AGENDA

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. IN PERSON AND VIA VIDEO CONFERENCE ON MONDAY, OCTOBER 20, 2025, 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. 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-Gambrel 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. Additions to the agenda

V. Scheduled Matters from the Floor
   A. County Update
   B. IRW [redacted] - Peter Pan Cooperative Preschool Center charitable gaming license

VI. Public hearing

VII. Public comment on agenda items only (limited to 3 minutes)

VIII. Bids
   A. Striping for N. Fourth St.

IX. Unfinished Business

X. New Business
   A. Bills
   B. Dangerous Animal Ordinance
   C. Resolution 25-28 Budget Amendment
   D. 340B Health Care Services Agreement with MyMichigan Medical Center
   E. Special Event Permit-Hyperion Trunk or Treat
   F. MOA with DHS

XI. Approval of the minutes and summary from the regular meeting held October 6, 2025

XII. Consent Agenda
   A. Treasurer's Report and Investment Summary
   B. West Branch Police Department September 2025 Report

C. Minutes from the Planning Commission meeting held August 12, 2025
D. Minutes from the Housing Commission meeting held September 18, 2025

XIII. Communications
A. MDOT letter from [redacted]
B. Halloween Flyer

XIV. Reports
A. Mayor
1.Reappoint Nicole Zimmer to Planning Commission for a 3-year term to expire 11/30/2028
B. Council
C. Manager
D. Atty: Meihn

XV. Public comment any topic

XVI. Adjournment

UPCOMING MEETINGS-EVENTS

October 27 through November 7	City Audit	
October 28	DDA	12:00 pm
November 3	City Council	6:00 pm
November 11	Planning Commission	6:00 pm
November 17	City Council	6:00 pm
November 19	Airport Board	12:15 pm
November 20	Housing Commission	12:00 pm
	SMS	4:00 pm
November 25	DDA	12:00 pm
November 27-28	City Hall Closed Thanksgiving	

Next Meeting-November 3, 2025

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, OCTOBER 20, 2025.

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

Present: City Mayor Paul Frechette, Council Members Carol Adair, Lois Bergquist, Mike Jackson, Ellen Pugh, and Cathy Zimmerman.

Absent: Member Matthew Thompson

Other officers present: City Manager John Dantzer, City Clerk Lori Ann Clover-Gambrel, Chief Ken Walters, DPW Supervisor Mike Killackey, Commissioner Craig Scott, and City Atty. Gregory Meihn via Zoom.

All stood for the Pledge of Allegiance.

Commissioner Craig Scott gave a county update. The 2025/2026 budget was approved except for some union negotiations still ongoing. Several resolutions were passed including the annual audit company for the next three years, a grant application for housing, a bid for an audio system in the commissioner's room, and an extension on the body camera contract for the police department. The County Administrator has taken a position elsewhere.

IRW from Peter Pan Cooperative Preschool Center requested the resolution passed in March be revised to state the official name of the preschool as the state denied their submission due to the name missing "Preschool" on the original resolution.

MOTION BY ZIMMERMAN, SECOND BY JACKSON, TO APPROVE THE RESOLUTION FOR PETER PAN COOPERATIVE PRESCHOOL CENTER'S CHARITABLE GAMING LICENSE.

Yes — Adair, Bergquist, Frechette, Jackson, Pugh, and Zimmerman

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

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IRW addressed City Council and thanked them for their support of Oktoberfest. It went very well. They are looking at the last Saturday in September for the event next year. She also presented the special event Santa Train and asked if Council would be willing to hold the tree lighting ceremony that day also at the Gathering Place.

MOTION BY BERGQUIST, SECOND BY ZIMMERMAN, TO APPROVE THE SPECIAL EVENT SANTA TRAIN IN COORDINATION WITH THE TREE LIGHTING HELD AT THE GATHERING PLACE.

Yes — Adair, Bergquist, Frechette, Jackson, Pugh, and Zimmerman

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

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Manager Dantzer explained to Council that only one bid was received for the striping on N. Fourth St. After the bid request went out he realized there were parking spots by the Jennings Building that were not included in the request.

MOTION BY ZIMMERMAN, SECOND BY PUGH, TO APPROVE THE BID FROM HORIZON SEALCOATING FOR STRIPING ON N. FOURTH ST. OF $1,316.00 WITH THE ADDITIONAL COST OF STRIPING IN FRONT OF THE JENNINGS BUILDING WHICH WASN'T INCLUDED IN THE ORIGINAL REQUEST AS LONG AS IT IS REASONABLE.

Yes — Adair, Bergquist, Frechette, Jackson, Pugh, and Zimmerman

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

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MOTION BY ADAIR, SECOND BY PUGH, TO APPROVE PAYMENT OF THE BILLS IN THE AMOUNT OF $391,243.86.

Yes — Adair, Bergquist, Frechette, Jackson, Pugh, and Zimmerman

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

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Discussion was held regarding the revision of the breed specific ordinance to an ordinance addressing dangerous animals. The ordinance places a dangerous animal in one of two categories, a dangerous animal (has already harmed a person or another animal) or potentially dangerous (acts in an aggressive manner). This ordinance also addresses the instance where the court does not require the destruction of the animal if the offense is not that serious. Manager Dantzer asked Council if they would like a clause to say the animal must be removed from the City, or that the animal may be kept in the City under certain restrictions. Council agreed that the animal could remain in the City as long as certain restrictions were adhered to. The ordinance also indicates that if there hasn't been an incident in eighteen months the owner may request that the animal be removed from the classification of potentially dangerous animal as long as certain outlined steps are taken.

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Manager Dantzer informed Council that Resolution 25-28 was a budget amendment to accommodate the purchase of extra Christmas garland and the grant funds to do so.

MOTION BY ADAIR, SECOND BY PUGH, TO APPROVE RESOLUTION 25-28 BUDGET AMENDMENT TO INCORPORATE THE PURCHASE OF EXTRA CHRISTMAS GARLAND AND THE GRANT FUNDS FOR THE PURCHASE.

Yes — Adair, Bergquist, Frechette, Jackson, Pugh, and Zimmerman

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

RESOLUTION #25-28

WHEREAS, City staff compares the year to date actual with the budgeted amount of all revenue and expenditures monthly; and

WHEREAS, the revenues and expenses in Fund 248, DDA Fund, were increased due to USDA grant expenses and reimbursements for Christmas decorations, and

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

GL NUMBER	DESCRIPTION	2025-26 CURRENT BUDGET	2025-26 PROPOSED BUDGET
Fund 248 - DDA OPERATING FUND			
Revenues			
Dept 000.000			
248-000.000-400.400	TAX INCREMENT FINANCING	85,000.00	85,000.00
248-000.000-402.400	CURRENT PROPERTY TAX GEN.OP.	16,000.00	16,000.00
248-000.000-408.400	PERSONAL PROPERTY TAX LOSS REIMBURSEMENT	40,000.00	40,000.00
248-000.000-528.401	GRANT	0.00	5,000.00
248-000.000-569.000	STATE GRANTS-OTHER	0.00	0.00
248-000.000-665.400	INTEREST INCOME	11,400.00	11,400.00
248-000.000-672.001	GRANT-PRIVATE SOURCE	0.00	0.00
248-000.000-692.000	PROCEEDS ON CONTRACT PAYABLE	0.00	0.00
248-000.000-692.400	MISCELLANEOUS	1,200.00	1,200.00
Total Dept 000.000		153,600.00	158,600.00
TOTAL REVENUES		153,600.00	158,600.00
Expenditures			
Dept 000.000			
248-000.000-728.700	FACADE PROJECT	10,000.00	10,000.00
248-000.000-729.700	FLOWER PROJECT	5,300.00	5,300.00
248-000.000-750.700	RETAIL MERCHANTS	7,500.00	7,500.00
248-000.000-782.700	ADMINISTRATION	2,400.00	2,400.00
248-000.000-801.700	CONTRACTUAL SERVICES	250,000.00	250,000.00
248-000.000-935.703	SHOWMOBILE EXPENSES	0.00	0.00
248-000.000-940.700	GEN. MAINTENANCE/SNOW REMOVAL	9,300.00	9,300.00
248-000.000-955.700	PROFESSIONAL DEVELOPMENT	0.00	0.00
248-000.000-956.700	EXPENSES	500.00	5,500.00
248-000.000-959.000	CONTRIBUTIONS TO LOCAL GOVT	0.00	0.00
248-000.000-994.700	BOND	35,000.00	35,000.00
248-000.000-995.700	INTEREST DUE ON BONDS	63,000.00	63,000.00
Total Dept 000.000		383,000.00	388,000.00
TOTAL EXPENDITURES		383,000.00	388,000.00

Fund 248 - DDA OPERATING FUND:		
TOTAL REVENUES	153,600.00	158,600.00
TOTAL EXPENDITURES	383,000.00	388,000.00
NET OF REVENUES & EXPENDITURES	(229,400.00)	(229,400.00)

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Manager Dantzer explained the 340B Health Care Services Agreement with MyMichigan Medical Center is a duplicate of the one signed in 2021 with the addition of the infusion center department.

MOTION BY ZIMMERMAN, SECOND BY BERGQUIST, TO APPROVE THE 340B HEALTH CARE SERVICES AGREEMENT WITH MYMICHIGAN MEDICAL CENTER WITH THE INCLUSION OF THE INFUSION CENTER FOR SERVICES TO INDIGENT PATIENTS AS IT IS WRITTEN.

Yes — Adair, Bergquist, Frechette, Jackson, Pugh, and Zimmerman

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

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MOTION BY PUGH, SECOND BY ADAIR, TO APPROVE THE SPECIAL EVENT PERMIT HYPERION TRUNK OR TREAT.

Yes — Adair, Bergquist, Frechette, Jackson, Pugh, and Zimmerman

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

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Manager Dantzer explained that the MOA with DHS has been reviewed by Atty. Meihn and he has given his approval. There is an "out" clause if at any time the City determines the agreement is not meeting our needs. This is also written so that it comes up for review every two years.

MOTION BY ZIMMERMAN, SECOND BY BERGQUIST, TO APPROVE THE MOA WITH DHS.

Yes — Adair, Bergquist, Frechette, Jackson, Pugh, and Zimmerman

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

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Manager Dantzer informed Council that City Hall's copy cost has been steadily going up. If the City were to purchase a new copier the cost of copies would drastically reduce and it would be cheaper than what the City is paying currently.

MOTION BY JACKSON, SECOND BY BERGQUIST, TO APPROVE THE PURCHASE OF A NEW COPIER FOR CITY HALL.

Yes — Adair, Bergquist, Frechette, Jackson, Pugh, and Zimmerman

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

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MOTION BY FRECHETTE, SECOND BY BERGQUIST, TO EXCUSE COUNCIL MEMBER MATTHEW THOMPSON FROM TODAY'S MEETING.

Yes — Adair, Bergquist, Frechette, Jackson, Pugh, and Zimmerman

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

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MOTION BY PUGH, SECOND BY BERGQUEST TO APPROVE THE MINUTES AND SUMMARY FROM THE REGULAR MEETING HELD OCTOBER 6, 2025.

Yes — Adair, Bergquist, Frechette, Jackson, Pugh, and Zimmerman

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

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MOTION BY ADAIR, SECOND BY JACKSON, TO RECEIVE AND FILE THE TREASURER'S REPORT AND INVESTMENT SUMMARY; WEST BRANCH POLICE DEPARTMENT SEPTEMBER 2025 REPORT; MINUTES FROM THE PLANNING COMMISSION MEETING HELD AUGUST 12, 2025; AND MINUTES FROM THE HOUSING COMMISSION MEETING HELD SEPTEMBER 18, 2025.

Yes — Adair, Bergquist, Frechette, Jackson, Pugh, and Zimmerman

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

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Communications shared included a Halloween Flyer and a letter from IRW to MDOT asking to restore Houghton Ave. to its previous state. Council conferred on the letter IRW was asking to forward to MDOT. The letter was written as though it was from Council. Council asked Manager Dantzer to return the letter to IRW asking him to reword it with a different approach.

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MOTION BY FRECHETTE, SECOND BY BERGQUIST, TO REAPPOINT NICOLE ZIMMER TO THE PLANNING COMMISSION FOR A THREE-YEAR TERM TO EXPIRE 11/30/28.

Yes — Adair, Bergquist, Frechette, Jackson, Pugh, and Zimmerman

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

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Mayor Frechette stated that Oktoberfest went extremely well with Witches and Warlocks being a smaller event but hopefully with more participation next year.

Member Adair informed Council that Arizona was nice.

Member Pugh explained that Fremont St. was coming along nicely and the workers were very nice and accommodating when a resident needed to leave their house.

Member Zimmerman stated that DPW Supervisor Killackey deserved so much credit for all the projects that were going on in the City and keeping things moving smoothly. She is grateful that Fourth and Fifth St. are paved now.

Member Bergquist informed members that the chain saw carvers were amazing. The Freddy Kruger especially was very lifelike.

Manager Dantzer reminded Council that the First Impressions Tourism meeting was tomorrow between 5:00 and 8:00 pm. There will be a ribbon cutting at 11:00 am for the eco box at Iron's Park. The City audit is coming up soon.

Chief Walters informed Council that Oktoberfest went well. He also stated that even though there were reservations concerning the event held by the side by sides, they were well behaved and abided by the rules. The new police vehicle is here and is being outfitted.

DPW Supervisor Killackey reported that Fremont is close to being paved. The culvert has been put in and the landscaping around it is very nice. The main line is in from First to Wright St. The water treatment plant also has lots of activity.

IRW from the Herald asked where the City got the information about the DHS collaboration and if there were any other local departments participating. Chief Walters answered that he had heard it from surrounding departments and that Crawford and Roscommon Counties were already participating.

IRW asked what the agreement entailed. Manager Dantzer and Chief Walters answered that the agreement was for City Officers to transport any illegal immigrants that Officers came into contact with, carrying out their regular duty, to a DHS facility instead of to the nearest holding cell to await transport. He said that in his 30 years of service he has come across approximately ten illegal immigrants.

Mayor Frechette adjourned the meeting at 6:47 pm.

Paul Frechette, Mayor

Lori Ann Clover-Gambrel, Clerk