



# Citizen Guidebook & Welcome Packet

For the

## City of West Branch

This guidebook/welcome packet contains helpful information that would be useful to newcomers to the City of West Branch, as well as long-time residents. We have had many requests for something in writing that summarizes the policies, services, and amenities available in the City. We hope this guide will serve that purpose. However, we are always looking for ways to improve the services that we provide to our citizens, so if we have left out any information that you feel should have been included, please let us know.

The City of West Branch is operated under the Council/Manager form of government. This means that the City Council is the governing legislative body of the jurisdiction, and the City Manager is appointed by the Council to serve as the City's chief administrative officer.

**CITY COUNCIL** – The West Branch City Council consists of one mayor and six council members who are elected by the voters in the November even year general election. The Mayor is elected by voters for a 2-year term and serves as the chairperson of the Council. The Mayor Pro Tem is selected by the Council from among its members in January of each even numbered year to preside over Council meetings in the event of the Mayor's absence. Both the Mayor and Mayor Pro Tem have a voice and vote in all proceedings of the Council equal to that of other members of the Council, with no special tie-breaker or veto powers.

The Council meets for its regular meetings on the first and third Monday of each month at 6:00 pm. Both meetings are held in the Council Chambers at the West Branch City Hall, which is located at 121 N. 4<sup>th</sup> Street in West Branch (next to the library). Members of the public are encouraged to attend these meetings and are always given an opportunity to address Council with any questions, comments, or concerns they may have. Council appreciates any and all input received from residents. In addition, residents who are unable to attend Council meetings in person are always welcome to share their views with the City Council via mail or email.

**CITY MANAGER** – The City Manager is appointed by the Council and carries out the day to day operations of the City and all duties requested by Council. Examples of these duties include seeing that laws and ordinances are enforced, advising Council as to the financial conditions of the City, preparing the annual budget and submitting it to Council for review and approval, making policy recommendations to the Council, and supervising all City employees and Departments. The City Manager also serves as the City's Zoning Administrator and Health Officer, an Airport Board Commissioner, the

Treasurer/Secretary of the City's Industrial Development Corporation, West Branch Area Wastewater Treatment Plant Authority Board Member, and the Administrative Advisor for the City's Downtown Development Authority.

**PLANNING COMMISSION** – The Planning Commission for the City of West Branch is composed of seven members that represent different segments of the community. The seven segments are education, residential, industrial/commerce, transportation, health, recreation, and governmental. They are responsible for developing the City's Master Plan and act as the initial reviewing body for appeals of various zoning decisions, including requests for sign variances. The Planning Commission also reviews site plans for select residential and all commercial developments to help ensure continuity and compatibility of land usages for the benefit of the City as a whole. The Commission meets the second Tuesday of each month at 6:00pm and also on an "as needed" basis on the fourth Tuesday of each month at 6:00pm. All Planning Commission meetings are held in the Council Chambers at West Branch City Hall.

**TAX BILLS** – Tax bills for the City of West Branch are mailed twice a year. On July 1<sup>st</sup>, City, State, Community College, and School Taxes are received and payable at City Hall without penalty through August 31<sup>st</sup>. This is the larger tax bill of the year. Winter tax bills, which include County and School taxes, are mailed around the first of December and are payable at City Hall without penalty through February 14<sup>th</sup>. After March 1<sup>st</sup>, all taxes are payable at the Ogemaw County Treasurer's Office, 806 W. Houghton Ave, Rm 103, West Branch MI 48661. Auto debit is available, with the amount due being withdrawn on the due date, or you may pay by credit card on the internet at [www.westbranch.com](http://www.westbranch.com). Contact City Hall for additional information.

**CITY CLERK** - The City Clerk oversees elections, is responsible for utility billing software/programming maintenance, and serves as the official custodian of all City records and documents. The Clerk maintains voting records, registers new voters, and distributes and receives absentee ballots. To be eligible to vote you must be a US citizen, 18 years of age, a Michigan resident for a minimum of 30 days, and reside in the City of West Branch. Anyone needing assistance registering to vote is encourage to contact City Hall. The City Clerk files nominations for elected offices. Any individuals interested in learning more about how to run for an elected office are encouraged to contact the City Clerk for additional details. Individuals interested in serving as non-elected officials may also contact the City Clerk for details regarding how to seek appointment on the City's various Boards and Commissions. Civic engagement through participation in local government is a vital part of our democracy, and all citizens are encouraged to consider such service. The City Clerk is also assigned with the duty of secretary for the City Council and is responsible for the agenda, meeting minutes, and making the meeting accessible to those with a disability. Please contact the City Clerk if you need any special requirements for a Council meeting. The City Clerk also keeps records and manages sales of plots and makes burial arrangements for Brookside Cemetery.

**TREASURER** – The City Treasurer oversees the collection and management of all monies owed to and held by the City. The Treasurer is responsible for the collection and payout of City taxes, is responsible for the City's accounts payables, and handles the City payroll. In addition, the Treasurer is responsible for the annual City audit and assists the City manager in the development of the annual budget

**CITY POLICE** – The West Branch City Police Department consists of a Chief, 5 full-time police officers, a school resource officer, and potentially part-time officers, depending on need and availability. For non-emergency calls, use (989) 345-2627. **FOR ALL EMERGENCIES**, including *POLICE, FIRE, and MEDICAL EMERGENCIES*, **ONLY DIAL 911**. The Police Department encourages you to contact them anytime you observe anything of a suspicious nature. When you are going to be away from your house for vacation, business, etc., you may also call the City Police to schedule a “house watch”, during which City police officers will be aware to keep a special look out for any out-of-the ordinary happenings around your property while you are away.

**DEPARTMENT OF PUBLIC WORKS** – The City Department of Public Works (or “DPW”, as they are commonly called), consists of a Superintendent, along with several heavy equipment operators and laborers. The list of services provided by this department is long and diverse, including: road and sidewalk repair, monitoring and maintenance of the City’s water system and water and sewer lines, brush removal, leaf removal, snow removal, cleaning and maintenance of municipal parks and buildings, maintenance of the City cemetery and much more.

**DEPARTMENT OF WASTEWATER TREATMENT** – The City of West Branch has partnered with its neighboring municipalities, West Branch Township and Ogemaw Township, to form a “Wastewater Treatment Plant Authority.” This Board oversees the operations of the West Branch Area Wastewater Treatment Plant, which is located on Steve Norton Drive in West Branch Township. The Wastewater Treatment Plant consists of a Superintendent and several Water Systems Operators, who perform a wide variety of tasks all aimed at ensuring that both our surface water and sewer discharge are treated to protect our environment and future generations.

**ORDINANCES** – An ordinance is a piece of legislation enacted by a municipal authority. Ordinances have the force and effect of law and may be enforced by the City Police and the City Attorney. Penalties for ordinance violations vary, depending on the type of penalty specified in the ordinance, but enforcement for violations can involve formal arrests, prosecution at the district or circuit level, depending on the severity of the violation, and fines/costs and/or jail time. All City ordinances are available for review during regular business hours at the West Branch City Hall. They may also be reviewed online by visiting the City website and clicking on the link that reads “Government – Ordinances & Charter.” A selection of some of the City’s many ordinances are discussed below. However, since this guide does not provide enough room to discuss all of the City’s ordinances, nor does it allow enough space to fully articulate all of the details regarding the ordinances that are mentioned, all residents are urged to familiarize themselves with the entirety of all City ordinances. Questions regarding the interpretation of City ordinances may be directed to [cityhall@westbranch.com](mailto:cityhall@westbranch.com), whereby they will be forwarded to the City Attorney, Gregory Meihn.

**PARKING** – Please take note that there is **NO PARKING** on any street from 2:00am – 6:00am November 1<sup>st</sup> through March 31<sup>st</sup>. Violators will be ticketed, and if the situation calls for it, a violator’s vehicle may also end up being towed at the owner’s expense. Such rules are necessary so that we can sweep and remove snow from the streets without obstruction. Some exceptions may be permitted in limited situations, but require approval in advance from the City Manager with guidance provided by the Chief

of Police and the Superintendent of the Department of Public Works. If you have any questions regarding this Ordinance please call City Hall.

**RECYCLING** – Recycling is good for our environment and good for our economy, and is therefore highly encouraged by the City of West Branch, which offers a Recycling Center that is free to use for City residents. To utilize this free recycling service, residents need only come in to West Branch City Hall to complete a short application so that they can receive a “Recycling ID Card,” which must be presented during each visit to the recycling center. The West Branch Recycling Center is located off North Fourth Street on Lucas Lane. The recycling center can be used at any time but will be manned with workers on Tuesdays from 12:00pm-4:00pm and Saturday from 9:00am – 12:00pm. Recycling Center Acceptable Materials Usage Guides are available on the City website or at City Hall. Though there is no formal charge for recycling at the center, the workers are paid through donations, so contributions are highly appreciated.

**YARD WASTE** – The City has various policies regarding yard waste, depending upon the type of yard waste that is being collected. Brush pick-up is the last Monday of the month from March to November. Spring and fall leaf pick-up is scheduled annually.

**TRASH PICK-UP** – Select waste disposal services are provided at no additional charge to City residents by virtue of the City refuse millage, which is used to contract with GFL Services, the waste services company that provides weekly trash-pickup for City residents every Wednesday. To participate, you must have your trash in the provided receptacle and curbside on Wednesday mornings. You are allowed 2 large items per week in addition to your standard cart. If you do not have a garbage cart or if you have large items needing to be picked-up, please contact City Hall.

**DOGS AT LARGE** – No dog shall be permitted to run at large within the City limits of West Branch. Every person, firm, or corporation owning, harboring, or keeping any dog shall keep said dog under reasonable control of some person at all times. Under reasonable control shall mean (a) Secured by a leash held by the owner or the owner’s agent (b) Secured by a leash which is attached to a stationary object and attended by owner or owner’s agent or (c) On the premises of the owner and unable to leave the property or confined in a vehicle. Any dogs found running at large within the City of West Branch may be seized by a City Police Officer or authorized employee and/or a citation may be issued to the known owner for a violation of this ordinance. Dogs seized under this ordinance may be sent to the County Animal Control.

**PROHIBITION OF PIT BULL DOGS** – Through ordinance that was enacted in 1999, the City Council of the City of West Branch declared it to be unlawful for any person to keep, harbor, possess, walk on a leash, or allow to be at large any Pit Bull dog at any time within the limits of the City of West Branch. This prohibition defines “pit bull dogs” as any of the following: (1) A Bull Terrier breed of dog. (2) A Staffordshire bull terrier breed of dog. (3) An American Pit Bull Terrier breed of dog. (4) An American Staffordshire terrier breed of dog. (5) Any dog of mixed breed or of other breed than the above listed, which breed or mixed breed is known as a Pit Bull dog or Pit Bull Terrier. (6) Any dog which has the appearance and characteristics of being predominately of any of the above listed breed or any combination thereof.

**FIRE ORDINANCE** – The City of West Branch allows outdoor fires, but only under certain circumstances. Said fires may only be kindled and maintained in “portable outdoor fireplaces,” with the term “portable outdoor fireplaces,” being defined as follows: “a movable container, which is commercially manufactured [and not homemade] and designed with a chamber to hold an outdoor fire, used for heat or light, but not for cooking, [and also] must be equipped with a screen capable of preventing burning embers from escaping. Additional restrictions apply and must be carefully abided by to avoid violation of the ordinance, so residents are urged to familiarize themselves with the entirety of the ordinance by visiting the City website or stopping in to City Hall to review a paper copy BEFORE they start any fires within the City limits. Additional burning restrictions apply in City parks, along with restrictions governing certain materials that are prohibited from being burned altogether. In NO circumstances is a fire allowed that would pose an imminent threat or danger to persons, property, or public safety.

**ZONING CODE AND ORDINANCES** – The City of West Branch has a comprehensive zoning code, including various zoning ordinances that apply in different situations, depending on the zoning district. Zoning code violators may be penalized, with the penalty depending on the severity of the violation and also depending on what penalty is specified in the ordinance. Copies of the zoning code for the City of West Branch, as well as corresponding zoning maps may be obtained on the City website or may be reviewed during regular business hours at West Branch City Hall. Zoning questions may be directed to the Zoning Administrator (the City Manager) at [citymanager@westbranch.com](mailto:citymanager@westbranch.com).

**SCHOOL DISTRICTS** – The City is serviced by two school districts – St. Joseph School, and the West Branch/Rose City Area School District, which includes Surline Elementary/Middle School and Ogemaw Heights High School. Bus service is also provided to the nearby Charter School of Charlton Heston Academy, which is located in St. Helen, Michigan. Administrative office phone numbers are as follows: WB/RC Schools: 989-343-2000, St. Joseph School: 989-345-0220, Charlton Heston Academy: 989-632-3390.

**POSTAL/MAIL SERVICE** – An office of the US Postal Service is located at 122 S. 3<sup>rd</sup> St, along with U.P.S. located at 615 Parkway Drive.

**PUBLIC LIBRARY** – The City of West Branch is also blessed with a wonderful public library, which is conveniently located next to the West Branch City Hall at the following address: West Branch Public Library, 119 N. 4<sup>th</sup> Street. General hours of operation for the Library are 10:00am – 7:00pm Mondays and Wednesdays, 10:00am-5:00pm on Tuesdays, Thursdays, and Fridays, and 10:00am-2:00pm on Saturdays. The Library is typically closed on Sundays, and can be reached via telephone at (989) 345-2235.

**CITY STAFF** - We would also like to introduce you to our **CITY STAFF**, of which various employees work nights and weekends. The City Hall Staff is available to you Monday through Friday, 8:00am – 4:30pm, in person or at (989) 345-0500. City Hall is closed weekends and holidays.

<u>TITLE</u>	<u>NAME</u>	<u>PHONE NUMBER</u>	<u>EMAIL ADDRESS</u>
<b>City Manager</b>	John Dantzer	989-345-0500	citymanager@westbranch.com
<b>Clerk</b>	Lori Ann Clover	989-345-0500	clerk@westbranch.com
<b>Treasurer</b>	Michelle Frechette	989-345-0500	treasurer@westbranch.com
<b>Office Assistant</b>	Rob Romps	989-345-0500	cityhall@westbranch.com
<b>Police Chief</b>	Ken Walters	989-345-2627	waltersk@westbranch.com
<b>Corporal</b>	Joe Adams	989-345-2627	adamsj@westbranch.com
<b>SRO Officer</b>	Blake Beehler	989-345-2627	beehlerb@westbranch.com
<b>Officer</b>	Lane Matthews	989-345-2627	matthewsl@westbranch.com
<b>K9 Officer</b>	Brandon Bicolli	989-345-2627	bicolli@westbranch.com
<b>Officer</b>	Kyle Bachelder	989-345-2627	bachelderk@westbranch.com
<b>Officer</b>	John Evans	989-345-2627	evansj@westbranch.com
<b>DPW Superintendent</b>	Mike Killackey	989-345-0408	publicworks@westbranch.com
<b>Operator</b>	Brian Buhlman	989-345-0408	
<b>Operator</b>	Cooper Gough	989-345-0408	
<b>Operator</b>	Jason Wiltse	989-345-0408	
<b>DPW Foreman</b>	Matt Linsenman	989-345-0408	
<b>Wastewater Superintendent</b>	Dan Robb	989-345-2182	wastewater@westbranch.com
<b>Lead Operator</b>	Joe Weber	989-345-2182	
<b>Operator</b>	Tim Kirby	989-345-2182	
<b>Operator</b>	AJ Wirth	989-345-2182	

The Council Members do not have offices at City Hall, but you may get in touch with any of them by contacting City Hall during business hours. Our **CITY COUNCIL** members are:

<b>Mayor</b>	Paul Frechette	frechettewbmayor@westbranch.com
<b>Council Members</b>	Carol Adair	adairwbcouncil@westbranch.com
	Joanne Bennett	bennettwbcouncil@westbranch.com
	Mike Jackson	jacksonwbcouncil@westbranch.com
	Ellen Pugh	pughwbcouncil@westbranch.com
	Rusty Showalter	showalterwbcouncil@westbranch.com
	Cathy Zimmerman	zimmermanwbcouncil@westbranch.com

Our **OGEMAW COUNTY COMMISSIONER** for District 2 is Mark Surbrook.

Again, THANK YOU, for choosing to live in the City of West Branch. We hope this packet will answer many of your questions, but we are sure there will be others that come along. Just call City Hall – we are here to help!

# GENERAL INFORMATION

## Garbage Pickup –

Republic is our current garbage collection company for the City of West Branch. Garbage pickup is every Wednesday (except holidays – it will be delayed one day). You are allowed 2 large items weekly in addition to your garbage cart. These large items will be picked up between Wednesday and Friday. Items could include a couch, chair, mattress and/or a piece of furniture. If you have something with coolant in it, such as a refrigerator, you need to get a yellow tag from City Hall before putting the item out for pickup. There is no charge for the yellow tag.

*Recycling Center* – Located on Lucas Lane between N. 4<sup>th</sup> and N. 5<sup>th</sup> Streets. Hours are Tuesday 2:00pm – 6:00pm and Saturday 9:00am – 1:00pm. You will need an ID card which you can obtain from City Hall.

## No Overnight Parking –

City Ordinance prohibits the parking of vehicles on City Streets between 2am-6am November 1<sup>st</sup> – March 31<sup>st</sup>. City Ordinance also prohibits the parking of vehicles in City Parking Lots year round between the hours of 2am – 6am. Such rules are necessary so that we can sweep and remove snow from the streets without obstruction. Some exceptions may be permitted – call City Hall at 345-0500 for details.

## City Website -

The City of West Branch has a website at [www.westbranch.com](http://www.westbranch.com). Please refer to this website for an abundance of information. City employees keep it updated regularly.

## Facebook Page –

The City of West Branch has a Facebook page, which you can access by visiting [www.facebook.com/cityofwestbranch](http://www.facebook.com/cityofwestbranch), or by logging on to your Facebook account and searching for “City of West Branch”. A great deal of information is updated weekly for your use.

## Channel 191 –

WBTB – Channel 191 is a local TV channel for use by City of West Branch residents. If you have an announcement, drop it off in writing and we will get it posted.

## Brush Pick up –

Brush pick up is the last Monday of the month from March – November (weather permitting). We cannot accept branches any larger than 4” in diameter. We cannot take full tree removal (stumps, trunks, limbs, or full branches). We are set up to take only small amounts of trimming. Brush is to be

put at curbside, between the sidewalk and the street (or as near the street as possible if no sidewalk is present), NOT directly on the street or sidewalk. Under no circumstances should brush be placed somewhere where it would obstruct pedestrian or vehicle traffic, on the roadway or sidewalks, nor may it be placed anywhere where it would obstruct the vision of pedestrians or drivers. Piles of brush placed in public right of ways that violate these policies may be removed at any time, without prior notice, at the owner's expense, so as to ensure public safety.

#### **Fall Leaf Pickup –**

Fall Leaf pick up is scheduled every spring and fall. Soft vegetation ONLY – no brush, sticks, rocks, etc. Please check our website, local paper, etc. for dates. Rake leaves to curb during these pickup dates and DPW will pick them up.

#### **City Snow Policy –**

To help people get around safely this winter, the City asks all property owners to observe the following rules: Keep sidewalks free of snow and ice. City crews will clean sidewalks occasionally when large quantities fall (5" and more), but property owners remain responsible. Keep snow away from fire hydrants so they remain visible from all sides at all times. Do not pile snow on corners – this blocks views and causes accidents. Do not plow snow onto sidewalks, across or into city streets. Do not use a motor vehicle or ORV to plow snow on city sidewalks. Your help is appreciated. Snow can create problems for all of us but if we cooperate we can at least deal with the problem in a safe manner. If city crews are used to correct problems, property owners will be billed for time and materials. In some cases, deliberate actions may constitute illegal activity – please report severe infractions to City Police.

#### **Sprinkling Meters –**

Sprinkling meters are available at a cost of \$65.00 at City Hall. These sprinkling meters can be used by the resident to receive a credit for the sewer portion of your water/sewer bill for water used for outside. Please remember to call in or drop off your sprinkling meter reading to receive the credit on your water bill.

#### **Council Minutes –**

The West Branch City Council meets the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month at 6:00pm at West Branch City Hall (except holidays). The public is welcome to attend the meetings and opportunities for public comment are afforded at every meeting. In addition anyone wanting to address the Council as a "scheduled matter from the floor" may do so by contacting City Hall at least 2 business days in advance of the meeting so your topic may be added to the Agenda. Minutes from the City Council meetings can be found online at [www.westbranch.com](http://www.westbranch.com).

#### **Drop Box –**

City Hall has a drop box on the wall next to the front door. You may use it to drop off tax or water bill payments. We check it every day.





## City of West Branch

### Places of Interest - Locations

#### City Hall –

Located at 121 N. 4<sup>th</sup> Street next to the Library. New residents are encouraged to stop in and meet the City Hall Administrative Staff. You are also welcome to stop by, call or email anytime you have questions or concerns. Hours of business are 8:00am – 4:30pm Monday through Friday (except holidays). Telephone is 989-345-0500. City Manager is John Dantzer email: [citymanager@westbranch.com](mailto:citymanager@westbranch.com). Clerk is Amanda Stang email: [clerk@westbranch.com](mailto:clerk@westbranch.com) and Treasurer is Michelle Frechette email [treasurer@westbranch.com](mailto:treasurer@westbranch.com).

#### City Police –

Located at 130 Page Street behind (back parking lot) of the Senior High Rise. Residents that are aware of a suspicious situation need to dial 911 immediately – not the next day or hours later. The West Branch City Police are here to serve you. Telephone is 989-345-2627. Chief is Ken Walters, email [waltersk@westbranch.com](mailto:waltersk@westbranch.com).

#### Irons Park –

Located on South Valley Street across from the Senior High Rise. Our park features several Pavilions available for rental and has a beautiful play area for children called Fort Austin. There are also basketball courts, picnic areas, and a refreshing river that winds through the park.

#### River Walk –

The City of West Branch is home to the Riverwalk which begins at the Little League Field and wraps throughout the city ending at North 4<sup>th</sup> Street. Our Riverwalk was recently awarded the *President's Award* from **KEEP MICHIGAN BEAUTIFUL, INC.**

#### Recycle Center -

The Recycle Center is located just past City Hall on North 4<sup>th</sup> Street on Lucas Lane. Hours of business are Tuesday 2pm – 6pm and Saturday 9am – 1pm. There is no charge for the use of the recycle center but contributions are appreciated. You must complete an application at City Hall and you will then be given a recycling card which is required to use the center.

#### Garbage Pickup –

Garbage pickup is weekly on Wednesday.

You are allowed 2 large items per week in addition to your collection cart. If you do not have a garbage cart contact City Hall and we will make sure you get one.

#### **Public Parking Lots –**

The City has several public parking lots. They are located at N. 3<sup>rd</sup> and 4<sup>th</sup> streets and S. 2<sup>nd</sup> and 3<sup>rd</sup> Streets. You must have a permit to park in the city lots overnight.

#### **Chamber of Commerce -**

The Chamber of Commerce is located next to the railroad tracks at 422 W. Houghton Ave. They have an abundance of information about our area and city. Please stop in to visit them.

#### **West Branch Public Library –**

The West Branch Public Library is located at 119 N. 4<sup>th</sup> Street next to City Hall. Hours of operation:

Monday 10-7  
Tuesday 10-5  
Wednesday 10-7  
Thursday 10-5  
Friday 10-5  
Saturday 10-2  
Sunday – Closed

#### **Compost Pile –**

The City has a compost pile located in the back of Brookside Cemetery (next to State Police Post). You are welcome to deposit SOFT VEGETATION ONLY – do not deposit any brush (please do not leave your bag, box or container). You are also welcome to help yourself to the rich dirt created by this compost.

#### **Farmers Market –**

Downtown West Branch hosts a Farmers Market beginning in June through October located on S. 3<sup>rd</sup> Street every Saturday from 8am – 2pm. Enjoy fresh veggies, baked goods, handmade items and more! Get it Local & Get it Fresh!

**Automatic Withdrawals -**

You may set up an automatic withdrawal from your checking or savings account to pay water/sewer or tax bills. Stop by City Hall for more information.

**Water/Sewer –**

When you move into the City of West Branch, make sure you have water and sewer billing information changed into your name. Water/Sewer bills go out on a quarterly cycle. You may stop in to City Hall located at 121 N. 4<sup>th</sup> Street during business hours.

*\*\*Please note: You must pay water/sewer bills on separate checks than taxes.*

**Credit Card Payments –**

The City can now accept credit card payments at City Hall and our website at [www.westbranch.com](http://www.westbranch.com). Service fees are paid by the payee 3% or \$2.00 minimum per transaction.

**Information Concerns –**

Any citizen who has concerns, needs information or wants to discuss City related issues, please feel free to stop by City Hall or call 989-345-0500. Your input and concern regarding our City is much appreciated as we all need to work together to make West Branch the best city we can!

## Water and Wastewater

### Water System –

The City's water system is operated and maintained by the City's Department of Public Works (DPW) staff. State certified staff are responsible for the city's two 600 gallon per minute wells that are pumping ground water from over 170 feet deep to a 175 foot tall, 500,000 gallon storage tank (referred to as the Smiley Tower). The Smiley Tower supplies the city with quality water for drinking and water for firefighting.

High water usage in your home is usually due to a leak, most commonly a stuck or running toilet. Help conserve water and keep your water bills low by repairing leaks in a timely manner. For water shut offs or turn no's, or if you experience other problems with your water systems and your or your plumber require assistance, contact City Hall Monday – Friday 8:00am-4:30pm at 989-345-0500. Evenings or weekends contact DPW Superintendent Mike Killackey at 989-965-4982.

The water system is only supported by user fees which are based on usage and collected on a quarterly basis.

### Wastewater Collection System –

The wastewater collection system (sanitary sewer system) is operated and maintained by the City's Department of Public Works (DPW) staff. This system is made up of an extensive network of underground pipes ranging in size from 4-18 inches in diameter, which convey your wastewater to the treatment plant. If you experience problems with your sewage systems and you or your plumber determine the problem is not with your piping, contact City Hall or DPW Superintendent Mike Killackey.

Footing drain or groundwater should not be pumping or conveyed to the wastewater collection system. Please contact DPW Superintendent Mike Killackey if you have questions about separating your clear water from the sanitary sewer.

**Wastewater Treatment –**

State certified city staff operates and maintains the \$30,000,000, West Branch Area Wastewater Treatment Facility, which treats wastewater 24 hours per day 7 days a week from portions of Ogemaw and West Branch Townships as well as most of the City's 1.5 square miles. The plant treats an average of 700,000 gallons of wastewater each day and discharges a high quality effluent to the Rifle River. Details about the Treatment Plant can be obtained by contacting City Hall or you are welcome to contact staff at the plant directly at 989-345-2182. They will be glad to explain and/or show you the treatment plant.

Between 2010 and 2012 the City, in cooperation with the two townships, invested over \$14,000,000 in to improvements to the collection and treatment facility. These improvements play a key role in our ability to preserve our surface water (creeks, streams, rivers, ponds, and lakes), the environment, and our overall quality of life.

The wastewater collection and treatment systems are supported only by user fees which are based on usage and collected on a quarterly basis.

**DPW Superintendent – Mike Killackey 989-965-4982**

**WWTP Superintendent – Dan Robb 989-345-2182**

## Recycling Center Application

City of West Branch

In order to participate in the West Branch recycling program you must reside in one of the following governmental jurisdictions: Churchill Township, Cumming Township, City of West Branch, Edwards Township, Foster Township, Horton Township, Klacking Township, Logan Township, Ogemaw Township, City of Rose City, or West Branch Township.

***You must present your recycling card each time you use the facility. Individuals without cards will be denied use of the facility.***

Name (Print): \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

***Residents that live outside the city limits of Rose City or West Branch live in a Township. Please provide the name of the Township you live in, if you live outside either of these City limits.***

Township (if NOT City Resident): \_\_\_\_\_

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

***\* Workers at the recycling center are paid through donations, so please donate.***

# City of West Branch RECYCLING SERVICES

-10 yd recycle containers located off of Lucas Lane behind City Hall

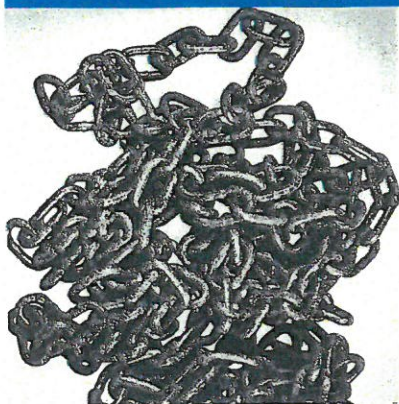


## PREPARE YOUR RECYCLABLES

- Dry
- Clean—give it a quick rinse
- Loose—do not bag recyclables
- Lids and labels can stay on
- Flatten cardboard
- No food!



## DO NOT RECYCLE



**NO TANGLERS  
(CHAIN, ROPE,  
TARP, CLOTHES),  
CORK, FOAM,  
PACKING  
PEANUTS**

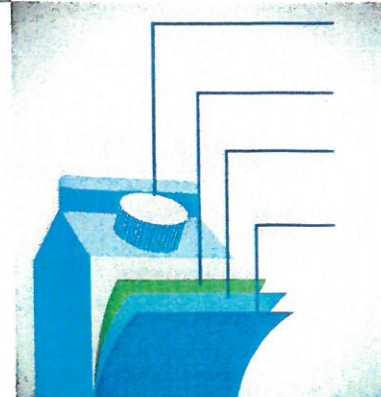


**BATTERIES,  
SHARPS,  
MEDICATIONS,  
PROPANE TANKS  
& DIAPERS ARE  
DANGEROUS!**

**PAINT,  
FLUIDS,  
CLEANERS,  
HAZARDOUS  
WASTE**



**MIXED  
MATERIALS,  
ITEMS INSIDE  
OTHER ITEMS**



# RECYCLE WITH **American** **WASTE** **GFL** GREEN FOR LIFE environmental

EVERYTHING BELOW, PLUS EGG & ASEPTIC CARTONS, STYROFOAM,  
SMALL APPLIANCES, SCRAP METAL, CLAM SHELL CONTAINERS



**EVERY  
TYPE OF  
PLASTIC**



**PLASTIC  
BAGS &  
UNMARKED  
PLASTICS**

**BULK  
PLASTICS  
& TOYS**



**ALUMINUM  
& METAL  
CONTAINERS**



**MIXED  
PAPER,  
MAGAZINES,  
CARDBOARD**



**PIZZA  
BOXES  
(BUT NO  
PIZZA!)**

**EMPTY  
AEROSOL  
CANS**



**GLASS  
CONTAINERS  
OF ANY  
COLOR**



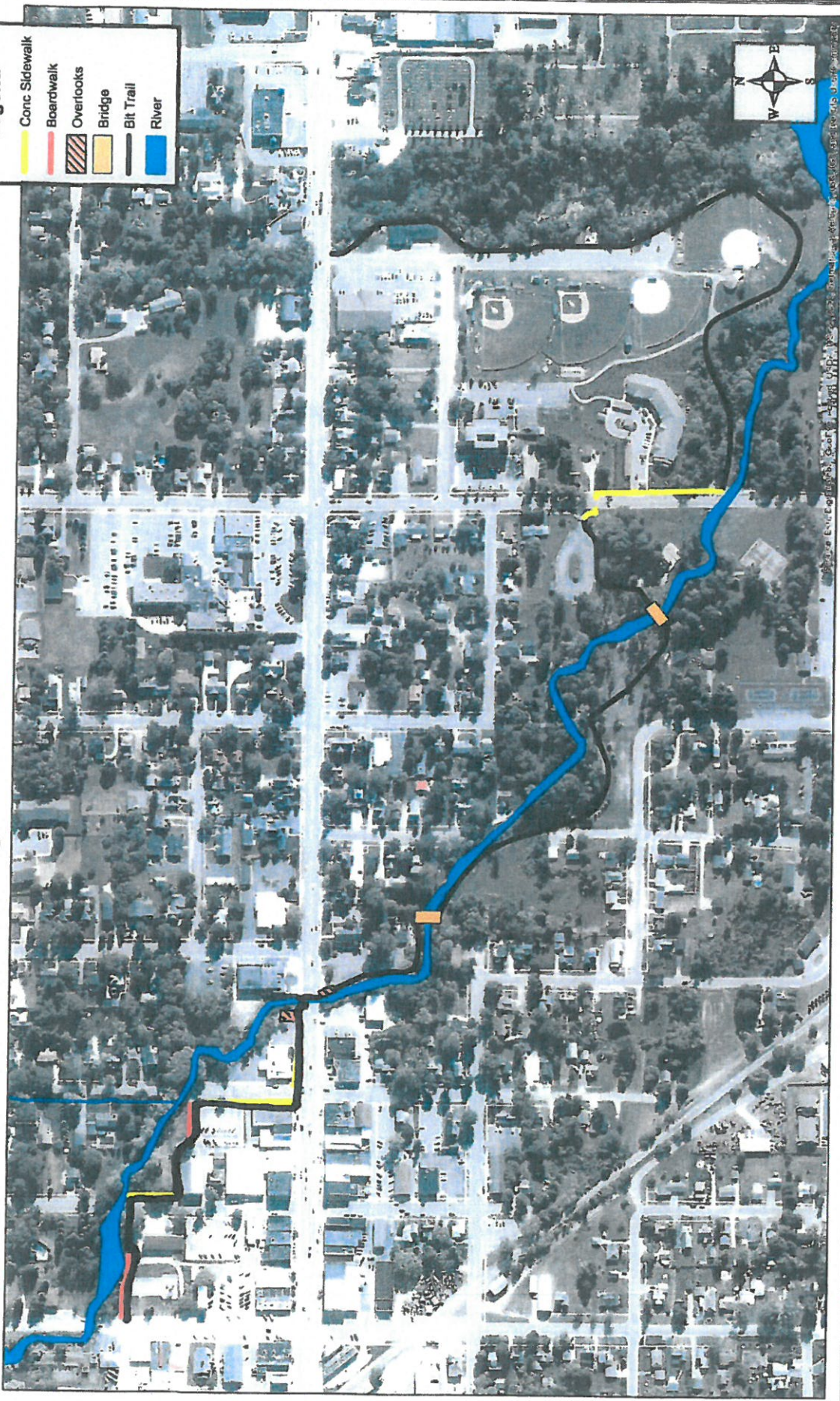




ORV Route

# Existing West Branch River Trail

- Legend**
- Conc Sidewalk
  - Boardwalk
  - Overlooks
  - Bridge
  - Bit Trail
  - River



HALL STREET

S. BURGESS STREET

S. VALLEY STREET

IGLEY STREET

THE PEOPLE'S ADDITION



