

## AGENDA

RESCHEDULED REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD IN PERSON AND VIRTUALLY AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON TUESDAY, SEPTEMBER 5, 2023, BEGINNING AT 6:00 P.M.

PLEASE NOTE: All guests and parties in attendance are asked to sign in if they will be making any comments during meetings, so that the City Clerk may properly record your name in the minutes. Public comments are limited to 3 minutes in length while matters from the floor are limited to 10 minutes. All in attendance are asked to silence all cell phones and other electronic devices. Accommodations are available upon request to those who require alternately formatted materials or auxiliary aids to ensure effective communication and access to City meetings or hearings. All request for accommodations should be made with as much advance notice as possible, typically at least 10 business days in advance by contacting City Clerk Lori Ann Clover at (989) 345-0500. [DISCLAIMER: Views or opinions expressed by City Council Members or employees during meetings are those of the individuals speaking and do not represent the views or opinions of the City Council or the City as a whole.] [NOTICE: Audio and/or video may be recorded at public meetings of the City Council.]

- I. Call to order
- II. Roll call
- III. Pledge of Allegiance
- IV. Scheduled Matters from the Floor
  - A. County Update
- V. Public hearing
- VI. Additions to the agenda
- VII. Public comment on agenda items only (limited to 3 minutes)
- VIII. Bids
  - A. Sole Source Vendor Exception Request Bolen Asphalt Paving – Wright and First St. Repair
- IX. Unfinished Business
- X. New Business
  - A. Bills
  - B. Resolution 23-24 National Suicide Prevention Month
  - C. Resolution 23-25 Sidewalk Construction Allocation for 223 S. Fourth St.
  - D. Special Event Permit – Tie Michigan Teal
  - E. Special Event Permit - OHHS Homecoming Parade
  - F. Special Event Permit – Hyperion Trunk or Treat
  - G. Delinquent water/sewer policy approval
- XI. Approval of the minutes and summary from the regular meeting held August 21, 2023.
- XII. Consent Agenda
  - A. Treasurer's Report and Investment Summary
  - B. Minutes from the DDA regular meeting held July 25, 2023
  - C. Minutes from the Planning Commission special meeting held July 25, 2023
- XIII. Communications

XIV. Reports

A. Mayor

1. Appointment of Alan Bruder to the DDA

B. Council

C. Manager

1. City Hall sign

XV. Public comment any topic

XVI. Adjournment

UPCOMING MEETINGS-EVENTS

September 12 Planning 6:00 pm

September 18 City Council 6:00 pm

September 19 WWTPA 3:30 pm

September 20 Airport Board 12:15 pm

September 26 DDA 12:00 pm



875 Airport Road, East Tawas, MI 48730  
(989) 362-5011  
An Equal Opportunity Employer

# ESTIMATE

DATE: August 24, 2023  
ESTIMATE VALID FOR: 30 days  
PREPARED BY: Matt Bolen

## CUSTOMER INFORMATION:

Name Mr. John Dantzer, Manager  
Company Name City of West Branch  
Phone 989-345-0500  
Email [citymanager@westbranch.com](mailto:citymanager@westbranch.com)

Comments or special instructions:  
West Branch City Work

ESTIMATE DESCRIPTION	AMOUNT
LUMP SUMP BID: Micro-milling, clean up and 1 3/4" of 5EML hot mix asphalt paving of approximately 2,760 square yards of Wright Street and First Street in the City of West Branch	\$ 25,500.00
<b>TOTAL</b>	<b>\$ 25,500.00</b>

If you have any questions concerning this estimate, please contact us at [mbolen@bolenasphalt.com](mailto:mbolen@bolenasphalt.com)

Signature: \_\_\_\_\_

*Matthew R. Bolen*

Date: 08/24/2023

## **-ATTENTION-**

If estimate is accepted as quoted, please sign below and return  
**BOLEN ASPHALT PAVING COPY - Thank You!**

Customer Estimate Approval: \_\_\_\_\_ Date: \_\_\_\_\_

# **Sole Source Vendor Exception Request**

for

## **Road Work**

from

## **Bolen Asphalt**

**9/4/23**

Pursuant to City Ordinance § 33.09 **SOLE SOURCE VENDORS**, “Supplies, materials, equipment and services may be purchased without formal bidding when the City Manager demonstrates in writing to the City Council that there is only one practical source for the supply, material, equipment or service.”

As such, City Manager, John Dantzer, is requesting City Council forego formal bidding and approve the proposal for the road work on Wright St. and S. First St. to Bolen Asphalt based on the following reasons:

- Bolen is already doing work on a different portion of Wright St as part of the MDOT detour project so they will have equipment and workers in the area.
- Doing all of Wright St at one time and not having a seam will make for a better finished product.
- The quote from Bolen came in under what was budgeted for the project in our current budget.

Thank you.

City Manager John Dantzer

*ATTACHED IS A  
LIST OF THE  
BILLS TO BE APPROVED  
AT THIS COUNCIL MEETING*

BILLS	\$43,216.62
<i>BILLS AS OF 9/1/23</i>	<i>\$43,216.62</i>
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$4,557.75</i>
<b>TOTAL BILLS</b>	<b>\$47,774.37</b>

**BILLS ARE AVAILABLE  
AT THE MEETING  
FOR COUNCIL'S REVIEW**

Vendor Name	Amount	Description
BADGER METER	1,080.46	CELLULAR READS AUGUST
BBC DISTRIBUTING	65.34	WWTP SUPPLIES
BECKETT & RAEDER	555.00	STREETSCAPE
BUNTING SAND & GRAVEL PRO INC	135.07	SAND
COLUMN SOFTWARE PBC	104.78	ADS
COLUMN SOFTWARE PBC	2,755.48	ADS
CONSUMERS ENERGY	107.40	ELECTRIC AUGUST
DO ALL INC	276.32	RECYCLING CENTER
DTE ENERGY	315.92	GAS
GOLDEN KEY CAMP	200.00	MOBILE STAGE DEPOSIT REFUND
HACH COMPANY	2,486.93	WWTP SUPPLIES
MERS OF MICHIGAN	27,713.31	RETIREMENT
MERS OF MICHIGAN	1,057.02	RETIREMENT M/L PORTION
MVW & ASSOCIATES INC	1,000.00	ASSESSOR SEPTEMBER
PRINTING SYSTEMS	107.63	SHUT OFF ENVELOPES
SCHNEIDER TIRE COMPANY	652.00	POLICE TIRES
TRUCK & TRAILER SPECIALTIES	3,509.10	PARTS FOR #29
UPS	52.37	SHIPPING WWTP
USA BLUE BOOK	180.72	WWTP SUPPLIES
WEST BRANCH AUTOMOTIVE	661.77	VARIOUS SUPPLIES
WEST SIDE MACHINE	200.00	WWTP REPAIRS
<b>TOTAL</b>	<b>43,216.62</b>	

## RESOLUTION 23-24

WHEREAS, suicide is a national public health issue that affects all Americans, including veterans, their families, and friends; and

WHEREAS, suicide has no single cause and no one approach can end it; and

WHEREAS, the month of September is recognized as National Suicide Prevention Month; and

WHEREAS, according to the US Center for Disease Control and Prevention (CDC), an estimated 49,449 people died from suicide making it the 11<sup>th</sup> leading cause of death in the US in 2022; and

WHEREAS, according to the CDC, Nationwide, we lose 22 veterans a day to suicide; and

WHEREAS, according to the CDC, the number of U.S. suicide deaths reached an all-time high in 2022; and

WHEREAS, on December 22, 2021, the Senate signed Bill S6194B, also known as the 9-8-8 Suicide Prevention and Mental Health Crisis Act, which established the 9-8-8 suicide prevention and mental health hotline where individuals can connect directly to trained suicide prevention counselors for critical support; and

WHEREAS, the City Council recognizes that raising awareness for the mental health of all its residents, including its veterans, is of vital importance to the social fabric of this City, as is the remembrance and acknowledgment of those lives lost to suicide and those impacted by losing a loved one to suicide;

NOW, THEREFORE, IT BE RESOLVED, the West Branch City Council hereby recognizes National Suicide Prevention Month and designates September 22, 2023 as Veterans Suicide Awareness and Remembrance Day.

**RESOLUTION 23-25**  
**SIDEWALK CONSTRUCTION ALLOCATION FOR 223 S. FOURTH ST.**

WHEREAS, § 94.24 of the City of West Branch Code of Ordinances provides that cost allocations for sidewalk construction may be altered, indexed, waived, or paid by installation upon Council resolution, and

WHEREAS, City Resolution # 97-12 found it to be in the best interest of public health, welfare, and safety to promote an aggressive sidewalk improvement effort by allowing subsidy scheduled to provide for the payment of sidewalk assessments in the City as follows: “Very Low Income – City responsible for 75%[] Lower Income – City responsible for 50%[]; with income thresholds as determined by MSHDA Section 8 Existing Eligibility Income Limits for the current year, and . . . that residents opting to pay full assessment in the same calendar year as construction receive a 5% discount from total responsibility for construction, and . . . that residents opting to pay in installments be billed three annual payments, each equaling 1/3 of total responsibility for construction, and . . . that individual cases may be examined by City Council and fees for sidewalk construction and related costs (engineering, grade work, retention walls, etc.) may be amended or waived by City Council motion at an open, regularly scheduled meeting of the City Council”; and

WHEREAS, the owners have requested City Council to approve a reconstruction of the sidewalk in front of their home, located at 223 S. Fourth St, West Branch, MI; and

WHEREAS, the owners have chosen to contract with Finished Concrete to perform the work, at a cost of \$4,360.00; and

NOW, THEREFORE, BE IT RESOLVED, West Branch City Council approves to pay for 50% of the cost not to exceed \$2,180.00





(211) North Fourth Street • West Branch, Michigan 48661  
(989) 345-4100 • Fax (989) 345-4390 • e-mail: cityhall@westbranch.com

## Special events permit

Event Name: Tie Michigan Teal  
Event Date: 9-1-23 to 9-30-23 Start Time: 8am 9/1 End Time: 5pm 9/30  
Name of Sponsoring Organization: Michigan Ovarian Cancer Alliance  
Address: 315 East Eisenhower Parkway #9 Ann Arbor Michigan 48108 Contact Person: Diann Glaza Helbling  
Phone Number: 248 860 5720

Describe the purpose of this event: **We tie teal ribbons preprinted with the signs and symptoms of ovarian cancer during National Ovarian Cancer Awareness month in September to raise awareness of this cancer. Ovarian Cancer has no early screening test so educating the public on this cancer with this campaign helps to educate people so they will get diagnosed and into treatment sooner** Point of Assembly: **the ribbons are tied usually to lamp posts and trees in the city**

Proposed Route: **lampposts/trees on West Houghton St in Victorian West Branch starting at 6th to Irons Park** (start to finish, attach route diagram if needed) In an effort to help your event run smoothly you must make sure the following departments are aware of and/or can staff your event.

**Please obtain signatures from each department listed advising us that they are aware:**

West Branch City Police services NOT needed arrangements have been made

\_\_\_\_\_  
Chief of Police

West Branch City DPW - services NOT needed arrangements have been made

\_\_\_\_\_  
Superintendent of Public Works

By signing below, the applicant for the Special Event Permit agrees to hold harmless and indemnify the City and its officers, employees, contractors, subcontractors, representatives, and agents from and against any and all injuries and/or damages including attorney fees resulting and/or arising from the special event and/or from the actions and/or omissions of the special event sponsor and/or their officers, employees, contractors, subcontractors, representative and/or agents.

\_\_\_\_\_  
Signature Date For Office Use Only: Permit Approved – Yes / No

\_\_\_\_\_  
City Council/Manager



121 North Fourth Street • West Branch, Michigan 48891  
Phone: (989) 445-4300 • Fax: (989) 445-4300 • e-mail: cityhall@westbranchmi.com

## Special events permit

Event Name: OHS Homecoming Parade  
Event Date: 9/20/23 Start Time: 6:00 pm End Time: 7:00 pm  
Name of Sponsoring Organization: Ogemaw Heights High School  
Address: 960 SM-33 W.B. MI 48861  
Contact Person: Adam Miller Phone Number: 989-343-2035  
Describe the purpose of this event: Parade for our homecoming week.

Point of Assembly: \_\_\_\_\_

Proposed Route: Valley to Save a lot  
(start to finish, attach route diagram if needed)

In an effort to help your event run smoothly you must make sure the following departments are aware of and/or can staff your event. Please obtain signatures from each department listed advising us that they are aware:

West Branch City Police

☐

services NOT needed

☐

arrangements have been made

Chief of Police

Brian Gilbert Jr.  
working w/ police

West Branch City DPW -

☐

services NOT needed

☐

arrangements have been made

Superintendent of Public Works

By signing below, the applicant for the Special Event Permit agrees to hold harmless and indemnify the City and its officers, employees, contractors, subcontractors, representatives, and agents from and against any and all injuries and/or damages including attorney fees resulting and/or arising from the special event and/or from the actions and/or omissions of the special event sponsor and/or their officers, employees, contractors, subcontractors, representative and/or agents.

Signature

Date

7/5/23

For Office Use Only:  
Permit Approved – Yes / No

City Council/Manager



121 North Fourth Street • West Branch, Michigan 48661  
(989) 345-0598 • Fax (989) 345-4380 • e-mail: cityhall@westbranchmi.com

## Special events permit

Event Name: Hyperion Trunk or Treat

Event Date: 10.31.23 Start Time: 4pm End Time: 6pm

Name of Sponsoring Organization: Hyperion

Address: 510 Griffin Rd West Branch MI 48661

Contact Person: Troy Tuyls Phone Number: (614)989-7343

Describe the purpose of this event: Hyperion would like to have a trunk or treat for the community.

this event will consist of 10 to 15 candy stations, halloween dicerations, dounuts, cider, and hyperion gift bags.

Point of Assembly: The intercection of parkway and griffin road, the event will not exceed past hyperions entrence.

Proposed Route: \_\_\_\_\_  
(start to finish, attach route diagram if needed)

In an effort to help your event run smoothly you must make sure the following departments are aware of and/or can staff your event.  
**Please obtain signatures from each department listed advising us that they are aware:**

West Branch City Police

☐ services NOT needed

☐ arrangements have been made

\_\_\_\_\_  
Chief of Police

West Branch City DPW -

☒ services NOT needed

☐ arrangements have been made

\_\_\_\_\_  
Superintendent of Public Works

By signing below, the applicant for the Special Event Permit agrees to hold harmless and indemnify the City and its officers, employees, contractors, subcontractors, representatives, and agents from and against any and all injuries and/or damages including attorney fees resulting and/or arising from the special event and/or from the actions and/or omissions of the special event sponsor and/or their officers, employees, contractors, subcontractors, representative and/or agents.

Troy Tuyls  
Signature

8.23.23  
Date

For Office Use Only:  
Permit Approved – Yes / No

\_\_\_\_\_  
City Council/Manager

## **DELINQUENT DISCONTINUANCE OF WATER/SEWER POLICY**

**Effective: October 2023**

Service may be discontinued due to any unpaid delinquency in excess of 60 days.

- I. Late notices will be mailed out by the tenth of each month. With the shut off being the third Tuesday of each month.
- II. If unpaid by the third Monday of the month a 24-hour shut off notice will be hung on the door for a fee set by resolution of the West Branch City Council
- III. If unpaid by the third Tuesday of the month by noon on that day service will be discontinued to the residence for a shut off fee set by resolution of the West Branch City Council.
- IV. If the service is discontinued due to non-payment at this point, in order to have the service turned back on the following will be required.
  - A. The entire amount due.
  - B. This includes the hanging notice and the shut off fee.
  - C. If after 3:00 an afterhours turn on fee set by resolution of the West Branch City Council.

(Currently these fees are as listed: 24-hour notice hung \$25.00, turn on/off during hours \$30.00, after hours \$200.00)

**Sec. 4-377. - Shutting off or discontinuing service; turn-on charge.**

In addition to other remedies provided, the city shall have the right to shut off and discontinue the supply of water to any premises for the nonpayment of water charges when due. If such charges are not paid within 30 days after the first day of the month next succeeding the month in which such charges are billed, then water service to such premises shall be discontinued. A warning notice shall be attached to the door of the premises affected prior to actual discontinuation of service. A shut-off fee shall be added to the sum then due for notice of shut-off. Water services so discontinued shall not be restored until all sums then due and owing shall be paid, plus a turn-on charge. Amounts to be charged for shut-off fees and turn-on charges shall be set by resolution of council.

(Code 1994, § 52.40; Ord. No. 185, 12-1-1980; Ord. No. 217, 7-1-1992; Ord. No. 18-03, 10-24-2018)

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(Currently these fees are as listed: 24-hour notice hung \$25.00, turn on/off during business hours \$15.00 each, after business hours \$200.00)

**Your water service will be discontinued at noon on \_\_\_\_\_**

**For a past due amount of \_\_\_\_\_**

**To avoid shut off, the above amount must be paid in the office before noon on that day.**

If your service is shut off due to nonpayment, you will be required to pay the entire amount due, including the hanging notice and turn on/off fees prior to having your service turned back on.

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Cost of After Hours Reconnection				
	Hourly Cost	OT	Hours	Cost
Matt Linsenman	\$ 26.25	\$ 39.38	2	\$ 78.75
Lori Ann Clover	\$ 24.35		1	\$ 24.35
Subtotal Wages				\$ 103.10
Leave & Benefits	103.64%			\$ 106.85
Equipment				
#43 Pick up	\$ 16.04		2	\$ 32.08
Subtotal				\$ 242.03
Overhead	11.00%			\$ 26.62
Total Cost After Hours				\$ 268.66



REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIA VIDEO CONFERENCE  
IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, AUGUST 21,  
2023.

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

Present: City Mayor Paul Frechette, Council Members Carol Adair, Joanne Bennett, Ellen Pugh, Rusty Showalter, and Cathy Zimmerman.

Absent: Mike Jackson

Other officers present: City Manager John Dantzer, City Clerk Lori Ann Clover, DPW Supervisor Mike Killackey, and Commissioner Craig Scott.

All stood for the Pledge of Allegiance.

\* \* \* \* \*

Commissioner Scott gave an update on county activities. The County has accepted a proposal for a communications kiosk at the correctional facility for inmates and a proposal to repair the facade on the transit building. Commissioner Simmons was appointed to the AVCMH Board, Commissioner Wiltse to the Northern Michigan County Association, and Commissioner Ziegler to the OPIOT Committee. They are also researching a new well at the Nature Park.

\* \* \* \* \*

**MOTION BY FRECHETTE, SECOND BY SHOWALTER TO EXCUSE MEMBER JACKSON FROM THE MEETING.**

**Yes —Adair, Bennett, Frechette, Pugh, Showalter, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

\* \* \* \* \*

Manager Dantzer explained that the City's Masterplan will expire at the end of this year. The plan will need to be updated with the 2020 census numbers and some of the zoning maps. NEMCOG had updated the plan previous and also updated the GIS Program to include our zoning maps so they already have our maps developed.

**MOTION BY SHOWALTER, SECOND BY PUGH TO APPROVE THE SOLE SOURCE VENDOR REQUEST FROM NEMCOG FOR THE REWRITE OF THE CITY'S MASTER PLAN NOT TO EXCEED \$6,810.00.**

**Yes —Adair, Bennett, Frechette, Pugh, Showalter, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

\* \* \* \* \*

There still has been no word from anyone at the Brook even after Attn: Meihn's letter to them following the meeting. Wausau has supplied the number of trucks and hours of operation to the City. The Planning Commission recommended the City include a green buffer to be maintained by DPW.

**MOTION BY ZIMMERMAN, SECOND BY PUGH TO APPROVE THE ENACTMENT OF ORDINANCE #23-01 ZONING CHANGES TO PARCELS 052-625-01, 02, AND 03 REZONING FROM MULTIPLE FAMILY DISTRICT TO INDUSTRIAL DISTRICT.**

**Yes —Adair, Bennett, Frechette, Pugh, Showalter, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

\* \* \* \* \*

**MOTION BY ADAIR, SECOND BY PUGH TO MAKE MEMBER SHOWALTER THE VOTING DELEGATE FOR THE MML ANNUAL MEETING WITH MEMBER JACKSON BEING THE ALTERNATE.**

**Yes —Adair, Bennett, Frechette, Pugh, Showalter, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY ZIMMERMAN, TO APPROVE PAYMENT OF THE BILLS IN THE AMOUNT OF \$134,050.68.**

**Yes —Adair, Bennett, Frechette, Pugh, Showalter, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY ZIMMERMAN, TO RESCHEDULE THE NEXT MEETING WHICH WILL FALL ON LABOR DAY TO TUESDAY SEPTEMBER 5, 2023.**

**Yes —Adair, Bennett, Frechette, Pugh, Showalter, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

\* \* \* \* \*

Manager Dantzer explained the budget amendment was to account for the additional cost of the Masterplan work that was not in the original budget. The amendment would use \$2,559 of excess funds in the general fund and the remaining \$4,241 moved from carryover.

**MOTION BY SHOWALTER, SECOND BY BENNETT, TO APPROVE RESOLUTION 23-23 FY2023 BUDGET AMENDMENT.**

**Yes —Adair, Bennett, Frechette, Pugh, Showalter, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

**RESOLUTION #23-23**

WHEREAS, the West Branch City Planning Commission is required to approve a Masterplan every five year as required by the Michigan Planning Enabling Act; and

WHEREAS, the current Masterplan will expire at the end of 2023, and

WHEREAS, in the annual review of the Masterplan, it was determined that a partial rewrite and not just an update will be required, and

WHEREAS, the City has worked with the North East Michigan Council of Governments for past rewrites, and

WHEREAS, the partial rewrite for the Masterplan was not included in the original budget,

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

GL NUMBER	DESCRIPTION	2023-24 CURRENT BUDGET	2023-24 AMENDED BUDGET
Fund 101 - GENERAL FUND			
Revenues			
TOTAL REVENUES		1,865,167.00	1,865,167.00
Expenditures			
Dept 101.000 - LEGISLATIVE			
Total Dept 101.000 - LEGISLATIVE		17,254.00	17,254.00
Dept 172.000 - CITY MANAGER'S OFFICE			
Total Dept 172.000 - CITY MANAGER'S OFFICE		140,433.00	140,433.00
Dept 201.000 - INTERNAL SERVICES			
Total Dept 201.000 - INTERNAL SERVICES		47,211.00	47,211.00
Dept 209.000 - PROPERTY ASSESSMENT REVIEW			
Total Dept 209.000 - PROPERTY ASSESSMENT REVIEW		13,912.00	13,912.00

Dept 215.000 - CITY CLERK		
Total Dept 215.000 - CITY CLERK	75,989.00	75,989.00
Dept 228.000 - TECHNOLOGY		
Total Dept 228.000 - TECHNOLOGY	16,000.00	16,000.00
Dept 253.000 - CITY TREASURER		
Total Dept 253.000 - CITY TREASURER	116,381.00	116,381.00
Dept 262.000 - ELECTIONS		
Total Dept 262.000 - ELECTIONS	7,441.00	7,441.00
Dept 265.000 - MUNICIPAL PROPERTIES		
Total Dept 265.000 - MUNICIPAL PROPERTIES	47,300.00	47,300.00
Dept 266.000 - LEGAL ASSISTANCE		
Total Dept 266.000 - LEGAL ASSISTANCE	47,300.00	47,300.00
Dept 284.000 - COMMUNITY PROMOTIONS		
Total Dept 284.000 - COMMUNITY PROMOTIONS	13,793.00	13,793.00
Dept 299.000 - CITY SERVICES		
Total Dept 299.000 - CITY SERVICES	53,995.00	53,995.00
Dept 301.000 - POLICE DEPARTMENT		
Total Dept 301.000 - POLICE DEPARTMENT	677,338.00	677,338.00
Dept 336.000 - FIRE		
Total Dept 336.000 - FIRE	28,139.00	28,139.00
Dept 345.000 - CROSSING GUARDS		
Total Dept 345.000 - CROSSING GUARDS	8,357.00	8,357.00
Dept 441.000 - PUBLIC WORKS DEPARTMENT		
Total Dept 441.000 - PUBLIC WORKS DEPARTMENT	143,112.00	143,112.00
Dept 528.000 - SOLID WASTE		
Total Dept 528.000 - SOLID WASTE	219,292.00	219,292.00
Dept 537.000 - AIRPORT		
Total Dept 537.000 - AIRPORT	54,445.00	54,445.00

Dept 721.000 - PLANNING AND ZONING			
101-721.000-703.700	SALARIES AND WAGES	2,100.00	2,100.00
101-721.000-714.700	MANDATORY MEDICARE	31.00	31.00
101-721.000-715.700	SOCIAL SECURITY (EMPLOYER)	130.00	130.00
101-721.000-720.700	WORKERS COMPENSATION PREMIUM	10.00	10.00
101-721.000-801.700	CONTRACTUAL SERVICES	0.00	6,800.00
101-721.000-865.700	PROFESSIONAL DEVELOPMENT	0.00	0.00
101-721.000-901.700	PRINTING AND PUBLISHING	215.00	215.00
101-721.000-956.700	EXPENSES	100.00	100.00
Total Dept 721.000 - PLANNING AND ZONING		2,586.00	9,386.00
Dept 728.000 - ECONOMIC DEVELOPMENT			
Total Dept 728.000 - ECONOMIC DEVELOPMENT		1,000.00	1,000.00
Dept 729.000 - CODE ENFORCEMENT			
Total Dept 729.000 - CODE ENFORCEMENT		0.00	0.00
Dept 751.000 - PARKS AND RECREATION			
Total Dept 751.000 - PARKS AND RECREATION		75,270.00	75,270.00
Dept 851.000 - INSURANCE AND RISK MANAGEMENT			
Total Dept 851.000 - INSURANCE AND RISK MANAGEMENT		15,750.00	15,750.00
Dept 965.000 - TRANSFERS			
Total Dept 965.000 - TRANSFERS		20,000.00	20,000.00
Dept 965.209 - TRANSFER TO CEMETERY			
Total Dept 965.209 - TRANSFER TO CEMETERY		20,310.00	20,310.00
TOTAL EXPENDITURES		1,862,608.00	1,869,408.00
Fund 101 - GENERAL FUND:			
TOTAL REVENUES		1,865,167.00	1,865,167.00
TOTAL EXPENDITURES		1,862,608.00	1,869,408.00
NET OF REVENUES & EXPENDITURES		2,559.00	(4,241.00)

\* \* \* \* \*

Manager Dantzer explained that in reviewing the UB account for Selley's Cleaners if the current cost is raised to match the \$0.25 sewer increase their monthly bill would go up \$15.50.

**MOTION BY ZIMMERMAN, SECOND BY BENNETT, TO INCREASE SELLEY'S CLEANERS MONTHLY UTILITY BILLING BY \$15.50.**

**Yes —Adair, Bennett, Frechette, Pugh, Showalter, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

\* \* \* \* \*

MDOT requires the review of the City's Title VI Non-discrimination Plan each year as they provide the City with funding. Manager Dantzer made a couple of changes to include protected classes to match MDOT'S current protected classes and the recommendation from the MML insurance risk audit. Also included were copies of the language identification forms.

**MOTION BY SHOWALTER, SECOND BY ADAIR TO APPROVE THE CITY OF WEST BRANCH'S TITLE VI NON-DISCRIMINATION PLAN AND AUTHORIZE MANAGER DANTZER AND MAYOR FRECHETTE TO SIGN ON BEHALF OF THE CITY.**

**Yes —Adair, Bennett, Frechette, Pugh, Showalter, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY SHOWALTER TO APPROVE THE MINUTES AND SUMMARY FROM THE REGULAR MEETING AND THE CLOSED SESSION MINUTES WITH CORRECTIONS HELD AUGUST 7, 2023.**

**Yes —Adair, Bennett, Frechette, Pugh, Showalter, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

\* \* \* \* \*

**MOTION BY SHOWALTER, SECOND BY FRECHETTE TO RECEIVE AND FILE THE TREASURER'S REPORT AND INVESTMENT SUMMARY; WEST BRANCH POLICE DEPARTMENT JULY 2023 REPORT; MINUTES FROM THE OGEMAW COUNTY LAND BANK AUTHORITY MEETING HELD JULY 12, 2023; AND THE ZONING BOARD OF APPEALS MINUTES FROM THE MEETING HELD JANUARY 5, 2023.**

**Yes —Adair, Bennett, Frechette, Pugh, Showalter, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

\* \* \* \* \*

Communications received included Charter Communications.

Mayor Frechette stated that the fair was well attended. He also discussed the body cam system that the City Police is purchasing is the same as the counties. It is possible to create QR codes for special events that can be scanned and uploaded to if other cameras might catch something suspicious. The contract for the new EMS Director has been finalized.

Member Showalter also stated that the fair was very well attended and that there were more food vendors this year.

Member Pugh said that the Victorian Art Fair was outstanding this year. Approximately 200 vendors were signed up.

Member Bennett asked about the body cams and if there was a way to notify the public in the case of an event.

DPW Supervisor Killackey informed Council that they would be working on Wright, Second, and Third Streets. DTE will be here for about another three months. He has done approximately 120 Miss Digs with about twenty left to go.

Mayor Frechette adjourned the meeting at 6:28 pm.

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Paul Frechette, Mayor

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Lori Ann Clover, Clerk

**SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIA VIDEO CONFERENCE IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, AUGUST 21, 2023.**

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

Present: Mayor Frechette, Council Members Adair, Bennett, Pugh, Showalter, and Zimmerman.

Absent: Jackson

Other officers present: Manager Dantzer, Clerk Clover, DPW Supervisor Killackey, and Commissioner Scott.

All stood for the Pledge of Allegiance.

Commissioner Scott gave an update.

Council excused Member Jackson.

Council approved the sole source vendor request from NEMCOG for the rewrite of the City's Master Plan.

Council approved the enactment of Ordinance #23-01 Zoning Changes.

Council approved Member Showalter as the voting delegate at the MML Annual Meeting and Member Jackson as the alternate.

Council approved bills in the amount of \$134,050.68.

Council moved the meeting on Labor Day to Tuesday September 5, 2023.

Council approved Resolution 23-23 FY2023 Budget Amendment.

Council approved increasing Selley's Cleaners monthly billing by \$15.50.

Council approved the City of West Branch's Title VI Non-discrimination Plan and authorized Manager Dantzer and Mayor Frechette to sign.

Council approved the minutes and summary and closed session minutes with corrections from the regular meeting held August 7, 2023.

Council received and filed the treasurer's report and investment summary; West Branch Police Department July 2023 report; minutes from the Ogemaw County Land Bank Authority Meeting held July 12, 2023; and the Zoning Board of Appeals minutes from the meeting held January 5, 2023.

Communications were received.

Mayor Frechette; Members Showalter, Pugh, and Bennett, and DPW Supervisor Killackey gave updates.

Mayor Frechette adjourned the meeting at 6:28 pm.



Bank Code		Beginning Balance 09/01/2023	Total Debits	Total Credits	Ending Balance 09/30/2023
Fund	Description				
GEN1	GEN1 - GENERAL CHECKING				
101	GENERAL FUND	803,751.01	100.00	0.00	803,851.01
150	CEMETERY PERPETUAL CARE	41,285.19	0.00	0.00	41,285.19
209	CEMETERY FUND	6,507.68	0.00	0.00	6,507.68
237	MARIJUANA FUND	4,500.00	0.00	0.00	4,500.00
243	BROWNFIELD REDEVELOPMENT AUTHORITY FU	15,105.95	0.00	0.00	15,105.95
248	DDA OPERATING FUND	318,341.24	0.00	0.00	318,341.24
251	INDUSTRIAL PARK FUND	1,966.38	0.00	0.00	1,966.38
276	HOUSING RESOURCE FUND	187,472.98	0.00	0.00	187,472.98
318	SEWER DEBT FUND	108,281.89	220.97	0.00	108,502.86
319	WATER DEBT FUND	91,339.90	58.89	0.00	91,398.79
372	PLANT REPLACEMENT FUND (R&I)	2.70	0.00	0.00	2.70
390	SEWER FUND	369,829.58	280.17	0.00	370,109.75
391	WATER FUND	754,578.23	456.18	0.00	755,034.41
392	WATER REPLACEMENT FUND	724,254.95	0.00	0.00	724,254.95
393	SEWER COLLECTION	285,397.18	53.65	0.00	285,450.83
361	EQUIPMENT FUND	8,768.41	0.00	0.00	8,768.41
704	PAYROLL CLEARING	24,496.84	0.00	0.00	24,496.84
705	IRONS PARK ENTERTAINMENT FUND	14,167.37	0.00	0.00	14,167.37
707	YOUTH SAFETY PROGRAM	115.00	0.00	0.00	115.00
	GEN1 - GENERAL CHECKING	3,760,162.48	1,169.86	0.00	3,761,332.34
MAJ/LST	MAJOR/ LOCAL STREETS				
202	MAJOR STREET FUND	697,555.16	0.00	0.00	697,555.16
203	LOCAL STREET FUND	473,332.50	0.00	0.00	473,332.50
	MAJOR/ LOCAL STREETS	1,170,887.66	0.00	0.00	1,170,887.66
PAY	PAYROLL				
704	PAYROLL CLEARING	37,717.66	0.00	0.00	37,717.66
	PAYROLL	37,717.66	0.00	0.00	37,717.66
CHEM	SAVINGS				
101	GENERAL FUND	459,880.93	0.00	0.00	459,880.93
150	CEMETERY PERPETUAL CARE	1,685.83	0.00	0.00	1,685.83
251	INDUSTRIAL PARK FUND	245.69	0.00	0.00	245.69
371	COLLECTION REPLACEMENT FUND	0.65	0.00	0.00	0.65
391	WATER FUND	26,432.61	0.00	0.00	26,432.61
392	WATER REPLACEMENT FUND	19,792.34	0.00	0.00	19,792.34
393	SEWER COLLECTION	3,185.88	0.00	0.00	3,185.88
361	EQUIPMENT FUND	103,597.93	0.00	0.00	103,597.93
	SAVINGS	614,821.86	0.00	0.00	614,821.86
TAX	TAXES				
701	TAX AGENCY	1,094,545.37	35,084.60	0.00	1,129,629.97
	TAXES	1,094,545.37	35,084.60	0.00	1,129,629.97
	TOTAL - ALL FUNDS	6,678,135.03	36,254.46	0.00	6,714,389.49

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH  
FROM 09/01/2023 TO 09/30/2023  
FUND: ALL FUNDS  
INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 09/01/2023	Total Debits	Total Credits	Ending Balance 09/30/2023
Fund 101 GENERAL FUND					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	150,000.00	0.00	0.00	150,000.00
	GENERAL FUND	250,000.00	0.00	0.00	250,000.00
Fund 150 CEMETERY PERPETUAL CARE					
004.300	CERTIFICATE OF DEPOSIT C	112,499.74	0.00	0.00	112,499.74
004.400	CERTIFICATE OF DEPOSIT D	113,500.06	0.00	0.00	113,500.06
	CEMETERY PERPETUAL CARE	225,999.80	0.00	0.00	225,999.80
Fund 251 INDUSTRIAL PARK FUND					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	25,000.00	0.00	0.00	25,000.00
	INDUSTRIAL PARK FUND	125,000.00	0.00	0.00	125,000.00
Fund 661 EQUIPMENT FUND					
004.300	CERTIFICATE OF DEPOSIT A	150,000.00	0.00	0.00	150,000.00
004.400	CERTIFICATE OF DEPOSIT B	100,000.00	0.00	0.00	100,000.00
	EQUIPMENT FUND	250,000.00	0.00	0.00	250,000.00
	TOTAL - ALL FUNDS	850,999.80	0.00	0.00	850,999.80

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY  
HELD AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. WEST BRANCH, MI ON TUESDAY,  
JULY 25, 2023.

The meeting was called to order by Chairperson Samantha Fabbri at 12:00 pm.

Present: Joanne Bennett, Samantha Fabbri, Autum Hunter, Sandy Rabidue, and Ken Walters.

Absent: Joe Clark, Erin Resteiner (attended virtually but could not vote due to OMA), and Cathy Zimmerman.

Others present: Acting Secretary/City Manager John Dantzer and MDOT representative Kim Mullins

\* \* \* \* \*

**MOTION BY FABBRI, SECOND BY RABIDUE, TO EXCUSE MEMBERS CLARK, RESTEINER, AND ZIMMERMAN FROM THE MEETING.**

<b>Yes – Bennett, Fabbri, Hunter, Rabidue, Walters</b>	<b>No – None</b>
<b>Absent – Clark, Resteiner, Zimmerman</b>	<b>Motion carried.</b>

\* \* \* \* \*

**MOTION BY RABIDUE, SECOND BY HUNTER, TO APPROVE THE MINUTES FROM THE MEETING HELD JUNE 27, 2023.**

<b>Yes – Bennett, Fabbri, Hunter, Rabidue, Walters</b>	<b>No – None</b>
<b>Absent – Clark, Resteiner, Zimmerman</b>	<b>Motion carried.</b>

\* \* \* \* \*

**MOTION BY FABBRI, SECOND BY HUNTER, TO APPROVE THE BILLS IN THE AMOUNT OF \$49,250.40**

<b>Yes – Bennett, Fabbri, Hunter, Rabidue, Walters</b>	<b>No – None</b>
<b>Absent – Clark, Resteiner, Zimmerman</b>	<b>Motion carried.</b>

\* \* \* \* \*

Kim Mullins went over different aspects of the Houghton Ave reconstruction project including the bid process, billing process, time table, and gave an update on utilities.

Chairperson Fabbri noted how well the Jeep Jam went and asked to share with Council her letter thanking everyone for their help on the event.

The Board asked about the current opening. Secretary/Manager Dantzer noted he did reach out to Mercantile Bank and they were looking at having someone serve on the Board.

The Treasures report was submitted.

\* \* \* \* \*

The meeting was adjourned at 12:34 pm.

SPECIAL MEETING OF THE WEST BRANCH PLANNING COMMISSION HELD IN THE COUNCIL CHAMBERS  
OF CITY HALL, 121 NORTH FOURTH STREET, ON TUESDAY, JULY 25, 2023.

Vice Chairperson David called the meeting to order at 6:00 p.m.

Present: Bob David, Yvonne DeRoso, Kara Fachting, Mike Jackson, and Rusty Showalter.

Absent: Josh Erickson and Cori Lucynski

Others officers in attendance: Acting secretary/zoning administrator, John Dantzer

\* \* \* \* \*

All stood for the Pledge of Allegiance.

\* \* \* \* \*

At 6:06 pm Vice Chairperson Bod David opened the public hearing to take comment on the proposed changes to the zoning ordinance which would rezone property ID #s 052-625-002-01, 052-625-002-02, 052-625-002-03 from multi-family to industrial.

C. Edward Liang asked what brought about the need for the rezoning for that area. Secretary/administrator Dantzer explained the property was originally planned for a housing development. The developer the City was working with backed out of the plans due to cost and the City has been unable to find anyone else that was interested in a large scale housing development. Since then, the City was approached by a manufacturing firm looking to expand. The City discussed the next best thing to bringing in more housing was bringing in more jobs. Mr. Liang noted he had no concerns and thought it was a great idea and was in favor of it because it would benefit the community by creating jobs for the area.

A letter was shared from William Carey of the Carey Jaskowski Law Firm on behalf of the Brook of West Branch noting their opposition to the change noting concern for the quality of life for the residents of the Brook and concern that it could negatively impact their property values.

Member Showalter noted he believed it is a great opportunity for growth in the City.

Member DeRoso noted there could be a buffer as part of the agreement with the manufacturing developer.

Member Fachting noted the increased activity could give the residents at the Brook more things to watch as they are sitting out.

No one else wished to speak on the subject.

**MOTION BY DEROSO, SECOND BY JACKSON, TO CLOSE THE PUBLIC HEARING.**

**Yes --- David, DeRoso, Fachting, Jackson, Showalter**

No – None

Absent –Erickson, Lucynski

Motion carried

\* \* \* \* \*

**MOTION BY DAVID, SECOND BY FACHTING, TO APPROVE THE MINUTES FROM THE MEETING HELD MAY 9, 2023.**

**Yes — David, DeRoso, Fachting, Jackson, Showalter**

No – None

Absent –Erickson, Lucynski

Motion carried

\* \* \* \* \*

A sign variance was reviewed for Richard Spies of the West Branch Pharmacy. Mr. Spies was asking for a variance to increase the height from 6' to 8'4" and to allow a total square footage of 40 sf. Zoning Administrator/secretary Dantzer noted there is a grey area in the sign ordinance that deals with message board types signs and monument signs. The ordinance has square footage of each type of sign that is allowed in each district but doesn't state what to do if there is a combination of both types of signs. The board discussed that while the building is in the mixed use district it was in a commercial area and was located adjacent to the general commercial district. They noted they did not see any safety issues nor would it have any negative affect on neighboring properties. It was the consensus to discuss the grey area further during a future update.

**MOTION BY FACHTING, SECOND BY JACKSON, TO APPROVE THE SIGN VARIANCE AS REQUESTED AND ALLOW A TOTAL HEIGHT OF 8'4" AND 40 TOTAL SF OF SIGN.**

**Yes — David, DeRoso, Fachting, Jackson, Showalter**

No – None

Absent –Erickson, Lucynski

Motion carried

\* \* \* \* \*

The Commission went over the Masterplan and discussed any changes that needed to be made. Zoning Administrator Dantzer noted they are scheduled for a complete update in 2024.

**MOTION BY FACHTING, SECOND BY JACKSON, THAT THEY DID NOT HAVE ANY UPDATES TO THE MASTERPLAN FOR 2022.**

**Yes — David, DeRoso, Fachting, Jackson, Showalter**

No – None

Absent –Erickson, Lucynski

Motion carried

\* \* \* \* \*

Member DeRoso noted she would need to abstain from the vote on the rezoning change due to a conflict of interest.

**MOTION BY JACKSON, SECOND BY SHOWALTER, TO ALLOW MEMBER DEROSO TO ABSTAIN ON THE REZONING CHANGE.**

**Yes — David, DeRoso, Fachting, Jackson, Showalter**

**No – None**

**Absent –Erickson, Lucynski**

**Motion carried**

\*\*\*\*\*

The Commission further discussed the potential change from multi family to industrial for the property noted in the public hearing.

Vice Chairperson David noted he was in favor of the rezoning with a greenbelt barrier. Member Fachting noted her concern that using trees or other types of greenbelts don't always hold up over time. The location of the greenbelt to provide the most protection was discussed and it was determined it made the most sense to have the greenbelt on City owned property which would make keeping up on the greenbelt easier because they would not have to rely on other property owners for the maintenance of it.

The Commission went over the future plans for the manufacturing company and noted there would be a large distance between the Brook and their buildings. It was further noted the distance buffer between the Brook property and Industrial property met the planning ordinance.

The Commission recommended reaching out to the owners of the Brook to discuss the plans. Secretarty/Administrator Dantzer noted he was working on setting up a meeting.

Member Fachting noted her only concern was the trucks may use jake breaking which is noisy. It was discussed the trucks typically only run during the day and not at night.

**MOTION BY DAVID, SECOND BY JACKSON, TO RECOMMEND TO COUNCIL THE APPROVAL OF THE REZONING WITH A GREEN BELT TO BE REQUIRED BETWEEN THE INDUSTIRAL PROPERTY AND THE BROOK.**

**Yes — David, DeRoso, Fachting, Jackson, Showalter**

**Abstain - Deroso**

**No – None**

**Absent –Erickson, Lucynski**

**Motion carried**

\*\*\*\*\*

The Commission discussed the potential redevelopment of the old bicycle factory located at 201 N. Eighth St. It was noted that the developer did have an application for a Brownfield grant to help with the environmental review.

**MOTION BY FACHTING, SECOND BY JACKSON, TO OFFER THEIR SUPPORT FOR THE BROWNFIELD GRANT FOR THE OLD BICYCLE FACTORY AT 201 N. EIGHT ST.**

**Yes — David, DeRoso, Fachting, Jackson, Showalter**

**No – None**

**Absent –Erickson, Lucynski**

**Motion carried**

\* \* \* \* \*

Vice Chairperson David noted how well the City looked this summer and commended the City staff for their work.

Member DeRoso gave an update on local real estate transactions in town noting the condo off of Fariview was finished and they had an open house, the condo in W. River Park was started, and she was working on a closing for the bicycle factory. She also noted she was looking at trying to develop a county housing commission to work on housing needs.

Member Fachting addressed wild turkey concerns within the City.

Secretary/Administrator Dantzer noted he did not have anything to address currently for the regular meeting on Aug 8<sup>th</sup> but did have a special use request that could be held during the time reserved for the second meeting of the month. It was the consensus of the Commission to cancel the Aug 8<sup>th</sup> meeting and only hold a meeting on Aug 22<sup>nd</sup>.

\* \* \* \* \*

Vice Chairperson David closed the meeting at 7:09 pm





121 North Fourth Street, West Branch, Michigan 48661  
Phone 989-345-0500, Fax 989-345-4390, e-mail [cityhall@westbranch.com](mailto:cityhall@westbranch.com)  
The City of West Branch is an equal opportunity provider, employer, and lender

## APPLICATION FOR OPEN CITY BOARD OR COMMISSION POSITION

Application for: DDA Board/Commission

Name Alan Bruder

Address 217 N. 5th St.

Phone 989-345-6653 (cell/phone)

Email abruder@mercbank.com

City Resident? Yes ☒ No ☐ How Long? 20 years

Please list any previous City appointments or offices \_\_\_\_\_

Brownfield (current)

Please list any relevant employment or professional activities Mercantile Bank

Other community affiliations/activities you feel would be a benefit to this position \_\_\_\_\_

Trustee/Board member on a number of local boards inc.

Brownfield/Landbank, Ogemaw Orioles, Calvary Baptist, Kirtland CC

Are you aware of the meeting schedule for this Board or Commission, and are you available to attend regularly scheduled meetings?

Aware of schedule? Yes ☒ No ☐ Can attend? Yes ☒ No ☐ Unsure ☐

Why are you interested in serving of the City Board or Commission? \_\_\_\_\_  
as a resident and professional in the city, i have a direct material interest  
in the growth and strength of the City

What talents or experience would you bring to the position? financial, contacts  
Understanding of business related matters and a knowledge  
of the area and what is happening

What are your primary interests in City Government and City services? \_\_\_\_\_  
improving the City for residents and businesses

Please relate any special goals you may have for the City \_\_\_\_\_  
none

Any other information you wish to provide for Mayor and Council consideration?  
(If you need more room please feel free to use another piece of paper)  
none

Alan Bruder

Signature

08/22/23

Date

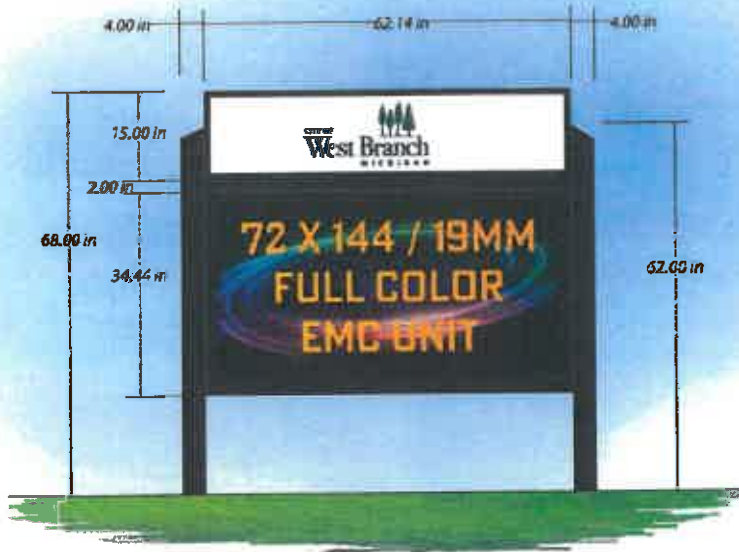
Thank you for your interest in serving as a volunteer Board or Commission member.

Appointments to City Council advisory Board and Commissions are nominated by the Mayor and confirmed by consent of the City Council. If you are applying for a specific and currently open position, you will be notified of City Council's decision once it is made.

Upon appointment, you will be required to stop by City Hall to complete a W-4, MI W-4 and an I-9 form along with supplying a copy of your driver's license and social security card or a copy of your passport.



Optional face layout



PAGE 1 OF 2 (SEE PAGE 2 FOR PLACEMENT)

Clean Artwork Required	Dark Emerald Green Scotchcal #3630-126	Vivid Green Scotchcal #3630-156	MAP Black
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**CITY OF WEST BRANCH  
CITY COUNCIL MEETING  
SEPTEMBER 5, 2023**

PLEASE TAKE NOTICE that the West Branch City Council meeting scheduled for Tuesday, September 5, 2023 at 6:00 pm will be conducted both in person and virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19 pandemic.

Public comment will be handled by the "Raise Hand" method as instructed below within Participant Controls.

To comply with the Americans with Disabilities Act (ADA), any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact the City Clerk by phone at (989) 345-0500 from 8:00 am-4:30 pm Monday- Friday or by email at [clerk@westbranch.com](mailto:clerk@westbranch.com), at least five business days prior to the meeting.

### **Zoom Instructions for Participants**

**To join the conference by phone:**

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touch-tone (DTMF) keypad.

**Before a videoconference:**

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provided below. The details include a link to "Join via computer" as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

**To join the videoconference:**

2. At the start time of your meeting, enter the link to **join via computer**. You may be instructed to download the Zoom application.
3. You have an opportunity to test your audio at this point by clicking on "Test Computer Audio." Once you are satisfied that your audio works, click on "Join audio by computer."

You may also join a meeting without the link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering the Meeting ID provided below.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touch-tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.

## Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera ("Start/Stop Video")
- Invite other participants
- View Participant list – opens a pop-out screen that includes a "Raise Hand" icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between "speaker" and "gallery" view. "Speaker view" shows the active speaker. "Gallery view" tiles all of the meeting participants.

### Meeting Information:

Topic: West Branch City Council Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/84399250391?pwd=UVpyRnFCdFlvbKxwQ3FZcUFCa25hZz09>

Meeting ID: 843 9925 0391

Passcode: 484793

One tap mobile

+13052241968,,84399250391#,,,,\*484793# US

+13092053325,,84399250391#,,,,\*484793# US

Dial by your location

- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)
- +1 646 931 3860 US
- +1 301 715 8592 US (Washington DC)
- +1 564 217 2000 US
- +1 669 444 9171 US
- +1 669 900 9128 US (San Jose)
- +1 689 278 1000 US
- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US

Meeting ID: 843 9925 0391

Passcode: 484793

Find your local number: <https://us02web.zoom.us/j/kbvJOJhggW>