the Wayfinding signs and the importance of having those installed to direct people to the downtown area.

**MOTION BY SCHAIBERGER, SECOND BY JACKSON, TO REIMBURSE THE DDA \$600 IN FEES PAID FOR A FOIA REQUEST AND TO HAVE IT BILLED TO THE CITY INSTEAD.**

**Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler**

**No – None**

**Absent – None**

**Motion carried**

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Mayor Lawrence adjourned the meeting at 7:44 pm.

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Denise Lawrence, Mayor

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John Dantzer, Clerk