

West Branch Township DDA

MEETING MINUTES 01/16/2020

Meeting called to order Vice President B Griffin Jr at 4:00pm pm

Members Present, J Morris, G Morris, B Griffin Jr, T McCreadie, K Gildner, L Hanlon, B Neubecker, J Spaulding

Members Absent:

Others Present: Dave Clouse, Scott Bell, Ryan Munson, Jeremy Hickmott, Diane Philbrick, Craig Scott and Daniel Corcocan

Meeting minutes for meeting held on 11/21/19 were approved. Motion by J Morris Sec by B Neubecker Motion carried.

President Comments: Talked about the grant and the bid on the campground and how it would work. Suggested maybe appointing a sub committee to work on it.

Treasurer's Report: Treasurer's report was presented by J Spaulding.

The following invoices were submitted and approved for payment Lapham for 3900.00 and 69.50. Invoice from Its All About Service Consulting for November and December services 700.00 Motion to pay made by B Griffin Jr Sec by J Morris. The Roll call vote motion passed.

Old Business:

Street Light Project: Scott Bell presented the Spec and information on repairing the lights. Tom Madison from Commercial Electric stated his company would check them out, after some discussion it was determined that Night Hawk Electric and maybe one other company has an interest in repairing lights. After several months of trying to get someone to bid and do the work the board decided to let Jim Morris review the companies interested and proceed with the repair, using the previously approved motion to get the lights fixed. Banners will be researched by Jeremy Hickmott with assistance from D Clouse will report at next meeting.

R V Park: Park : sub committee was appointed to work on grant and bid. Committee will consist of J Morris, T McCreadie and B Griffin Jr 2 other members will be added from county Rec Committee. Scott Bell discussed the need for a meeting with the county and the DDA on proceeding with the grant process.

West Branch Steel Property: Township is still working on resolving the language restriction in the deed before we can proceed.

ORV Trails Nothing new to report.

Development Plan Review: Waiting on Township Board to approve revised Development plan and to research the required citizen advisory board.

Engineering update on DDA Projects: Plans are being finalized; The Cook Road project is estimated to cost 280,000.00. The M-55 Project is estimated to cost 684,545.00. should be ready to go out for bids next month. Motion was made by J Morris and Sec by T McCreadie to put both projects out for bids. Motion carried. Discussion was held on how to fund the projects and it was decided to discuss after bids come in.

New Business: Discussion was held on the Walmart Taxable value the tax tribunal lowered the taxable value resulting in the need for the DDA to refund 3990.38. Diane Philbrick explained the matter to the board and the board approved the refund. Motion by B Griffin JR sec by L Hanlon.

Discussion was held on the mission statement, will discuss at next meeting.

Public Comments: Craig Scott discussed the property near the airport that's being cleared and discussed the possibility of a walkway that might connect to the townships.

The next meeting will be Feb 20, 2020 at the West Branch Township Hall at 4 PM

Meeting was adjourned at 5:15 pm

Date _____

Bob Griffin Jr Chairperson

Dave Clouse Recording Sec.

West Branch Township DDA

MEETING MINUTES 2/20/2020

Meeting called to order Vice President B Griffin Jr at 4:01pm

Members Present, J Morris, G Morris, B Griffin Jr, T McCreadie, L Hanlon, J Spaulding, R Munson

Members Absent: B Neubecker, K Gildner

Others Present: Dave Clouse, Scott Bell, Jeremy Hickmott, Diane Philbrick, Becky Socia, Jill Radosta

Meeting minutes for meeting held on 1/16/2020 were approved. Motion by J Morris Sec by L Hanlon Motion carried.

President Comments: Talked about the DDA Position. More information under agenda item.

Treasurer's Report: Treasurer's report was presented by J Spaulding. Approved as corrected motion by G Morris, sec by B Griffin Jr. Motion carried.

The following invoices were submitted and approved for payment Lapham for\$ 975.00 for the Cook Road Project and\$ 6950.00 for the M-55 Project. Invoice from Its All About Service Consulting for January and February services\$ 700.00 Motion to pay made by G Morris Sec by T McCreadie. The Roll call vote motion passed.

Old Business:

Street Light Project: Pat McNaulty (sp) has looked at the lights and is trying to determine what's wrong with them. The board wants him to proceed with installing the surge protectors and then repair the lights. Jeremy Hickmott presented bids to print banners and the board selected the bid from Bronner's for\$ 13,040.00 but wants tree used on the banner changed to the pine tree that's on the wayfinding suggestions. Banners are to be matched up with the branding specs. Jeremy will send out new proof before ordering banners.

R V Park: Park is looking for new caregiver. County working on the grant.

West Branch Steel Property: There is an offer to purchase on the property will update next month.

ORV Trails: Nothing new to report.

Development Plan Review: Reviewed the budget and update the current budget to reflect the reduction of 42,100 in revenue. Motion to accept change by G Morris sec by T McCreadie motion carried. Motion to approve 20-21 budget made by G Morris sec by J Morris. Motion carried.

Engineering update on DDA Projects: Nothing new to report project plans are proceeding.

DDA Directors Position: Lengthy discussion held on contract presented by Jeremy Hickmott. Jeremy was requested to resubmit the contract as an outside contractor. Motion was made to accept the corrected contract, after its reviewed by the board. Contract would be effective when approved from March 01, 2020 to Feb 28, 2021. The contract calls for payments of \$ 825.00 for the first 2 months then \$ 1000.00 per month for the remaining 10 months. The first 2-months Dave Clouse will assist Jeremy as he takes over. D Clouse will be paid \$175.00 for the next 2 months. Motion made by G Morris sec by J Morris. Roll call vote was taken motion passed without dissent.

New Business: Diane Philbrick explained changes in the invoices.

Discussion was held on the mission statement, will continue discussion at next meeting.

Public Comments: Jill Radosta and Becky Socia with C.O.O.R. Intermediate School district presented why they were promoting the Restoration of Headlee Reduction at the Primary Election on March 10, 2020. The restoration would be for 10 years and would restore funding for Career Tech Education and Special Education and Allocated Operating. The DDA took no position on the proposal.

The next meeting will be March 19, 2020 at the West Branch Township Hall at 4 PM

Meeting was adjourned at 6:02 pm

Date _____

Bob Griffin Jr Chairperson
Recording Sec.

Dave Clouse



Meeting Minutes April 23 2020 - Via Teleconference

Meeting Called to Order by Vice President B. Griffin at 4:03 PM

Members Present - L. Hanlon, J. Spaulding, T. McCreddie, B. Griffin Jr., J. Morris

Members Absent from Teleconference - B. Neubecker, G. Morris, K. Gildner, R. Munson

Others on Teleconference Present - Scott Bell, Jeremy Hickmott, Debbie Buhlman

Minutes from the Previous held on February 20th 2020 were APPROVED, Motion by L. Hanlon and Second by T. McCreddie.

President's Report - Talked about the freeze on discretionary spending by the State of Michigan over COVID-19 issues including the Grant for the secret Campground. President also brought up about repairs or possible repaving of Austin Way behind the outlet mall, early estimates for repairs from Hodgin's Asphalt for \$9,700. Information from township board member Debbie Buhlman via email was also read about her concern regarding spending and current projects. She had suggested that projects might need to be put on hold as financial situations may change because of COVID-19 issues.

Treasurer's Report - Treasurer's report was presented by J. Spaulding. Approved as corrected with a motion made by L. Hanlon, sec. by T. McCreddie Motion Carried.

The Following Invoices were submitted to the Treasurer and approved for payment from Lapham for \$2925 for the Cook Road Infrastructure Project and \$17,375 for the M-55 Infrastructure project. Motion to pay was made by L. Hanlon and sec. by T. McCreddie. Roll Call All yes by the board members and motion passed.

Old Business:

Director Position - The director position agreement was included in the board members packets which included requested changes like reflecting the pay changes and also making it an independent contractor position. B. Griffin Jr. does want the agreement looked at by the township attorney. While No official decision came on approving or denying the actual agreement between the DDA and Jeremy Hickmott, B. Griffin Jr. made a motion to approve payment for March and April services from Jeremy Hickmott for services to the DDA for a total of \$850.00 per month for a total of \$1,650.00, sec. by J. Morris. Roll Call All Yes by the board members and motion passed.

Streetlight and Banner Project - J. Morris provided information regarding the repairs that need to be done to the lighting and that there has been a bit of a lack of response from companies

about doing repair work. He did say he would get in contact with Bruce primary electric about the repairs. Jeremy Hickmott mentioned that work continues getting ready for the Banner project along the business loop. The target dates for installation would still be before memorial day but might be into early June depending on weather conditions like wind and securing information and potential permits from MDOT.

West Branch Steel Property - J. Morris mentioned about restrictions that the property has and also restrictions that the county has on the property. Also it was mentioned that the property can only be sold by the township for what the township and the DDA has into the property. L. Hanlon also brought up about the appraisal that was done on the property.

Development Plan Review - Jeremy Hickmott and J. Morris are going to make sure that the DDA development plan gets back onto the townships agenda for the May meeting coming up on May 13th 2020.

Two Informational Meetings - Jeremy Hickmott reported that under reporting requirements the DDA is required to have two information meetings per year. He said he would provide additional information and look into what goes into these meetings including publishing requirements. Target dates would be May and October.

Engineering Updates on M-55 and Cook Road - Scott Bell provide a lot of information regarding both projects and also provide everyone a PDF slide show all about the projects. It was mentioned that there is going to need to be easement agreements worked out for property along M-55. Also the project does include providing utilities to the properties on the north side of M-55. Also on the M-55 project there is going to need to be a retaining wall near the area were the land slopes. The Cook road project maybe suspended if need be due to funding changes or funding issues that might arise out of the COVID-19 budget challenges that might arise. As of right now the project is continuing and on both projects DEQ / ELGE permitting is going to get started. It was mentioned that the DEQ / ELGE permits are valid for at least one year. Along Cook road easement work is going to have to be done as well. It was asked by Debbie Buhlman why the project manager wouldn't get easement work. Scott mentioned that its a legal issue with the township and he recommended that the township take the lead on easement work.

New Business - NONE

Public Comments - NONE but there was public Comment during the meeting.

The next meeting will be May 14th at 4:00 PM Via Teleconference or in Person Depending on COVID-19 Executive Orders.

Meeting Adjourned at 5:35 PM

Bob Griffin Jr.
Chairperson

Jeremy R. Hickmott
Recording Sec.



Meeting Minutes May 14th 2020 - Via Teleconference

Meeting Called to Order by President B. Griffin at 4:05 PM

Members Present on Teleconference - L. Hanlon, T. McCreddie, Jim Morris, Greg Morris, Ryan Munson, Brad Neubecker, Jay Spaulding (but for last half of meeting), and Bob Griffin Jr.

Members Absent from Teleconference - K. Gildner

Others on Teleconference Present - Scott Bell and Jeremy Hickmott

Minutes from the Previous held on April 23rd 2020 were APPROVED, Motion by J. Morris and Second by L. Hanlon.

President's Report - Nothing New to report since last months meeting.

Treasurer's Report - Treasurer's report was presented by J. Morris after it was received from J. Spaulding. Approved with a motion made by B. Griffin, 2nd by B. Neubecker Motion Carried on Roll Call ALL YES.

The Following Invoices were submitted to the Treasurer and approved for payment from Lapham for \$975 for the Cook Road Infrastructure Project and \$3,475 for the M-55 Infrastructure project. Motion to pay was made by L. Hanlon and sec. by T. McCreddie. Roll Call ALL YES.

New Business:

Election of Officers - As required under Section 5 of the DDA By-Laws the election of officers was done by the board and below is who was elected to which position for this upcoming year.

- **President** - Bob Griffin Jr. was nominated by J. Morris, 2nd by T. McCreddie and was voted to be President by a majority of the board with L. Hanlon, T. McCreddie, J. Morris, G. morris, R. Munson, B. Neubecker voting Yes, and Bob Griffin Jr. voting No on Roll call motion Passed.
- **Vice President** - Greg Morris was nominated by J. Morris, 2nd by L. Hanlon and was voted to be Vice President and with ALL YES on Roll Call motion passed.
- **Treasurer** - Jay Spaulding was nominated by Bob Griffin Jr., 2nd by J. Morris and was voted to be treasurer and with ALL YES on Roll Call motion passed.

Two Informational Meeting a Year - Information was provided by Jeremy Hickmott about the requirement under State reporting guidelines that the DDA is required to have two bi-annual

meeting per year. He Had suggested that the board plan these meetings for July 22nd and also November 18th 2020 both at 4:00 PM. These meetings will be published and proper notification needs to happen. Motion was made by G. Morris and 2nd by J. Morris to approve the dates for the annual meeting for July 23rd and November 18th 2020 at 4:00 PM.

OLD BUSINESS:

Director Position - Jeremy Hickmott provided information about what this position should actually be. There was developing issues potentially about the scope of work and how it could be interpreted as more of an “employee” vs. “independent contractor” by the IRS. The township board also floated the original contract over to the township attorney and they have the same concerns about the position and how it should be set up. Also there was discussion about dumping the “director” title and leaving it as secretary but with expanded duties that will encompass more than just secretary duties like the past. So it was recommended by the board that Jeremy will work a bit with the attorney about it and get info to the DDA.

Streetlight and Banner Project - Jeremy Hickmott provided information that the banners will be going up as soon as possible. The weather has made things a bit of a challenge with the rains and wind but it should be pretty soon that they will be up on the poles.

RV Park and Grant Info. - Bob Griffin Jr. presented site work for the project which showed the addition of 17 new spots in the campground. Also there was some discussion about the property in the front of the campground and potentially be used as a park, playground, or potentially a pavilion in the future as a future project for the DDA.

Development Plan Review - A very lengthy discussion was held over the Development plan that has been submitted to the township and why it has not proceeded through. The hang up with the plan at least with the township is over “utilities” not being specifically mentioned in the 2019 development plan. The board did seem to agree that adding utilities would appease the township but there was significant hesitation about adding utilities specifically because it was brought to the boards attention by John Eye a while back that the State of Michigan would have issues with the plan if “Utilities” specifically were added to the development plan. So J. Morris and Jeremy Hickmott will continue to work on option to make something work and also will look into other area DDA’s similar to our own to see how and if “utilities” specifically are handled.

Engineering Updates on M-55 and Cook Road - Scott Bell provided information about the project but the big thing to get done on this project is to get the easements required to get things moving along with grading and sewer. Jeremy Hickmott will be sending these easements out to the property owners with assistance from Scott Bell and the easements will be send back to the township hall when signed by the property owners.

Public Comments - There was public Comment during the meeting but G. Morris did ask if there was an update regarding form 5176 and Jeremy Hickmott said he is working on it but it is a bit challenging trying to get information due to the COVID-19 issues.

The next meeting will be June 18th at 4:00 PM Via Teleconference or in Person Depending on COVID-19 Executive Orders.

Meeting Adjourned at 5:15 PM

Bob Griffin Jr.
Chairperson

Jeremy R. Hickmott
Recording Sec.



Meeting Minutes June 18th 2020 - Via Teleconference

Meeting Called to Order by President B. Griffin at 4:05 PM

Members Present on Teleconference - T. McCreddie, Jim Morris, Greg Morris, Brad Neubecker, Jay Spaulding, and Bob Griffin Jr.

Members Absent from Teleconference - K. Gildner L. Hanlon, R. Munson

Others on Teleconference Present - Scott Bell and Jeremy Hickmott

Minutes from the Previous held on May14th 2020 were APPROVED, Motion by J. Morris and Second by T. McCreddie.

President's Report - B. Griffin had discussed information and a meeting held with the Ogemaw county E.D.C and the owners of the outlet mall about possible re-uses and redeveloping the outlet mall into other uses but nothing seemed definite. Also work can begin on the campground project as the State is now allowing costs to get reimbursed for work that is done. Also it was noted that the Township board voted by a majority yes votes to move the plan to a public hearing with the plan including utilities. It was a three to one yes vote with Clerk Veeder voting No and noting is position to the plan overall.

Treasurer's Report - Treasurer's report was presented by J. Spaulding to the board members via email. The Report was Approved with a motion made by J. Morris, 2nd by J. Spaulding Motion Carried on Roll Call ALL YES.

The following Invoice was submitted to the Treasurer and approved for payment from Lapham for \$3,475 for the M-55 Infrastructure project and noting that the project is 65% complete. Motion to pay was made by B. Griffin and 2nd by J. Spaulding Roll Call ALL YES.

The following invoice was submitted to the treasurer and approved for payment from Jeremy R. Hickmott for \$1,052.29 for DDA Duties for the month of May, Mailing costs regarding easement project, and Tensioning tool for Banner Work. Motion by J. Morris, 2nd by T. McCreddie Roll Call ALL YES.

New Business:

Property Purchase on Cook Road - Jeremy R. Hickmott presented information to the board about a property owner at the end of Cook road that is looking to sell his property and wanted to know if the DDA would be interested in that. Hickmott did mention that the property is low and is majority wet land area. The board requested that Jeremy look into the actual value of the property and bring that information back in August.

Hickmott Contract - Hickmott presented a contract to have the DDA Board hire him as a consultant instead of an independent contractor or as an actual employee that was a lot of the financial

responsibilities, tax responsibilities would then fall on Hickmott as a consultant to handle. Motion was made by G. Morris and 2nd by J. Morris to approve the contract subject to the township approving it as well. Roll Call ALL YES

Austin's Way Repair Work - Discussion was had on what should be done with the road currently whether to just repair the road and wait till next year to do a large scale overhaul of the road or to do a large scale project now. Greg Morris also suggested that we contact the road commission about chip sealing the road as well and costs associated with that. Motion by J. Morris, 2nd by B. Neubecker to allocate up to \$2,500 to have A.A. Asphalt Services to repair / fill to existing holes along Austin's Way. Roll Call ALL YES.

Development Plan - More Information was provided about the development plan and how it will now include Utilities. Discussion was held on the next steps in the process and it was advised that Jeremy Hickmott contact John I. about the procedures just to make sure that everything in terms of public hearing, postings, and dates lines up with State Requirements. Hickmott also will begin working on getting required posting completed.

Mission Statement Reviews - Mission statement ideas were presented from Hickmott to the DDA Board. There was discussion about the length of the actual slogan and also what should and shouldn't be in it. B. Griffin suggested that slogan should not be built into the overall mission statement as slogan tend to change and evolve over time. The board agreed that having a slogan in the actual mission is not an ideal idea. It was advised that Jeremy may also want to ask John I. about that information as well.

OLD BUSINESS:

Streetlight and Banner Project - Jeremy Hickmott provided information that the banners will be projects target date of completion is before the July 4th Holiday and that himself and Supervisor Morris having been working evenings to get it completed. Also Information was provided about past decision about fixing street lights and money has been allocated. Hickmott will be contacting people about getting the lights fixed.

RV Park and Grant Info. - Scott Bell provided information about the state approving the start for the project which was a bit on hold because of the virus issues but now work can begin now that the state will accept invoices for getting reimburse for projects that have been done or will be done.

Engineering Updates on M-55 and Cook Road - Scott Bell provided information about the project in terms of starting to get bidding packages put together for the work and also Hickmott provided an update on how many of the easements have been returned which had not been the total amount but a few have come back.

Public Comments - There was public Comment during the meeting but G. Morris did ask if there was an update regarding form 5176 and Jeremy Hickmott said he is working on it and has got an extension from the treasury department until August 17th.

The next meeting will be July 23rd at 4:00 PM Via Teleconference or in Person Depending on COVID-19 Executive Orders.

Meeting Adjourned at 5:15 PM

Bob Griffin Jr.
Chairperson

Jeremy R. Hickmott
Recording Sec.



Meeting Minutes July 23rd 2020 - Via Teleconference

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

Members Present on Teleconference - T. McCreddie, Jim Morris, Greg Morris, Ryan Munson, Jay Spaulding, and Bob Griffin Jr.

Members Absent from Teleconference - K. Gildner L. Hanlon, B. Neubecker

Others on Teleconference Present - Scott Bell, Pat Reinke, and Jeremy Hickmott

Minutes from the Previous held on June 18th 2020 were APPROVED, Motion by J. Morris and Second by J. Spaulding.

President's Report - B. Griffin had discussed that the county Parks and Recreation department would like to have a joint meeting with the DDA to go over Park / campground projects and possible future projects. It was decided that the meeting would be held at Griffin Beverage conference room for social distancing purposes. Also it was mentioned the the teleconference meeting format is getting kind of old and that people are getting tired of the format and issues that go along with it.

Treasurer's Report - Treasurer's report was presented by J. Spaulding to the board members via email. The Report was Approved with a motion made by B. Griffin Jr., 2nd by J. Morris Motion Carried on Roll Call ALL YES.

The Following Invoice was submitted to the treasurer and approved for payment from Fahey, Schultz, Burzych, and Rhodes (invoice was given from Twp. Clerk to DDA) for \$1,576.00. Motion to pay was made by B. Griffin Jr. and 2nd by J. Morris Roll Call ALL Yes.

The following Invoices was submitted to the Treasurer and approved for payment from Lapham for \$3,475 for the M-55 Infrastructure project and \$975 for the Cook Road infrastructure project. Motion to pay was made by G. Morris and 2nd by J. Morris Roll Call ALL YES.

The following invoice was submitted to the treasurer and approved for payment from Jeremy R. Hickmott for \$1,000.00 for DDA Duties for the month of June. Motion by J. Morris, 2nd by J. Spaulding Roll Call ALL YES.

New Business:

Property Purchase on Cook Road - Information was presented by Jeremy Hickmott about the S.E.V value for the property located at cook road and the S.E.V is \$3,500. Some discussion was had about if it had any actual use to the DDA and B. Griffin Jr. mentioned that would could develop a small park maybe with grants from the State or DNR to promote wetland habitat being 3/4 of the lot is wetlands. Motion was made by B. Griffin Jr. and 2nd by J. Spaulding to have Jeremy Hickmott call the owner and tell the

owner the DDA would be interested in the property at a sales price of \$3,500. All Yes on the Roll Call except G. Morris who voted No, Motion Passed.

Austin's Way Repair Work - Pat Reinke from the Ogemaw County Road commission presented information to the DDA board regarding further repairs to Austins Way Road. There would need to be about 2,500 square yards of gravel for the road if we wanted to go down the chip seal route. It was recommended by Pat that further work be looked at in the Spring of 2021 and that Pat will put this on the list and will keep in contact. Also information was presented about the patch work that has been done this year on Austins Way from A/A Asphalt.

Business Loop Speed Reduction - Jeremy Hickmott inquired if the DDA would be open to supporting a potential speed reduction on the business loop area after seeing an increase of development, traffic, and accidents. Information was going to be sent over from Pat from the road commission about how speed limits are determined and information about how they could be lowered.

Development Plan - Jeremy Hickmott provided the DDA with information about the procedure for what and how the public hearing has to be held to meet state reporting requirements. He laid out specific dates for when the public hearing will be which is scheduled for August 27th at 4:00 PM at the township hall. He mentioned also that there are posting requirements, and mailing requirements that needed to be met and the only way to do this was to have the public hearing in August.

Mission Statement Reviews - Additional information was provided from Jeremy Hickmott about finalizing the mission statement for the DDA. The board had settled on a final mission statement with a few additional changes of removing, adding, and removing words to streamline the overall statement. The final mission statement is as follows " The mission of the West Branch Township downtown development authority, is to dedicate our time, district tax dollars, and knowledge to projects that will continue to benefit the DDA District. We will continue to encourage and coordinate with neighboring municipalities to foster long term community growth" Motion made by J. Morris and 2nd by B. Griffin Jr. Roll Call ALL YES.

OLD BUSINESS:

Streetlight and Banner Project - Jeremy Hickmott provided information that himself and Jim Morris had completed the banner project before the target 4th of July Date. Hickmott also provided information that he had met with Jordan Synder from Bronner's who came up and got pictures of the project and he stated that the West Branch DDA project was one of the largest custom projects he's seen and also that our banner project maybe featured in the fall Bronner's Catalog.

RV Park and Grant Info. - Scott Bell provided information about the campground project and also sent over PDF documents to board members showing projects and information about the campground project. B. Griffin Jr. also provided information about need to re-number some sites and also change the sizes on some sites as well. Scott Bell also provided information regarding a grant opportunity for a potential playground at the campground but would need to be on township property.

Engineering Updates on M-55 and Cook Road - Scott Bell provided information about the project in including stating that the project is currently out for bids and that he is still working with the state of Michigan on getting certain permits for the projects. Bell also provided information that the bid opening will be on August 26th at 3:00 PM at the Lapham office in West Branch. Bell and Hickmott are also going to be working on additional easements that are needed on the M-55 project area.

Public Comments - G. Morris did ask if there was an update regarding form 5176 and Jeremy Hickmott said he is working on and met with Randy at county equalization who provided him with parcel information to get started with and also Hickmott set up a meeting with him on August 7th to do additional work on the forms.

The next meeting will be August 27th at 4:00 PM Via Teleconference or in Person Depending on COVID-19 Executive Orders and this will also be the date for the Public Hearing regarding the amended development plan.

Meeting Adjourned at 4:56 PM

Bob Griffin Jr.
Chairperson

Jeremy R. Hickmott
Recording Sec.



Meeting Minutes August 27th 2020 - Outside In-Person

Meeting Called to Order by President B. Griffin at 5:11 PM after Development Plan Public Hearing

Members Present at Meeting - T. McCreddie, Jim Morris, Greg Morris, Ryan Munson, Jay Spaulding, L. Hanlon, B. Neubecker and Bob Griffin Jr.

Members Absent from Meeting - K. Gildner

Others on Teleconference Present - Scott Bell, Mike Durfee, Library Representative and Jeremy Hickmott

Minutes from the Previous held on July 23rd 2020 via Teleconference were APPROVED, Motion by B. Neubecker and Second by R. Munson.

President's Report - B. Griffin didn't have too much information to present but did mention that the outdoor meeting setting is a bit better than the teleconference meeting from last month.

Treasurer's Report - Treasurer's report was presented by J. Spaulding to the board members via email. The Report was Approved with a motion made by G. Morris and 2nd by B. Neubecker Motion Carried on Roll Call ALL YES.

J. Spaulding brought up an issues with previous meeting minutes and invoices reported from the April meeting. It was reflected in the April minutes that Lapham invoices was for \$13,900 and it should reflect \$17,375. A motion was made by J. Spaulding and 2nd by B. Griffin Jr. to amend the April minutes to reflect the changes and re-send out the minutes. Roll Call ALL YES.

The Following Invoices were submitted to the treasurer and approved for payment:

- Ogemaw County Herald Invoice Number 6636 and 6600 totaling - \$184.80
- Jeremy Hickmott (Contractor) Invoice Number 005 and 006 totaling - \$1,160.96
- A & A Asphalt NO INVOICE NUMBER totaling - \$1,200.00
- Lapham Invoices 20945 - \$2,925, 21027 - \$3,475, and 21025 - \$975.00

Motion By J. Spaulding and 2nd by B. Neubecker to pay the above invoices, Roll Call ALL YES.

New Business:

Property Purchase on Cook Road - Information was provided by J. Hickmott that Mr. Grubaugh is willing to sell to the DDA the property he owns on Cook road for \$3,500. It was mention by G. Morris that the total for the entire deal probably won't go over \$4,000. Motion was made by T. McCreddie and 2nd by B. Griffin Jr. to proceed with purchase and to proceed with title work, title insurance, and closing work with Mr. Grubaugh for the sale price of \$3,500.00 Roll Call ALL YES.

Infrastructure Project Bids - S. Bell provided detailed information regarding a full breakdown of the bids and also the costs associated with each bid. Bids ranged from partial project bids to full scale completion of both projects. After discussion about the bids it was decided that it makes sense for the DDA and the project as a whole to complete both projects in full. The two bids for completion of both projects were McQuirk Sand-Gravel Inc. for \$2,087,897.60 and Tri-City Groundbreakers, Inc. for 1,379,095.50. There was questions from some about the type of work that Tri-City has done before. S. Bell mentioned that they have done a lot of State and MDOT projects in the past. J. Morris also mentioned that the M-55 project is a bit of a high priority at the moment because the new State Police Post project has planned their water line work around the infrastructure project. Also. B. Griffin Jr. brought up about costs for the project and how we are going to pay for everything based off our savings and T.I.F allocations and when its gets allocated. Motion was made by J. Morris and 2nd by T. McCreddie to accept the bid for \$1,379,095.50 from Tri-City Groundbreakers Inc. contingent of additional financed funding resources from the USDA, banking or the township and also making the Jim the authorizer for the project. Roll Call ALL YES.

Additional discussion was had regarding the DDA C-D and the interest that the DDA is making on that. J. Spaulding brought up that the DDA is making very very little interest on it and that the C-D is going to need to not renewed in order to cover costs with the Infrastructure project. Motion by B. Griffin Jr. and 2nd by J. Morris not not renew when C-D term is up. Roll Call ALL YES.

Form 5176 Information - J. Hickmott provided an update regarding the form 5176 that gets submitted to the state of Michigan. Emails were also attached showing correspondence between Hickmott and the treasury department and what was being allocated to the DDA for reimbursement. No Motions needed on the subject.

OLD BUSINESS:

Streetlight Outage - Jeremy Hickmott provided information about the lights being out and that he has not heard back from Commercial electric as of the meeting but that he will keep in contact with him on some kind of progress with the lights and the upgrades that need to be done.

RV Park and Grant Info. -Planning is still being worked out for the upgrades for the campground project and what needs to be done. It was also mentioned that care taker of the campground has resigned over moving to a more digital platform at the campground and also other issues. There was not much other information regarding campground updates.

Public Comments - Representatives from the Ogemaw County Public Library presented information and made a request for \$10,000 which is the amount that the DDA captures from the library on a yearly basis and the Library is seeking the reimbursement for the 2020 and 2019 capture years. Several questions were brought up about employees during the closure because of the virus, B. Griffin Jr. also brought up issues about who owns the buildings. The board has suggested that J. Hickmott check with MTA to see the legality or if the DDA can even re-allocate the funding that is captured.

The next meeting will be September 17th at 4:00 PM at the West Branch Township Hall.

Meeting Adjourned at 6:20 PM

Bob Griffin Jr.
Chairperson

Jeremy R. Hickmott
Recording Sec.



Meeting Minutes August 27th 2020 - Outside In-Person

Meeting Called to Order by President B. Griffin at 5:11 PM after Development Plan Public Hearing

Members Present at Meeting - T. McCreddie, Jim Morris, Greg Morris, Ryan Munson, Jay Spaulding, L. Hanlon, B. Neubecker and Bob Griffin Jr.

Members Absent from Meeting - K. Gildner

Others on Teleconference Present - Scott Bell, Mike Durfee, Library Representative and Jeremy Hickmott

Minutes from the Previous held on July 23rd 2020 via Teleconference were APPROVED, Motion by B. Neubecker and Second by R. Munson.

President's Report - B. Griffin didn't have too much information to present but did mention that the outdoor meeting setting is a bit better than the teleconference meeting from last month.

Treasurer's Report - Treasurer's report was presented by J. Spaulding to the board members via email. The Report was Approved with a motion made by G. Morris and 2nd by B. Neubecker Motion Carried on Roll Call ALL YES.

J. Spaulding brought up an issues with previous meeting minutes and invoices reported from the April meeting. It was reflected in the April minutes that Lapham invoices was for \$13,900 and it should reflect \$17,375. A motion was made by J. Spaulding and 2nd by B. Griffin Jr. to amend the April minutes to reflect the changes and re-send out the minutes. Roll Call ALL YES.

The Following Invoices were submitted to the treasurer and approved for payment:

- Ogemaw County Herald Invoice Number 6636 and 6600 totaling - \$184.80
- Jeremy Hickmott (Contractor) Invoice Number 005 and 006 totaling - \$1,160.96
- A & A Asphalt NO INVOICE NUMBER totaling - \$1,200.00
- Lapham Invoices 20945 - \$2,925, 21027 - \$3,475, and 21025 - \$975.00

Motion By J. Spaulding and 2nd by B. Neubecker to pay the above invoices, Roll Call ALL YES.

New Business:

Property Purchase on Cook Road - Information was provided by J. Hickmott that Mr. Grubaugh is willing to sell to the DDA the property he owns on Cook road for \$3,500. It was mention by G. Morris that the total for the entire deal probably won't go over \$4,000. Motion was made by T. McCreddie and 2nd by B. Griffin Jr. to proceed with purchase and to proceed with title work, title insurance, and closing work with Mr. Grubaugh for the sale price of \$3,500.00 Roll Call ALL YES.

Infrastructure Project Bids - S. Bell provided detailed information regarding a full breakdown of the bids and also the costs associated with each bid. Bids ranged from partial project bids to full scale completion of both projects. After discussion about the bids it was decided that it makes sense for the DDA and the project as a whole to complete both projects in full. The two bids for completion of both projects were McQuirk Sand-Gravel Inc. for \$2,087,897.60 and Tri-City Groundbreakers, Inc. for 1,379,095.50. There was questions from some about the type of work that Tri-City has done before. S. Bell mentioned that they have done a lot of State and MDOT projects in the past. J. Morris also mentioned that the M-55 project is a bit of a high priority at the moment because the new State Police Post project has planned their water line work around the infrastructure project. Also. B. Griffin Jr. brought up about costs for the project and how we are going to pay for everything based off our savings and T.I.F allocations and when its gets allocated. Motion was made by J. Morris and 2nd by T. McCreddie to accept the bid for \$1,379,095.50 from Tri-City Groundbreakers Inc. contingent of additional financed funding resources from the USDA, banking or the township and also making the Jim the authorizer for the project. Roll Call ALL YES.

Additional discussion was had regarding the DDA C-D and the interest that the DDA is making on that. J. Spaulding brought up that the DDA is making very very little interest on it and that the C-D is going to need to not renewed in order to cover costs with the Infrastructure project. Motion by B. Griffin Jr. and 2nd by J. Morris not not renew when C-D term is up. Roll Call ALL YES.

Form 5176 Information - J. Hickmott provided an update regarding the form 5176 that gets submitted to the state of Michigan. Emails were also attached showing correspondence between Hickmott and the treasury department and what was being allocated to the DDA for reimbursement. No Motions needed on the subject.

OLD BUSINESS:

Streetlight Outage - Jeremy Hickmott provided information about the lights being out and that he has not heard back from Commercial electric as of the meeting but that he will keep in contact with him on some kind of progress with the lights and the upgrades that need to be done.

RV Park and Grant Info. -Planning is still being worked out for the upgrades for the campground project and what needs to be done. It was also mentioned that care taker of the campground has resigned over moving to a more digital platform at the campground and also other issues. There was not much other information regarding campground updates.

Public Comments - Representatives from the Ogemaw County Public Library presented information and made a request for \$10,000 which is the amount that the DDA captures from the library on a yearly basis and the Library is seeking the reimbursement for the 2020 and 2019 capture years. Several questions were brought up about employees during the closure because of the virus, B. Griffin Jr. also brought up issues about who owns the buildings. The board has suggested that J. Hickmott check with MTA to see the legality or if the DDA can even re-allocate the funding that is captured.

The next meeting will be September 17th at 4:00 PM at the West Branch Township Hall.

Meeting Adjourned at 6:20 PM

Bob Griffin Jr.
Chairperson

Jeremy R. Hickmott
Recording Sec.



Meeting Minutes September 17th 2020 - In-Person

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

Members Present at Meeting - Ken Gildner, Jim Morris, Greg Morris, Ryan Munson, Jay Spaulding, Brad Neubecker and Bob Griffin Jr.

Members Absent from Meeting - Laura Hanlon, Taggert McCreedie

Others Present - Scott Bell and Jeremy Hickmott

Minutes from the Previous held on August 27th 2020 via were APPROVED, Motion by B. Griffin Jr. and Second by J. Spaulding.

President's Report - B. Griffin Jr. presented information about loan and financial information for a potential loan with the township for upwards of \$700,000 and also budget information for the upcoming fiscal year which also included a pay back option if the township is open to a DDA loan. Information was also presented regarding potential interest rates.

Treasurer's Report - Treasurer's report was presented by J. Spaulding to the board members and shows the total DDA Balance of \$919,859.62 . The Report was Approved with a motion made by B. Griffin Jr. and 2nd by J. Spaulding, Motion Carried on Roll Call ALL YES.

The Following Invoices were submitted to the treasurer and approved for payment:

- Jeremy Hickmott (Contractor) Invoice Number 007 totaling - \$1,000
- Lapham Invoices 21061 - \$1,070.00 and 21060 - \$695.00

Motion By B. Griffin Jr. and 2nd by J. Spaulding to pay the above invoices, Roll Call ALL YES.

New Business:

Funding Resources for Infrastructure - Information was presented by Jeremy Hickmott regarding potential USDA rural development funding through community facilities direct loan & grant programs. Scott Bell mentioned that a lot of the USDA funding has already cycled through for this season. Jeremy Hickmott also presented information from the Treasury department regarding what needs to be submitted to the State of Michigan for the development plan and also the legality of the township loaning the DDA money for the infrastructure projects.

Lengthy discussion was also had regarding the overall projects on M-55 and Cook Road. Jim Morris presented information to the board regarding the lift stations near the new state police post and the fact the DDA may need to repair these stations and it maybe required by the State to fix these before the actual infrastructure project. Greg Morris also brought up about how much of a benefit projects like this

have on community as a whole in terms of jobs, housing sales, and overall growth not just specific to the DDA district.

Discussion was also continued at this point regarding the amount the loan needs to be or could be. The discussion floated the idea of 700 to 800 thousand dollars that would need to be borrowed from the township to complete both projects. Jim Morris brought up the township has a very healthy fund balance and has not done little road repairs this year because portions were covered because of spring storm damage funding.

It was also discussed that the DDA and the township should have a joint meeting to work out a potential deal to secure funding resources. Jeremy Hickmott and Jim Morris will work on getting a date and time set for the meeting date and time will be decided based off township availability.

DDA Development Plan Corrected - Jeremy Hickmott presented the board with an updated development plan which included the changes from the public hearing that was August 28th 2020. He also mentioned that the plan has been updated on the DDA section of the township website as well. Hickmott mentioned that the last step in the development plan process is to get an ordinance developed and submitted to the township by the next meeting.

Clarification on Reporting Development Plan to State - Jeremy Hickmott presented information to the board from Travis Bukovcik from the Michigan Department of Treasury regarding what does and doesn't need to be submitted to the State of Michigan regarding development plans. This clarification was needed after some confusion had come about regarding information about plans "needing to be approved by the State". The state has told the DDA that T.I.F plan do not get approved by the State of Michigan.

Finalized Mission Statement - Jeremy Hickmott presented a document that showed the DDA's official finalized mission statement. This information was presented just so everyone had the same information and everyone was aware of what the DDA's mission statement is. Mission statement is as follows - The mission of the west branch township downtown development authority, is to dedicate our time, district tax dollars, and knowledge to projects that will continue to benefit the DDA district. We will continue to encourage and coordinate with neighboring municipalities to foster long term community growth.

OLD BUSINESS:

Streetlight Outage - Jeremy Hickmott provided information about the lights being out and that he and Jim Morris went out with Commercial electric to survey the lights that were out and also provide information and some equipment to commercial electric for him to do some research on if he is able to get parts, potential being these lights do have challenges being they no longer produce these types of lights.

RV Park and Grant Info. - The campground is hoping to get started with some construction projects through the fall and are currently looking at getting plans finalized so the plans can then get put out to bids soon. Also the campground is still looking for a seasonal care taker for the grounds.

Public Comments - J. Spaulding did request that Jeremy Hickmott send out the meeting minutes a bit sooner than the previous month. Hickmott said they will be out sooner. Also it was mentioned to find out if there will be a joint DDA meeting with the City of West Branch and Ogemaw Township DDA's

The next meeting will be October 15th at 4:00 PM at the West Branch Township Hall.

Meeting Adjourned at 4:50 PM

Bob Griffin Jr.
Chairperson

Jeremy R. Hickmott
Recording Sec.



Meeting Minutes October 15th 2020

Meeting called to Order 15th 2020 by President B. Griffin Jr. at 4:02 PM.

Members present at Meeting - Bob Griffin Jr., Jim Morris, Greg Morris, Ryan Munson, Jay Spaulding, and Laura Hanlon.

Members Absent from Meeting - Brad Neubecker, Laura Hanlon, Taggart McCreddie and Ken Gildner

Others Present at Meeting - Scott Bell and Jeremy Hickmott

Minutes from the Previous Meeting held on September 17th 2020 were Approved, Motion by B. Griffin Jr., and 2nd by G. Morris. All Yes of Roll call.

Correspondence - A letter was provided from the Ogemaw County Farm Bureau thanking the Township and DDA for the acknowledgement of the Farm Community in the Banner designs on the business loop.

Presidents Report - B. Griffin Jr. presented information summing up the overall continuation of the DDA's infrastructure project including noting that the overall project has been scaled back to just doing the entire M-55 project in full and that the Cook road project has been put on hold until further notice and things can be worked out with financing. It was also mentioned that the goal of the overall DDA is meant for ongoing projects and not to stock pile money and then pay for the projects. It was also mentioned that it should be looked into by the township on what can be done with the money in the Water and Sewer fund of the township.

Treasurer's Report - The Treasurer's report was presented by J. Spaulding to the board members and shows that the DDA's overall fund balance has now cracked 1 million dollars. It was also brought up that the DDA is going to be closing out the CD's that are in the bank as the cash is needed and the amount of interest is extremely low currently. It was also noted that the USDA payment is going to be coming out soon in the amount of \$24,517.50

The following invoices were submitted to the treasurer and approved for payment.

- DDA Audit costs invoice number 22931 - \$768.50
- Secret campground I-75 Signage invoice number 11836556 - \$1,700
- Jeremy Hickmott (Contracted Work) invoice number 008 - \$1,000

New Business:

Downsized Overall Project - Information was provided about the ongoing infrastructure projects in the DDA district. It was discussed about how the project has been pared down to just doing the M-55 section due to funding issues including challenges of financing. Also Scott Bell

presented information about how the contract has been officially awarded to Tai-City Groundbreakers for the M-55 project and also about drilling information that was requested by the State of Michigan for the project as well.

Cook Road Property Acquisition - Jeremy Hickmott provided an update to the DDA that he had been in contact with Mr. Grubaugh regarding a potential purchase of property and had decided that the DDA would no longer be interested in the property. Jeremy Hickmott had told Mr. Grubaugh that for financial reasons the DDA is no longer in a good position to purchase this property but maybe in the future if and when the DDA decides to launch the Cook road project in the future and that the DDA would contact him if we are still interested in the future.

DDA Development Plan Ordinance - Jeremy Hickmott provided a copy of the DDA ordinance that was approved at the township board meeting on October 14th 2020. This was the final step in the DDA development plan process so now that the township has approved the ordinance the DDA development plan process is complete.

Christmas / Holiday Banner Design - Jeremy Hickmott provided the DDA board with a concept design and costs for a set of holiday / Christmas banners to replace the existing banners in the district. It was brought up by the board that the banners should be more seasonal in nature as Christmas tends to be a bit of a narrow window of time and if the banners were more seasonal in nature the time they would be left up would be longer. Also there was discussion about trying to incorporate more of the branding approach from the rising tide and also look into the Veterans banner program that the city of west branch does now.

Disk Golf Signage - At the request of the township board trustee Debbie Buhlman she had mentioned at the last board meeting that she would like to see the DDA as one of their projects to get disk golf signage for the recreation area on Dam Road. The board requested that Jeremy Hickmott get in contact with the recreation board for what they would be looking for and also the size and design.

Old Business:

Street Light Repairs - Jeremy Hickmott provided an update that Commercial Electric is no longer interested or believes he has the ability to do the size of work that could potentially be needed on the light poles including repairing the fallen and damaged poles. Bob Griffin Jr. would provide contact information for another electrician that Jeremy Hickmott would get in contact with him in an effort to schedule an appointment to get things potentially in motion to repair the lights.

RV Park updates - No much has changed over the past month but information was provided by Bob Griffin Jr. that interviews are in process for a potential new care taker at the campground site there is also a pending background check on the interviews.

Public Comments - There was some discussion about the lift stations near Fox Run and M-55 and what type of repairs need to be done to the two facilities. With the current project on going on M-55 these facilities are going to need to be repaired either by the township or by the DDA.

The Next Meeting will be November 12th 2020 at 4:00 PM at the West Branch Township Hall.

Meeting Adjourned at 4:40 PM.

Bob Griffin Jr.
Chairperson

Jeremy R. Hickmott
Recording Sec.



Meeting Minutes November 12th 2020

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

Members Present - Bob Griffin Jr., Jim Morris, Taggert McCreddie, Ryan Munson, Jay Spaulding.

Members Absent - Laura Hanlon, Greg Morris, Ken Gildner, Brad Neubecker

Other Present at Meeting - Scott Bell Mike Durfee and Jeremy R. Hickmott

The Meeting Minutes from 10-15-2020 were approved with motion by J. Morris and 2nd by R. Munson and all YES on the Roll call.

Correspondence - None

President's Report - B. Griffin Jr. stated there was not much to report this past month but did ask Jeremy Hickmott if he did win the Twp. clerk position during the election and he stated yes. Also he asked if anyone had a status update regarding the sale of the West Branch Steel property. Hickmott stated that the township was in contact with Dan Fransee but that the township also has still not received payment as of yet and also that there is continued work with the deed that needs to be finalized.

Treasurer's Report - The treasurer's report was presented by J. Spaulding which shows the DDA has a fund balance of \$1,003,057.31 as of November 12th 2020. It was also mentioned the the Mercantile Bank CD has cashed in and is now in the DDA checking account. Also it is anticipated that initial bills should start being received for work on the infrastructure project along M-55.

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

- Lapham Invoice for continued M-55 Work, Invoice Number 21144 - \$2,780.00
- Jeremy R. Hickmott (Contracted Work), Invoice Number 009 - \$1,000.00

Motion by Morris and 2nd by T. McCreddie to by Invoices ALL YES ON Roll Call.

New Business:

M-55 Infrastructure Work Update - Scott Bell presented the board with information regarding the process of the project on M-55 and the delayed start with the project. The main reason is that the State of Michigan specifically MDOT is requiring that boring samples be done in the project area. MDOT presented this information at the pre construction meeting. Bell stated that as soon as the boring request is completed with the State then construction can get moving forward but until then things are at a stand still. The DDA is also waiting on a couple easements

and also consumers costs for moving poles in area along M-55 but this is not the main hold up for the slow start on the project.

Disk Golf Signage - The board requested the Jeremy Hickmott work with the Recreation facility to get the sign designs and also to check on possible locations for the signage. it was stated that there is an easement in the area the might be an issue to work around in terms of the signs placement. There was also discussion about possibly working with the archery park to maybe place disk golf signs on the their sign as well.

Street Light Repairs - Discussion was had by the board and Jeremy Hickmott about the light repairs and that Primary Electric Would be willing to do the repairs to the lights. Jeremy Hickmott has also been in contact with Primary Electric on coming out to at least start with voltage tests and other small things as a point to start to get things fixed.

Old Business:

RV Park Update - It was stated that the permit application have been submitted for the projects at the park. It was asked what the deadline was for completion of the grant and Scott Bell stated that there is a couple years on the grant and also the option for up to a two year extension as well. By this point it was also mentioned that a good deal of the projects for the park probably won't get into full swing until spring.

Public Comments: Mike Durfee continued to provide information and also request information from the DDA regarding opting out of the T.I.F money that the DDA receives from the library. Several members of the board wanted to know what and if the library has considered other fund raising options and also what the library uses its current funding for in the library system. Also Jeremy Hickmott brought up that he has checked with MTA (Michigan Townships Association) about giving back already allocated T.I.F money after it has been allocated and found out that is not possible to do.

The Date for the next DDA Meeting is December 17th 2020 at 4:00 PM at the West Branch Township Hall.

Motion by B. Griffin Jr and 2nd by T. McCreddie to adjourn the Meeting at 4:45pm.

Bob Griffin Jr.
Chairperson

Jeremy R. Hickmott
Recording Secretary