

## Meeting Minutes February 17th 2022

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Meeting Called to order by President B.Griffin at 4:00 PM

**Members Present** - Bob Griffin Jr., Greg Morris, Jim Morris, Ryan Munson, Laura Hanlon, Jay Spaulding Ryan Munson and Mark Pacella

**Members Absent** - Ken Gildner

**Other Present at Meeting** - Mark Dantzer ( Rec. Board ) Scott Bell, and Jeremy Hickmott

Meeting Minutes from November 11th 2021 were approved with motion by J. Morris and 2nd by M. Pacella. ALL YES on the Roll call.

**President's Comments:** Griffin Jr. gave the board information regarding the Parks and Recreation department including that revenues have double but with the increase in revenues so have expenditures. Some of those increase expenditures included tile work in the restrooms and equipment replacement. He also mentioned that expenditures have increased and also needed furnace repairs as well.

**Treasurer's Report:** Sent to the board from J. Spaulding and reported that the DDA funds combining the Checking and Savings accounts as of February 14th 2022 was \$306,380.00. Information was provided in the report showing a review of invoices that had been paid. The report also reflected information regarding the USDA Bond and its payment schedule that goes until 2029. It also included information about the most recent T.I.F Payment of \$125,326.26 which was a 23 thousand dollar increase compared to previous payments. Also of the total balance, \$100,000 of that has been committed to the Ogemaw RV Park improvements.

Motion by J. Morris and 2nd by L. Hanlon to accept the Treasurers report as presented. All Yes on Roll Call.

The following invoices were submitted to the Treasurer and approved for Payment.

- Jeremy R. Hickmott ( Contracted Work ), Invoice Number 1-12- \$1,000.00

Motion by G. Morris and 2nd by J. Morris to pay all Invoices as presented. - ALL YES on Roll Call.

### **NEW BUSINESS:**

**DDA BUDGET FISCAL 22-23:** The board was presented budget information from Hickmott which showed anticipated revenues and planned expenditures for the 2022-2023 fiscal year. Total planned revenues for the upcoming fiscal year total \$239,900 and total planned expenditures of \$155,350. It was mentioned that this does not include the planned

commitment to the RV Park and also in contracted services it does reflect the paving portion contracted for the pathway along M-55. The proposed budget does have the DDA with a budget surplus this year of \$84,550.

Motion by G. Morris 2nd by M. Pacella to accept the proposed 2022 - 2023 fiscal year budget as presented. ALL YES on Roll Call.

**CHAMBER OF COMMERCE FLYERS:** The board was presented with a request for a \$5,000 contribution from the West Branch Area chamber of commerce for the creation of new promotional flyers to be placed at welcome centers in the state of Michigan. The board had discussion about the relevance of flyers in the Technology age and if the contribution is really worth the money. The board decided to table the issue until its March meeting and potential more information will be provided on the need for the flyers.

**RECREATION BOARD CONTRIBUTION REQUEST-** The board was presented information by Mark Dantzer regarding a request that the DDA contribute to the construction and placement of a new accessory structure to be located at the recreation area at the corner of Dam Rd. and M-55. Dantzer told the board about the deteriorating condition of the current building and its uses which included storage and facility utilities like electric. The board also had questions regarding the facility uses and if there are fees associated with the facilities uses. Dantzer told the board that the facility has been and continues to be free for the community to use.

Motion by L. Hanlon 2nd by M. Pacella to contribute the full cost of the new accessory structure totaling \$8,500.00 with R. Munson abstaining from the vote. ALL YES on Roll call.

**DDA PROJECTS FOR FISCAL 2022-23 -** The Board had general discussion about what projects could be looked into for the upcoming fiscal year. Some of the projects included expanding way finding projects to include flags along the business loop much like the city of West Branch has but concerns over costs, wind issues, and overall maintenance could be handled during the summer season. It was also brought up that the two bridges need to be re-stained soon as well. There was some discussion about potentially looking into replacing the wood with a non wood material. The last topic on future projects was discussion regarding expanding sewer and water utilities in the DDA District. Several areas were discussed including in the Flowage lake area, on the dam road to the south of M-55 and along the I-75 Business loop.

**SCHEDULED INFORMATION MEETINGS** - Hickmott presented the board with two proposed dates for the state required two information meetings a year. The Dates would be April 21st and October 20th 2022. Bell also mentioned that these dates could also double as joint meeting between development related boards in the township in an effort to comply with the Redevelopment ready program the township is engaged in as well.

The board approved the above dates by general census of the board.

**ONGOING LIBRARY LEGAL ISSUES** - The board had discussion on how the legal challenges are proceeding with the township / DDA / and the Library. Hickmott provided information on that subject including where the status of the challenge is and the fact that it is going to a judge on April 15th 2022. The board requested that we try and find out what the costs have been to the library thus far. The board also questioned that if this proceeds along what the chances are of actually coming out ahead are and also if it is really worth proceeding along at this point versus the costs associated with it up to this point.

Motion by B. Griffin Jr. and 2nd by M. Pacella to draft a letter to the library board offering to settle this year and last year and to stop collecting in future years to come. ALL YES on Roll Call.

**OLD BUSINESS:**

**M-55 PATHWAY PROJECT** - Bell and Hickmott provided the board with information in regards to where the status of the project is overall. It was mentioned that work continues with MDOT regarding the final permit but that concerns remain with sediment control measures in the project area. Also it was mentioned that while we have sent easements out to all of the property owners in the area of the project that some of them have not sent them back and this is also causing some issues with MDOT and the final permit as well.

**LIGHT POLE REPAIRS** - Hickmott provided the board with an update regarding the lighting repairs on the business loop from Primary Electric. Primary stated that they are waiting on improvements in the weather and also waiting for the shipment of equipment to finish off the lights on the business loop. It was also stated that the DDA still has 6 retro fit kits to use when more lights happen to go out on the business loop.

**RV PARK UPDATE** - Information was provided in the presidents report regarding progress at the RV Park.

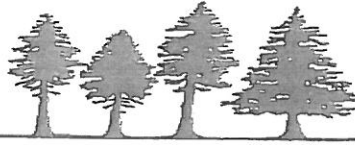
**Public Comments:** No Additional

The Date for the next DDA Meeting was planned for March 17th 2022 (St. Patrick's Day) at 4:00 PM at the West Branch Township Hall.

Motion by M. Pacella and 2nd by J. Morris to adjourn the Meeting at 5:19 PM.

Bob Griffin Jr.  
Chairperson

Jeremy R. Hickmott  
Recording Secretary



# West Branch Township DDA

1705 S. Fairview Road, West Branch, MI 48661  
Phone: (989) 345-5450 EXT 2. Fax: (989) 345-8419  
[www.westbranchtownship.org/wbtwp-dda](http://www.westbranchtownship.org/wbtwp-dda)

## Meeting Minutes March 17<sup>th</sup> 2022

**Members Present** – Bob Griffin Jr., Jim Morris, Jay Spaulding, Greg Morris, Mark Pacella, Ken Gildner

**Members Absent** – Ryan Munson, Laura Hanlon, Brad Neubecker

**Others Present at Meeting** – Scott Bell & Jeremy Hickmott

**Meeting Minutes** – Meeting Minutes from March 17<sup>th</sup> 2022 were approved with Motion from M. Pacella and 2<sup>nd</sup> by G. Morris. ALL YES ON ROLL CALL.

**President's Report** – B. Griffin Jr. provided the board with information regarding the up coming fund raiser for the Ogemaw Nature Park (Game Refuge) to be held at the Clear Lake Bar in April. Information was also provided on what the funds would be used for in the future and ongoing projects at the park.

**Treasurer's Report** – The board was presented with the Treasurer's Report and it reflects that the DDA has a checking and saving balance combination of \$306,380. It was mentioned that 100,000 of that has been allocated to the RV Park in the future and also it was mentioned that there could be future expenditures from the ongoing legal challenge from the District Library.

Motion by G. Morris and 2<sup>nd</sup> by M. Pacella to approve the Treasurer's Report as presented. ALL YES ON ROLL CALL.

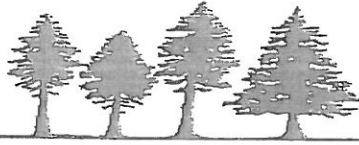
The Following Invoices were submitted to the Treasurer for Payment.

- Jeremy R. Hickmott (Contracted Work), Invoice Number 02-00 - \$1,000

Motion by G. Morris and 2<sup>nd</sup> by M. Pacella to Pay all Submitted invoices as presented. ALL YES ON ROLL CALL.

### **New Business:**

**Library Legal Issues** – J. Hickmott provided the board with information and a status update on the on-going legal issues with the West Branch District library. The board asked how much thus far has been spend on legal fees and J. Hickmott mentioned that it was about \$9,700 thus far. He also gave the DDA board an updated time line on the steps in the court process. Also, it was mentioned that a last effort letter to the library board should be finalized in an effort to try and be civil with the library on last time.



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NO Motion was needed on the above subject.

**Chamber of Commerce Flyers** – This subject that was tabled in February was brought up to the board once more. The DDA again brought up about the relevance of these in the digital age that we are living in. The board requested the J. Hickmott check with other area DDA's (Ogemaw and the City of West Branch) to see if they have contributed and how much it was or if the Chamber had approached them at all.

NO Motion was made on the above subject.

**DDA Projects for New Fiscal Year** – Information was presented to the DDA board regarding project for this upcoming fiscal year including Flags along the business loop and areas in the DDA district for future sewer and water expansion projects. J. Hickmott stated that he is currently working with a local business to try and get them to cover the cost for the project. Information was also discussed for potential expansion of sewer and water lines in the Dam Road area. Cost estimates were provided by Lapham and associated regarding the expansion.

NO Motion was needed on the above subject.

**DDA Business Expansions** – J. Hickmott provided the board with information regarding 5 new business either in process of moving into the district or businesses that were already open. Some of those businesses include two marijuana facilities, Four Star Transportation, a plaza building which will include Starbucks, and new businesses in the Outlet Mall. Information was also provided regarding the Demolition of the Murphy Gas Station in front of Wal-Mart which will be replaced by a new larger store and station.

NO Motion was needed on the above subject.

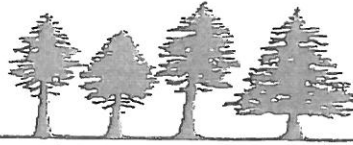
**Old Business:**

**M-55 Pathway Project** – S. Bell gave the board an overview of the project and the status of the overall. It was stated that the easements are in process but communication has been challenging with some of the property owners. Also there has been a bit of lack of communication with MDOT over the past couple months during the winter. S. Bell and J. Hickmott will be reaching out to MDOT to get things rolling along and will be meeting with Hodgins Asphalt to get things scheduled and planned for finishing the project this spring.

NO Motion was needed on the above subject.

**Light Pole Project** – J. Hickmott provided that the repairs are 90% complete on the lights. Primary has been working to get the additional poles installed and they have all of them back up but the one at the corner of the business loop and Flowage Lake Road on the east side of the business loop. J. Hickmott will continue to work with Primary to make sure we replace out light timely and also to keep up on the installation of the last light.

NO Motion was needed on the above subject.



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**Secret Campground** – B. Griffin provided the board with details regarding the status of the Campground and the project overall. It was mentioned about some of the improvements that have already been made at the campground including a New Furnace, New Bathroom Tile work, and other things. It was also mentioned that the improvement project is still over budget, but several different options are being looked at to reduce costs including lot size changes, number of new spaces, and reducing some utility planned expansions.

NO Motion was needed on the above subject.

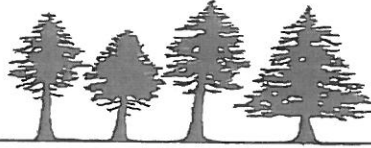
**Public Comment** – The board and members of the audience had a bit of an open discussion regarding the history of the Campground and also the history of the Ogemaw Nature Park (Deer Refuge)

The Date for the Next DDA Meeting was planned for April 21<sup>st</sup> 2022 which will be the 1<sup>st</sup> Annual Meeting as required by the State of Michigan

Motion by M. Pacella and 2<sup>nd</sup> by J. Spaulding to Adjourn the meeting at 4:46 PM. ALL IN FAVOR, ALL YES.

Bob Griffin Jr.  
Chairperson

Jeremy R. Hickmott  
Recording Secretary



# West Branch Township DDA

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## Meeting Minutes April 21<sup>st</sup> 2022

**Members Present** – Bob Griffin Jr., Jim Morris, Jay Spaulding, Greg Morris, Laura Hanlon Mark Pacella

**Members absent** – Ryan Munson, Ken Gildner, Brad Neubecker

**Others Present at Meeting** – Scott Bell & Jeremy Hickmott

**Meeting Minutes** – Meeting Minutes from March 17<sup>th</sup> 2022 were approved with Motion from M. Pacella and 2<sup>nd</sup> by G. Morris. ALL YES ON ROLL CALL.

**President's Report** – B. Griffin Jr. reported that there was not too much to report this past month and that things he wanted to discuss were already on the agenda for the month.

**Treasurer's Report** – Treasurer Jay Spaulding had a limited verbal report mentioning that he was having trouble with computer access to the DDA account on the Mercantile bank website. The board also had some discussion about signing authority for the DDA.

No Treasurer's Report was presented to the board over technical issues.

The Following Invoices were submitted to the Treasurer for Payment.

- Jeremy R. Hickmott (Contracted Work), Invoice Number 02-01 - \$1,000

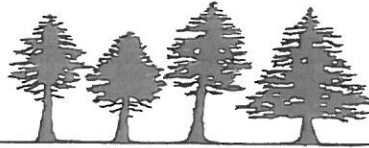
Motion by J. Spaulding and 2<sup>nd</sup> by L. Hanlon to pay all Submitted invoices as presented. ALL YES ON ROLL CALL.

### **Old Business:**

**Library Legal Issues** – J. Hickmott provided the board with information and a status update on the on-going legal issues with the West Branch District library. The board asked if we know how much the library has spent on legal fees as well. Also J. Hickmott presented the board with the time line for a potential resolution to all of the legal issues and it is looking like around Memorial Day. The board also asked about if it is possible about potentially F.O.I.A certain information from the library as well.

NO Motion was needed on the above subject.





**Chamber of Commerce Flyers** – This subject that was tabled in February & March was brought up to the board once more. The DDA again brought up about the relevance of these in the digital age that we are living in. The board requested the J. Hickmott check with other area DDA's (Ogemaw and the City of West Branch) to see if they have contributed and how much it was or if the Chamber had approached them at all. It was also mentioned that we should making an effort to keep costs down until the legal issues are over with the library. This subject will be brought up in June.

NO Motion was made on the above subject.

**M-55 Pathway Project** – Information was provided to the board regarding the proposed additional cost increases to finish off the pathway after the meeting with MDOT in early April. Some of the increases included additional restoration at \$14,640, performance Bond at \$3,000, MDOT correction work at \$15,600, gravel and shoulder work \$3,000, asphalt paving \$38,624, fine grading \$3,600, and concrete and paving \$4,500. This includes the previous approved amounts bringing the total cost to finish the pathway to \$83,024.00

Motion by B. Griffin Jr. and 2<sup>nd</sup> by J. Morris to approve the new pathway project total with the increases at the MDOT Meeting totaling \$83,024.00. ALL YES ON ROLL CALL VOTE.

**New Business:**

**West Branch Area Fireworks** – J. Hickmott presented the board with information regarding changes that are coming to the area Fireworks. Including moving the location to the township on the Griffin Field next to Wal-Mart. J. Hickmott did mention that there is still a lot getting set-up in order but that things are moving along quickly.

No motion was made or needed on the above subject.

**Township Master Plan / Capital Improvement Plan** – J. Hickmott provided the board with information about the upcoming updates to the township master plan and also the creation of a township capital improvement plan. These items are going to get funded through ARPA funding and also will help the township complete the redevelopment ready program as well.

No motion was needed on the above subject.

**Public Comment** – Nothing outside of the agenda items

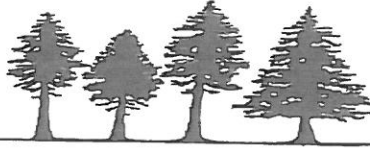
The Date for the Next DDA Meeting was planned for May 19<sup>th</sup> 2022.

Motion by M. Pacella and 2<sup>nd</sup> by L. Hanlon to adjourn the meeting at 4:40 PM. ALL IN FAVOR, ALL YES.

Bob Griffin Jr.  
Chairperson

Jeremy R. Hickmott  
Recording Secretary





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## Meeting Minutes May 19<sup>th</sup> 2022

**Members Present** – Bob Griffin Jr., Greg Morris, Laura Hanlon Ken Gildner & Mark Pacella

**Members absent** – Ryan Munson, Jim Morris, Jay Spauling, Brad Neubecker

**Others Present at Meeting** – Scott Bell & Jeremy Hickmott

**Meeting Minutes** – Meeting Minutes from April 21st 2022 were approved with Motion from M. Pacella and 2<sup>nd</sup> by L. Hanlon. ALL YES ON ROLL CALL.

**President's Report** – B. Griffin Jr. reported that there was not too much to report outside of the agenda items including updates on the Library Issues.

**Treasurer's Report** – Treasurer Jay Spaulding had submitted a written report for the board this month as he was not able to attend the meeting. The report included a review of the DDA Checking and savings accounts which combine totaled to \$273,164.18.

The Following Invoices were submitted to the Treasurer for Payment.

- Jeremy R. Hickmott (Contracted Work), Invoice Number 02-01 - \$1,000
- Lapham Associates (M-55 Project Work), Invoice Number 21773 - \$3,475.00

Motion by B. Griffin Jr. and 2<sup>nd</sup> by L. Hanlon to pay all Submitted invoices as presented. ALL YES ON ROLL CALL.

### **Old Business:**

**Library Legal Issues** – J. Hickmott provided the board with information and a status update on the on-going legal issues with the West Branch District library. J. Hickmott presented the board with the time line update on the potential resolution to all of the legal issues which will be May 26<sup>th</sup> at 1:00 pm at the Ogemaw County Court House. The board / public are allowed to attend the hearing as they are open to the public. J. Hickmott also provided the board with an explanation from the attorney on why the township / DDA cannot get the legal fees back in the situation

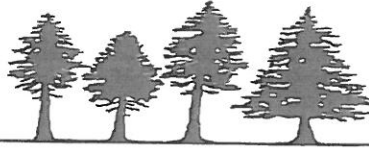
NO Motion was needed on the above subject.

**M-55 Pathway Project** – Information was provided to the board regarding the status of paving and the overall permit for the project. S. Bell had mentioned that he is still waiting on an update from MDOT in regards to the boardwalk versus just paving behind the current guard rails. It was mentioned that overall there has been staffing changes at MDOT and also that after our April meeting progress has been steady and MDOT has been happy with the work that has been done thus far correcting issues that they have had.

No Motion was needed on the above subject.

**Secret Campground** – Month over Month not much has changed with the overall status of the project. Everything does seem to be in a holding pattern. It was mentioned that the DNR does have a new grant manager.

### **New Business:**



**Board Elections** – the board had discussions on the appointments of the DDA President, Vice President, and Treasurer for the 2022-2023 fiscal year. The board overall has been happy with the individuals that have their positions and it was recommended by the board that those positions remain the say for this upcoming year.

Motion by G. Morris and 2<sup>nd</sup> by L. Hanlon to keep B. Griffin Jr. as President, G. Morris as Vice President, and J. Spaulding as Treasurer for the next full year. ALL YES on Roll Call Vote.

**Meeting Schedule** – J. Hickmott provided the board with the proposed DDA schedule for the rest of the upcoming year and into 2023. It was noted that the board meetings are still basically every 3<sup>rd</sup> Thursday at 4:00 pm except the November Meeting which was moved a week early due to Hunting season.

Motion by M. Pacella and 2<sup>nd</sup> by L. Hanlon to adopt the DDA Schedule as presented. ALL YES on Roll Call Vote.

**Muson Replacement** – J. Hickmott provided the board with the news that R. Munson will no long be on the DDA Board as he will be relocating out of the area. It was suggested that the board look for other board members and also the Board wanted J. Hickmott to reach out to the B. Neubecker as see if he still had interest setting on the board as he has not been in attendance for a while.

No Motion was needed on the above subject.

**West Branch Area Fireworks** – J. Hickmott presented the board with information regarding changes that are coming to the area Fireworks. Including moving the location to the township on the Griffin Field next to Wal-Mart maps where also provided. There was some discussion on the exact location because of the field still being in use. Also information was provided on the fundraising status and the re-establishment of the bank account a 501C status that needs to be reestablished as well.

No motion was made or needed on the above subject.

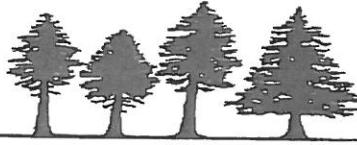
**Public Comment** – Nothing outside of the agenda items

The Date for the Next DDA Meeting was planned for June 16<sup>th</sup> 2022.

Motion by M. Pacella and 2<sup>nd</sup> by L. Hanlon to adjourn the meeting at 4:37 PM. ALL IN FAVOR, ALL YES.

Bob Griffin Jr.  
Chairperson

Jeremy R. Hickmott  
Recording Secretary



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## Meeting Minutes June 16<sup>th</sup> 2022

**Members Present** – Bob Griffin Jr., Jay Spaulding, Jim Morris, Greg Morris, Laura Hanlon & Mark Pacella

**Members absent** – Ken Gildner & Brad Neubecker

**Others Present at Meeting** – Scott Bell, Frank Goodrow, Lorie Allen & Jeremy Hickmott

**Meeting Minutes** – Meeting Minutes from May 19<sup>th</sup> 2022 were approved with Motion from M. Pacella and 2<sup>nd</sup> by J. Morris. ALL YES ON ROLL CALL.

**President's Report** – B. Griffin Jr. reported that there was not too much to report outside of the agenda items including updates on the Library costs and the Township's Attorney Fees.

**Treasurer's Report** – Treasurer Jay Spaulding had submitted the Treasurers report to the board this month which included details regarding T.I.F allocations and expenditures for the month. The report included a review of the DDA checking and savings accounts which combine totaled to \$268,705.44.

The Following Invoices were submitted to the Treasurer for Payment.

- Jeremy R. Hickmott (Contracted Work), Invoice Number 02-03 - \$1,000

Motion by B. Griffin Jr. and 2<sup>nd</sup> by M. Pacella to pay all Submitted invoices as presented. ALL YES ON ROLL CALL.

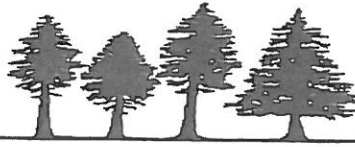
### **Old Business:**

**Library Legal Issues** – J. Hickmott provided the board with information and a status update on the on-going legal issues with the West Branch District library. J. Hickmott presented the board with information from the township attorney regarding the fact the library has submitted an appeal to the Michigan Court of Appeals to overturn the decision by the local courts. The board requested that J. Hickmott gather information regarding how much has been spend by the Township thus far in legal costs by the next DDA Meeting.

NO Motion was needed on the above subject.

**M-55 Pathway Project** – Information was provided to the board regarding the status of paving and the overall permit for the project. S. Bell had mentioned that he is still waiting-on an update from MDOT in regards to the boardwalk versus just paving behind the current guard rails. It was also mentioned that all of the easements for the project have been secured by the property owners along the project route. There was also discussion by the board on the continued issues with the water lines the Tri-City Ground Breakers had installed in the project area. The board requested that information be presented at the next board meeting regarding the costs associated with these issues by the next board meeting.

No Motion was needed on the above subject.



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**New Business:**

**Muson Replacement** – Lorie Allen with the West Branch Outlet Mall and Frank Goodrow a resident of the DDA district each provided some information about themselves to the board including their experiences, why they would be a good fit for the DDA Board, and also some of their history with DDA's in the past. The board also had discussion on the qualifications to be on the DDA board and what those requirements are. J. Hickmott would like into the DDA law and provide that information to the board as well on what the qualifications are for individuals to set on the DDA Board. J. Morris mentioned that the appointment would be decided at the July 13<sup>th</sup> 2022 Township Board meeting.

No Motion was needed on the above subject.

**Township Broadband** – J. Hickmott provided the board with information regarding the townships move to expand Broadband to a large section of the township including up M-76 in the DDA district. The board had some discussion on the service, location, and how the project was being funded. J. Hickmott did mention that he would provide the board with an updated map just to reflect where the location of the line is going to be.

No Motion was needed on the above subject.

**Capital Improvement Plan** – J. Hickmott provided the board with information regarding the townships ongoing efforts to update the township master plan and also the creation of the township Capital Improvement plan. The capital improvement plan will help to put a direction in place of larger project that need to be completed over time in the township and also plan funding allocations for those projects. The board was presented with capital improvement project sheets they could fill out with ideas for future projects in the township

No Motion was needed on this subject.

**West Branch Area Fireworks** – J. Hickmott presented the board with information regarding changes that are coming to the area Fireworks. Including moving the location to the township on the Field next to Wal-Mart maps where also provided. There was some discussion on the exact location because of the field still being in use. Also information was provided on the fundraising status, the re-establishment of the bank account, and 501C status that needs to be reestablished as well.

No motion was made or needed on the above subject.

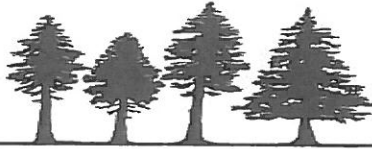
**Public Comment** – Nothing outside of the agenda items

The Date for the Next DDA Meeting was planned for June 21<sup>st</sup> 2022.

Motion by M. Pacella and 2<sup>nd</sup> by L. Hanlon to adjourn the meeting at 4:51 PM. ALL IN FAVOR, ALL YES.

Bob Griffin Jr.  
Chairperson

Jeremy R. Hickmott  
Recording Secretary



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## Meeting Minutes July 21<sup>st</sup> 2022

**Members Present** – Bob Griffin Jr., Jay Spaulding, Jim Morris, Greg Morris, Ken Gildner & Mark Pacella

**Members absent** – Laura Hanlon & Brad Neubecker

**Others Present at Meeting** – Scott Bell & Jeremy Hickmott

**Meeting Minutes** – Meeting Minutes from June 16<sup>th</sup> 2022 were approved with Motion from M. Pacella and 2<sup>nd</sup> by J. Spaulding. ALL YES ON ROLL CALL.

**President's Report** – B. Griffin Jr. reported that there was not too much to report, but did mention that fencing has been in progress at the Ogemaw Deer Park.

**Treasurer's Report** – Treasurer Jay Spaulding had submitted the Treasurers report to the board this month which included details regarding T.I.F allocations and expenditures for the month. The report included a review of the DDA checking and savings accounts which combine totaled to \$267,720.12.

The Following Invoices were submitted to the Treasurer for Payment.

- Lapham and Associates – M55 Infrastructure Work, Invoice Number 21834
- Jeremy R. Hickmott (Contracted Work), Invoice Number 02-04 - \$1,000

Motion by J. Morris. and 2<sup>nd</sup> by M. Pacella to pay all Submitted invoices as presented. ALL YES ON ROLL CALL.

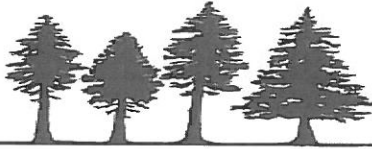
### **Old Business:**

**Library Legal Issues** – J. Hickmott provided the board with limited information regarding the status on the on-going legal issues with the West Branch District library and their potential appeal. J. Hickmott told the board that he has not heard a lot regarding the appeal and that no new information has been given by either the townships attorney or the library attorney by this point. J. Hickmott mentioned that he has at least for now taken the approach that no news is good news and that there is no need to reach out to the attorney and drum up additional costs at the moment. If something was to come up I am sure we will hear from the attorney on the subject.

NO Motion was needed on the above subject.

**M-55 Pathway Project** – Information was provided to the board regarding the status of paving on the M-55 pathway project. S. Bell had mentioned that the curb cuts have been made at fox run for the concrete work in the future. It was also mentioned that both S. Bell and J. Hickmott have met with Donnie regarding scheduling of the paving of the pathway and the fact that the paving is going to be done before retaining wall behind the guard rail along M-55. Hickmott also provided the DDA with a cost breakdown sheet from Sterling Excavation regarding water line issues in the new M-55 water line area. It was mentioned that the township had used ARPA federal funding to cover the costs of these repairs which totaled \$12,113.86

No Motion was needed on the above subject.



**New Business:**

**DDA Members / Board Size** – Hickmott provided the board with the DDA State Law information regarding the number of members a DDA board should have, the requirements for an individual to be on the DDA board, and other information in the law regarding DDA Board members.

No Motion was needed on the above subject.

**Township Broadband** – J. Hickmott provided the board with information regarding the townships move to expand Broadband to a large section of the township including up M-76 in the DDA district. The board had some discussion on the service, location, and how the project was being funded. J. Hickmott did provide at the request of the board with an updated map just to reflect where the location of the line is going to be.

No Motion was needed on the above subject.

**Public Comment** – J. Hickmott had mentioned that the Joint DDA Meeting that was planned for July will be moved to a future date as there was a timing conflict with election equipment testing in at the Ogemaw Township Hall. Board members also had discussion regarding what was brought up at the Water Treatment Authority meeting last month. The issue that was brought up was a thought by Ogemaw Township to create an area water authority. Board members also had some discussions regarding the USDA funded project for the West Branch Steel property. Conversations on the USDA funding included what the money will cover and also just a general conversation regarding the site and engineering.

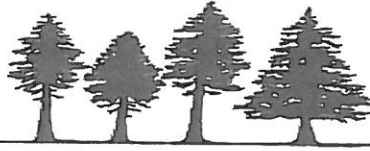
The Date for the Next DDA Meeting was planned for August 25<sup>th</sup> 2022.

Motion by B. Griffin Jr. and 2<sup>nd</sup> by M. Pacella to adjourn the meeting at 4:31 PM. ALL IN FAVOR, ALL YES.

Bob Griffin Jr.  
Chairperson

Jeremy R. Hickmott  
Recording Secretary





# West Branch Township DDA

1705 S. Fairview Road, West Branch, MI 48661  
Phone: (989) 345-5450 EXT 2. Fax: (989) 345-8419  
[www.westbranchtownship.org/wbtpw-dda](http://www.westbranchtownship.org/wbtpw-dda)

## Meeting Minutes August 25<sup>th</sup> 2022

**Members Present** – Jim Morris, Greg Morris, Ken Gildner, Laura Hanlon, Brad Neubecker & Mark Pacella

**Members absent** – Bob Griffin Jr. & Jay Spauling

**Others Present at Meeting** – Scott Bell & Jeremy Hickmott

**Meeting Minutes** – Meeting Minutes from July 21<sup>st</sup> 2022 were approved with Motion from M. Pacella and 2<sup>nd</sup> by B. Neubecker. ALL YES ON ROLL CALL.

**President's Report** – No Report for the Month.

**Treasurer's Report** – Treasurer Jay Spaulding had submitted a written Treasurers report to the board for the month which included details regarding T.I.F allocations and expenditures for the month. The report included a review of the DDA checking and savings accounts which combine totaled to \$264,649.24 as of August 23<sup>rd</sup> 2022.

The Following Invoices were submitted to the Treasurer for Payment.

- Jeremy R. Hickmott (Contracted Work), Invoice Number 02-05 - \$1,000

Motion by J. Morris. and 2<sup>nd</sup> by M. Pacella to pay all Submitted invoices as presented. ALL YES ON ROLL CALL.

### **Old Business:**

**Library Legal Issues** – J. Hickmott provided the board with limited information regarding the status on the past legal issues with the West Branch District library and their potential appeal. J. Hickmott told the board that he has not heard anything regarding the appeal and that no new information has been given by either the townships attorney or the library attorney over the past month. J. Hickmott mentioned that he has at least for now taken the approach that “no news is good news” and that there is no need to reach out to the attorney and drum up additional costs at the moment.

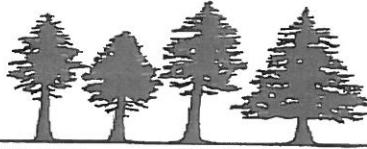
NO Motion was needed on the above subject.

**M-55 Pathway Project** – Information was provided to the board regarding the status of finishing work on the M-55 pathway project. S. Bell had mentioned that the concrete work should be started within the next few weeks and that we are waiting on cost estimates for the retaining wall for behind the guard rail, the board should have estimates by next board meeting. Outside of the finishing work it was mentioned that the project is pretty much finished and that use of the pathway has been pretty active by walkers and bicycle individuals since the asphalt has been put down. J. Hickmott also mentioned that the bollards have been installed at the start of the pathway to prevent vehicle traffic from entering the pathway at the fuel station

No Motion was needed on the above subject.

### **New Business:**

**Township Administrative / Utility Costs** – Hickmott provided the board with annual cost breakdown for both the Township administrative costs and also the utility costs from August 2021 through August 2022. Administrative costs



remained steady with years past at a total of \$2,520 but street lighting costs had increased. J. Hickmott attributed the increase in utility costs not only the increase in rates that consumers has implemented but also that fact that the DDA has about 40% more lights in working order then it did last year. Lighting costs last year totaled 8,015.53 and this year's total was \$10,659.94 which is an increase of \$2,644.41 year over year.

Motion by L. Hanlon and 2<sup>nd</sup> by B. Neubecker to Pay the Administrative / Utility costs in the amount of \$13,179.94. ALL YES ON THE ROLL CALL VOTE.

**MDA (Michigan Downtown Association) Renewal** – J. Hickmott provided the board with information regarding the annual renewal to the Michigan Downtown Association by the DDA. He provided the board with information on the MDA does and also mentioned that the MDA has an extremely good social media presence that our own DDA has been featured on and they have also mentioned some of our own projects as well.

Motion by M. Pacella and 2<sup>nd</sup> by L. Hanlon to approve the \$200 annual membership to the Michigan Downtown Association. ALL YES ON THE ROLL CALL VOTE.

**Capital Improvement Project List** – J. Hickmott and S. Bell went over the list of projects that will be part of the West Branch Township Capital Improvement plan. S. Bell mentioned that a good deal of the projects came from the DDA plans and also that there were additional thing added by the township like broadband expansion, cemetery work, and Peach Lake Infrastructure needs. J. Hickmott also mentioned that certain things were moved up on the list like the “West Branch Commons Project” because funding is already in motion for the project but also the business loop sewer line expansion because of the changing needs for more commercial property in the business loop area.

No Motion was needed on the above subject.

**Re-Development Ready 1 year In** – J. Hickmott provided a status report of how things are proceeding with the Redevelopment ready program that the township is engaged in with the State of Michigan. He had mentioned some of the ongoing zoning updates that need to be finished and also the fact that this program has lead to the township being able to take credit cards for tax payments. He did mention there is still a good bit of work to go with the program but progress has been steady. Also some additional things that have come out of the program thus far is the townships work on the capital improvement and master plans, easier digital access to documents online, and

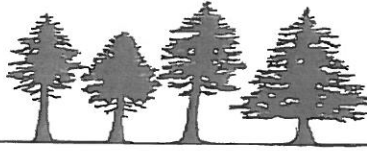
**Public Comment** – J. Hickmott did provide the board with a bit of an update regarding the ongoing lighting challenges including that the number of lights out is up to 10 and that he has already been in contact with primary electric regarding getting the heads changed out and also getting the pole that was hit by the marathon gas station on M-55 back up and in place.

The Date for the Next DDA Meeting was planned for September 15<sup>th</sup> 2022.

Motion by M. Pacella and 2<sup>nd</sup> by L. Hanlon to adjourn the meeting at 4:33 PM. ALL IN FAVOR, ALL YES.

Bob Griffin Jr.  
Chairperson

Jeremy R. Hickmott  
Recording Secretary



# West Branch Township DDA

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[www.westbranchtownship.org/wbtwp-dda](http://www.westbranchtownship.org/wbtwp-dda)

## Meeting Minutes September 15<sup>th</sup> 2022

**Members Present** – Bob Griffin Jr., Jim Morris, Greg Morris, Laura Hanlon, & Mark Pacella

**Members absent** – Jay Spauling, Ken Gildner, Brad Neubecker,

**Others Present at Meeting** – Scott Bell & Jeremy Hickmott

**Meeting Minutes** – Meeting Minutes from August 25<sup>th</sup> 2022 were approved with Motion from M. Pacella and 2<sup>nd</sup> by G. Morris. ALL YES ON ROLL CALL.

**President's Report** – Little to report for the month overall except that the Nature Park did receive a \$200.00 donation from the Kawanis for continued improvements at the park.

**Treasurer's Report** – Treasurer Jay Spaulding had submitted a written Treasurers report to the board for the month which included details regarding T.I.F allocations and expenditures for the month. The report included a review of the DDA checking and savings accounts which combine totaled to \$250,285.08 as of September 11<sup>th</sup> 2022. Motion from J. Morris and 2<sup>nd</sup> by L. Hanlon to approve the treasurer's report. ALL YES ON ROLL CALL.

The Following Invoices were submitted to the Treasurer for Payment.

- Jeremy R. Hickmott (Contracted Work), Invoice Number 02-06 - \$1,000

Motion by M. Pacella and 2<sup>nd</sup> by L. Hanlon to pay all Submitted invoices as presented. ALL YES ON ROLL CALL.

### **Old Business:**

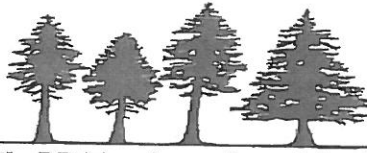
**T.I.F. Capture Review** – the board was provided with a detailed breakdown of the DDA T.I.F Capture for this past summer. The total that was brought in was \$162,474.09 which is an increase over last year's T.I.F summer capture which was \$149,742.20. It was mentioned that this increase year over year can be attributed to an increase in overall development in the DDA District as a whole.

NO Motion was needed on the above subject.

**Continued Business Loop Lighting Repairs** – Information was provided to the board from Hickmott and Primary Electric on the continued outages with the lights on the business loop. Hickmott provided the board with details on the amount lights that the DDA has purchased thus far and provided a breakdown of those dates as follows: March 21 2021 55 light heads and October 21<sup>st</sup> 2021 10 heads. The cost estimate that was provided by was for \$12,800.00 which includes the purchase of 15 retrofit kits and additional costs. This amount would leave the DDA with enough to replace what is out and also to have a few spares as lights continue to go out. It was mentioned that over half of all the lights have now been replaced along the business loop.

Motion by L. Hanlon and 2<sup>nd</sup> by J. Morris to approve the Estimate from Primary Electric for \$12,800. ALL YES ON ROLL CALL.

M-55 Pathway Project Update – Scott Bell provided the board with an update regarding the status of the M-55 Pathway work and the need for the retaining wall near the guard rail. At the time of the meeting there was only on cost estimate



from Reeder landscaping for \$126,382.00. The DDA board general agreed that this costs was extremely high and that other companies should be looked at in an effort to lower the costs of the overall project. Other DDA Members did recommend a few other contractors to get in contact with in regards to getting the retaining wall finished.

No Motion was Made on the above subject.

**New Business:**

**Development Related Board Meeting** - Hickmott provided the board with information on the need to comply with the redevelopment ready programs requirement that all the townships development related boards need to have a meeting to go over projects and just to make sure that all of the development related boards are on the same page for the future development of the community. It was decided by general consensus that the date of October 20<sup>th</sup> at 5:30 PM should work well for the DDA Board.

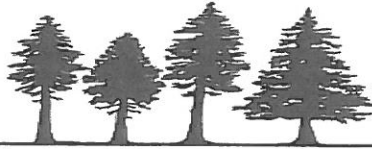
**Public Comment** – The DDA Board had a general discussion regarding the Rifle river drain district and its expansion and impacts on the area including potential tax increases.

The Date for the Next DDA Meeting was planned for October 20<sup>th</sup> 2022.

Motion by M. Pacella and 2<sup>nd</sup> by J. Morris to adjourn the meeting at 4:35 PM. ALL IN FAVOR, ALL YES.

Bob Griffin Jr.  
Chairperson

Jeremy R. Hickmott  
Recording Secretary



# West Branch Township DDA

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## Meeting Minutes December 15<sup>th</sup> 2022

**Meeting Called to order at 4:06 pm with Pledge**

**Members Present** – Bob Griffin Jr., Jim Morris, Greg Morris, Laura Hanlon, Brad Neubecker Jay Spaulding & Mark Pacella

**Members absent** –Ken Gildner

**Others Present at Meeting** – Sue Delahanty, Scott Bell & Jeremy Hickmott

**Meeting Minutes** – Meeting Minutes from September 15<sup>th</sup> 2022 were approved with Motion from L. Hanlon and 2<sup>nd</sup> by M. Pacella. ALL YES ON ROLL CALL.

**President's Report** – Little to report for the month overall but did have questions regarding the ongoing library issues. Hickmott provided some details regarding that including information regarding the libraries appeal of the first decision.

**Treasurer's Report** – Treasurer Jay Spaulding had submitted a written Treasurers report to the board for the month which included details regarding T.I.F allocations and expenditures for the month. The report included a review of the DDA checking and savings accounts which combine totaled to \$321,487.84 as of December 13<sup>th</sup> 2022. Motion from J. Morris and 2<sup>nd</sup> by L. Hanlon to approve the treasurer's report. ALL YES ON ROLL CALL.

The Following Invoices were submitted to the Treasurer for Payment.

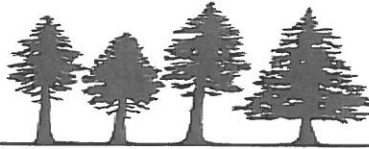
- Invoice Number 00254111 – Hodgins Asphalt for M-55 Pathway work overages totaling \$8,043.41. Motion by J. Morris and 2<sup>nd</sup> by M. Pacella to approve the overages. ALL YES ON ROLL CALL.
- Invoice Number 114063559 – Michigan Logo's for I-75 Campground signs for \$1,700. Motion by J. Morris and 2<sup>nd</sup> by G. Morris to approve. ALL YES ON ROLL CALL.
- Jeremy R. Hickmott (Contracted Work), Invoice Number 02-09 - \$1,000 (Payroll).

### **Old Business:**

**EDC Contribution** – Sue Delahanty with the Ogemaw County EDC gave a verbal presentation and explanation of the work that the EDC has been engaged in. This information included details about the revolving loan fund, some business projects in the area, and also provided details about the work that the EDC direct has been engaged in. She did request from the board a \$6,000 contribution to the EDC which helps to cover the costs of the EDC director. Some board members did have questions if the DDA has contributed in the past and also if the other DDA's in the county have had the same request sent to them as well.

MOTION BY L. HANLON AND 2<sup>ND</sup> BY B. NEUBECKER TO APPROVE THE CONTRIBUTION TO THE EDC IN THE AMOUNT OF \$6,000. ALL YES ON ROLL CALL.

**Township Tax Abatement Information** –J. Hickmott provided the DDA board with information regarding the new and updated tax abatement policy which replaces the old policy from 2006. He did mention that the hope with this updated tax abatement policy that it will continue to encourage economic growth in the district and the township has a whole.



NO MOTION WAS NEEDED ON THE ABOVE SUBJECT.

**M-55 Pathway Project Update** – Scott Bell provided the board with an update regarding the status of the M-55 Pathway work and the need for the retaining wall near the guard rail. At the time of the meeting there was still only on cost estimate from Reeder landscaping for \$126,382.00. The DDA board still general agreed that this cost was extremely high and that other companies should be looked at in an effort to lower the costs of the overall project. Other DDA Members did recommend a few other contractors and S. Bell was waiting to hear back from some of the individuals on cost estimates and timelines on the wall work.

No Motion was made on the above subject.

**Open Discussion / Future Projects** – The DDA board had an open and general discussion regarding future projects within the West Branch Township DDA District. A list of projects from the West Branch Township Capital Improvement plan was provided to the board. This list consisted of many things including infrastructure on the business loop, park expansions, and pathway expansion. S. Bell provided the board as well additional cost information for two projects. Those projects included expanding the sewer line from where it ends on the business loop by Aldi and taking the line down to just before the railroad crossing on the business loop. It was also explained why this was being considered, the goal would be to encourage additional business growth in that area where there are currently 6 parcels up for sale. Having the utilities there could help in the sale and further development of that property.

The other project of longer discussion was the cook road water and pathway project. This project was placed on hold after M55 costs increased. It was mentioned that this could be an easy project to get back into as some of the engineering work and permitting has already been done and is still active with this project.

**New Business: NONE**

**Public Comment** – The DDA Board had a general discussion regarding the Rifle river drain district and its expansion and impacts on the area including potential tax increases.

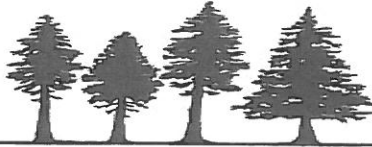
The Date for the Next DDA Meeting was planned for January 19<sup>th</sup> 2023.

Motion by M. Pacella and 2<sup>nd</sup> by B. Neubecker to adjourn the meeting at 4:45 PM. ALL IN FAVOR, ALL YES.

Bob Griffin Jr.  
Chairperson

Jeremy R. Hickmott  
Recording Secretary





# West Branch Township DDA

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## Meeting Minutes January 19<sup>th</sup> 2023

**Meeting Called to order at 4:05 pm with Pledge**

**Members Present** – Bob Griffin Jr., Jim Morris, Laura Hanlon, Brad Neubecker & Jay Spaulding

**Members absent** –Ken Gildner, Greg Morris, Mark Pecella

**Others Present at Meeting** – Scott Bell & Jeremy Hickmott

**Meeting Minutes** – Meeting Minutes from December 15<sup>th</sup> 2022 were approved with Motion from B. Neubecker and 2<sup>nd</sup> by J. Morris. ALL YES ON ROLL CALL.

**President's Report** – Little to report for the month but there was some discussion regarding the status of the secret campground project. It was mentioned that the prices on products for the project continues to increase. It was also mentioned that attendance continues to be high from year to year at the campground.

**Treasurer's Report** – Treasurer Jay Spaulding had submitted a written Treasurers report to the board for the month which included details regarding T.I.F allocations and expenditures for the month. The report included a review of the DDA checking and savings accounts which combine totaled to \$294,542.82 as of January 18<sup>th</sup> 2023. During the Treasurer's report the board also discussed moving money from the DDA's current accounts into another option including potentially moving it into a CD in an effort to increase the amount that could be made off interest.

Motion from B. Griffin Jr. and 2<sup>nd</sup> by J. Morris to move from the DDA accounts \$200,000 to a bank CD. ALL YES ON ROLL CALL.

Motion from L. Hanlon 2<sup>nd</sup> by B. Neubecker to approve the treasurer's report. ALL YES ON ROLL CALL.

The Following Invoices were submitted to the Treasurer for Payment.

- Invoice Number 4238 – Decker Agency (M-55 Bond) \$500.00.
- Jeremy R. Hickmott (Contracted Work), Invoice Number 02-10 - \$1,000 (Payroll).

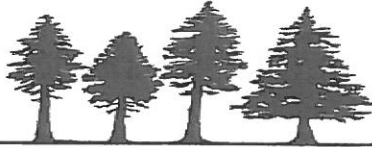
Motion by J. Morris and 2<sup>nd</sup> by B. Neubecker to approve the above invoice totaling \$1,500. ALL YES ON ROLL CALL.

### **Old Business:**

**M-55 Pathway Retaining Wall** – The Board was provided with a bid from K&J Excavation LLC for the retaining wall work that needs to be finished on the M-55 Pathway. It was mentioned that this cost estimate was over 50% less costly than the last estimate that the DDA had received. The total cost estimate for the retaining wall was \$49,700.00.

Motion by B. Griffin Jr. and 2<sup>nd</sup> by J. Morris to accept the bid totaling \$49,700.00 for the retaining wall on the M-55 Pathway project. ALL YES ON ROLL CALL.

**Open Discussion / Future Projects** – The DDA board had an open and general discussion regarding future projects within the West Branch Township DDA District. A list of projects from the West Branch Township Capital



Improvement plan was provided to the board. This list consisted of many things including infrastructure on the business loop, park expansions, and pathway expansion. S. Bell provided the board as well additional cost information for two projects. Those projects included expanding the sewer line from where it ends on the business loop by Aldi and taking the line down to just before the railroad crossing on the business loop. It was also explained why this was being considered, the goal would be to encourage additional business growth in that area where there are currently 6 parcels up for sale. Having the utilities there could help in the sale and further development of that property.

The other project of longer discussion was the cook road water and pathway project. This project was placed on hold after M55 costs increased. It was mentioned that this could be an easy project to get back into as some of the engineering work and permitting has already been done and is still active with this project.

**New Business:**

**Joint DDA Meeting** – Information was given to the board that there was a planned Joint DDA’s meeting scheduled from January 19<sup>th</sup> at 6:00pm at the Ogemaw Township Hall.

**Public Comment** – NONE ADDITIONAL

The Date for the Next DDA Meeting was planned for February 16<sup>th</sup> 2023.

Motion by L. Hanlon and 2<sup>nd</sup> by B. Neubecker to adjourn the meeting at 4:25 PM. ALL IN FAVOR, ALL YES.

Bob Griffin Jr.  
Chairperson

Jeremy R. Hickmott  
Recording Secretary