



CITY COUNCIL WORK SESSION  
405 E. COLBY STREET, WHITEHALL, MI  
GARDEN ROOM  
October 8, 2019  
5:00 p.m.

AGENDA

1. Meeting Called to Order
2. Discussion Items
  - A. Single Waste Hauler
  - B. Playhouse Scene Shop
  - C. Council Vacancies
  - D. Tricycle Park
  - E. Rental Inspection Program
3. Informational Items
4. Public Comment \*
5. Meeting Adjourned

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City of Whitehall, 405 E. Colby Street, Whitehall, MI 49461; 231-894-4048

\* PUBLIC COMMENT: Citizens wishing to speak on any subject matter or with regard to items on the agenda should use this opportunity. As a courtesy to the council, come to the podium, state your name, and direct your comments to the board. Please limit comments to three minutes.

**Whitehall City Council  
Work Session Information Report  
October 2019**

Single Waste Hauler (Connell)

***Should the City franchise a single waste hauler for residential pickup?***

Roosevelt Park contracts a single waste hauler for residential service at a cost of \$144.24 a year per household. The contract includes curbside recycling and yard waste pickup for an additional \$19,338 paid by the City. Based upon our 1,260 households, a similar contract would cost Whitehall \$201,000 per year. We currently spend \$75,000 on leaf pickup, brush pickup, and the Solid Waste Authority. Subtracting this from the overall cost leaves \$126,000. Divided this balance among the 1,260 households would cost each resident \$100 per year. The City has the legal authority to add this to the quarterly utility bills. Or the entire \$201,000 can be billed to the residents at \$40 per quarter.

Playhouse Scene Shop (Brown)

***Should the Playhouse cover the costs of the Scene Shop?***

The Playhouse does not pay for use of 119 Baldwin Street. Formerly used by White Lake Ambulance Authority and currently known as the Scene Shop. It costs an average of \$3,200 a year for maintenance and utilities. How much in-kind cost from the City is going to the Playhouse? We have not tracked this, but DPW costs are billed to the Playhouse Fund.

Council Vacancies (Kittleson)

***Should the City codify how vacancies on Council are filled?***

At the recommendation of Mayor Hillebrand, Council has filled the last two vacancies by soliciting interest from the next highest vote getters in the most recent council election. Codification will establish clear procedures but will not allow for flexibility.

Tricycle Park (DeMumbrum)

***Should the City convert the Slocum park tennis courts into a tricycle park?***

The tennis courts have deteriorated beyond repair and are slated for removal this fiscal year.

Rental Inspections (Huebler)

***Should amendments be made to our rental inspection program?***

We hired Muskegon Township to conduct the inspections. After their review of our ordinances and based upon their practical experiences, they are suggesting the following changes - include furnace venting as a specific inspection list item; designate which IPMC, as amended, code we have adopted; change fines from misdemeanors to civil infarctions; revoke rental permits for delinquent utility bills or taxes; eliminate the inspection exemption for rentals under state or federal exemption; define rental as 30 or more consecutive days.



## CITY OF WHITEHALL

CITY COUNCIL MEETING  
405 E. COLBY STREET, WHITEHALL, MI  
COUNCIL CHAMBERS  
October 8, 2019  
6:00 p.m.

### AGENDA

1. Meeting called to Order
  - A. Pledge of Allegiance
2. Approval of Agenda
3. Approval of the September 24 Council Meeting Minutes
4. Approval of Accounts Payable
5. Communications: White Lake Fire Authority Proposed Budget
6. Public Comment \*
7. Messages from the Mayor, Council, and City Manager
  - A. Proclamation – Prein&Newhof, 50 Years
8. Unfinished Business
9. New Business
  - A. Resolution 19-34 City Hall Upgrades
  - B. Resolution 19-35 Playhouse Liquor Sales Request
  - C. Resolution 19-36 Investment Policy
10. Closed Session to Discuss Pending Litigation
11. Public Comment \*
12. Adjournment

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**CITY OF WHITEHALL  
COUNCIL MEETING MINUTES  
September 24, 2019**

**PRESENT:** Scott Brown, Dick Connell, Virginia DeMumbrum, Debi Hillebrand, Norm Kittleson, and Steve Salter

**ABSENT:** Ellie Dennis

**ALSO PRESENT:** City Attorney Sweeting, City Clerk Bourdon, City Manager Huebler, Chief Squiers

Mayor Hillebrand called the meeting to order at 6:00 p.m. in the Council Chambers.

**APPROVAL OF THE AGENDA**

Motion by Salter, seconded by Connell, CARRIED, to approve the agenda. All yeses.

Motion by DeMumbrum, seconded by Connell, CARRIED, to excuse Salter from the October 8<sup>th</sup> council meeting. All yeses.

**SPECIAL PRESENTATION – JIM KLAPTHOR, USA CYCLING**

Jim Klaphthor provided an update on the successful stage race that took place in the White Lake area and presented a Champion cycling jersey to Mayor Hillebrand.

**APPROVAL OF WORK SESSION AND COUNCIL MINUTES**

Motion by DeMumbrum, seconded by Kittleson, CARRIED, to approve the September 10 work session and council meeting minutes. All yeses

**APPROVAL OF THE ACCOUNTS PAYABLE**

Motion by Connell, seconded by Kittleson, CARRIED, to approve the account payables in the amount of \$254,812.61 and checks to be drawn in their several amounts.

Roll Call Vote: Yes – Connell, Kittleson, Salter, Brown, DeMumbrum, and Hillebrand; No – None; Absent – Dennis

**COMMUNICATIONS**

Central Dispatch Meeting Minutes, Central Dispatch Special Meeting Minutes (3), Charter Rate changes, Marina Advisory Minutes, Wastewater Minutes, Wastewater Monthly Report

Motion by Kittleson, seconded by DeMumbrum, CARRIED, to approve the communications and place them on file. All yeses

**PUBLIC COMMENT**

Ken Mahoney, County Commissioner provided comment.

**MESSAGES FROM THE MAYOR, COUNCIL, AND CITY MANAGER**

City Manager Huebler provided an update on the water tower and a few council members provided comments.

**UNFINISHED BUSINESS**

None

NEW BUSINESS

A. Resolution 19-30 Marina Rates

Motion by Salter, seconded by Brown, CARRIED, to approve establishing the 30' seasonal rate at \$1,800; the 45' seasonal rate at \$2,350; the 30' transient rate at \$44 per night; the 45' transient rate at \$67 per night; the pump-out fee at \$10 for seasonal boaters; and the pump-out fee at \$15 for all others; effective with the 2020 boating season.

Roll Call Vote: Yes – Salter, Brown, Connell, Kittleson, DeMumbrum, and Hillebrand; No – None; Absent – Dennis

B. Resolution 19-31 State Trunkline Contract #2019-0796

Motion by Kittleson, seconded by DeMumbrum, CARRIED, to approve the maintenance agreement as presented and authorizes Scott Huebler, City Manager to sign the State Trunkline Maintenance Agreement.

Roll Call Vote: Yes – Kittleson, DeMumbrum, Salter, Brown, Connell, and Hillebrand; No – None; Absent – Dennis

C. Resolution 19-32 Banking and Financial Transactions

Motion by Salter, seconded by Kittleson, CARRIED, to authorize the use of West Michigan Community Bank and Michigan Class as additional options for city investing.

Roll Call Vote: Yes – Salter, Kittleson, DeMumbrum, Brown, Connell, and Hillebrand; No – None; Absent – Dennis

D. Resolution 19-33 Capital Improvements

Motion by Connell, seconded by DeMumbrum, CARRIED, to authorize the City Manager to execute the presented Professional Services contract with Prein&Newhof for services related to the 2020 Capital Improvements for an amount not to exceed \$137,900; and approves a budget amendment to the FY2019/20 Capital Improvement Fund by adding \$137,900 to Engineering Fees line item and reducing the fund balance by a like amount.

Roll Call Vote: Yes – Connell, DeMumbrum, Kittleson, Salter, Brown, and Hillebrand; No – None; Absent – Dennis

PUBLIC COMMENT

None

ADJOURNMENT

With no further business the Mayor adjourned the meeting at 6:33 pm.

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Debra Hillebrand, Mayor

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Brenda Bourdon, City Clerk

CITY OF WHITEHALL  
ACCOUNTS PAYABLE  
October 8, 2019

**September & October 2019 Prepays**

<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>Check No.</u>
City of Whitehall-Common Cash	Payroll	\$44,504.83	Transfer
IRS	Payroll	\$13,912.54	EFT
Alerus Financial	Payroll	\$5,245.90	7210
MISDU	Payroll	\$90.34	7211
Alerus Financial	Payroll	\$663.88	7212
<b><u>Total Prepays:</u></b>		\$64,417.49	

**TOTAL ACCOUNTS PAYABLE**

**\$138,013.69**

Vendor Code	Vendor Name	Description	Amount
SEAV	ALYSSA SEAVER		
	OPTICAL	OPTICAL - ALYSSA	88.66
	STATEMENT	MILEAGE - TREASURER'S MTG	22.74
TOTAL FOR: ALYSSA SEAVER			111.40
ASPHA	ASPHALT PAVING INC		
	44041	ASPHALT - 4.13 TONS	287.04
TOTAL FOR: ASPHALT PAVING INC			287.04
BOBS	BOB'S ROOFING CO INC		
	67304	DPW WALL LEAK REPAIR	115.91
TOTAL FOR: BOB'S ROOFING CO INC			115.91
ARMST	BRIAN ARMSTRONG		
	OPTICAL	OPTICAL - BROOKE	110.24
TOTAL FOR: BRIAN ARMSTRONG			110.24
CDW	CDW GOVERNMENT INC		
	VDF2140	COMPUTER & MONITOR - ALYSSA	759.34
TOTAL FOR: CDW GOVERNMENT INC			759.34
HALLC	CHRIS HALL		
	SEPT-2019	BUILDING PERMITS - SEPT-2019	3,501.15
TOTAL FOR: CHRIS HALL			3,501.15
CITY	CITY OF WHITEHALL		
	PETTY CASH	PETTY CASH	83.47
TOTAL FOR: CITY OF WHITEHALL			83.47
CONSU	CONSUMER'S ENERGY		
	STATEMENT	UTILITIES	56.18
	STATEMENT	UTILITIES	7,818.31
	STATEMENT	UTILITIES	296.66
TOTAL FOR: CONSUMER'S ENERGY			8,171.15
DAVE	DAVE COLE DECORATORS INC.		
	8346-1	FIRE HYDRANT PAINTING	10,000.00
TOTAL FOR: DAVE COLE DECORATORS INC.			10,000.00
DTE	DTE ENERGY		
	STATEMENT	UTILITIES	316.77
TOTAL FOR: DTE ENERGY			316.77
ETNA	ETNA SUPPLY INC		
	S103234465.001-	METERS, CAP CONNECTORS, RECEIVERS	8,879.50
TOTAL FOR: ETNA SUPPLY INC			8,879.50
FRONT	FRONTIER		
	STATEMENT	TELEPHONE	109.32
TOTAL FOR: FRONTIER			109.32



Vendor Code	Vendor Name	Description	Amount
GALLS	GALL'S, LLC		
	013810342	PATROL BAG, POUCH, APPAREL, CUFF CASE	528.75
TOTAL FOR: GALL'S, LLC			528.75
HAVIL	HAVILAND		
	331862	CHLORINE - 15 GAL DRUM/QTY 16	1,039.40
TOTAL FOR: HAVILAND			1,039.40
HOME	HOME SERVICES OF WHITE LAKE		
	1547	UPS CHARGES & GRANULAR CHLORINE	71.70
TOTAL FOR: HOME SERVICES OF WHITE LAKE			71.70
HUNTS	HUNT'S DO-IT CENTER		
	STATEMENT	PARTS/SUPPLIES	399.90
TOTAL FOR: HUNT'S DO-IT CENTER			399.90
JJ'S ELEC	JJ'S ELECTRIC LLC		
	SEPT-2019	ELECTRICAL PERMITS - SEPT-2019	1,839.60
TOTAL FOR: JJ'S ELECTRIC LLC			1,839.60
KENNE	KENNEDY INDUSTRIES INC		
	613685	PUMP STATION #3 - FIELD SERVICE	1,624.25
TOTAL FOR: KENNEDY INDUSTRIES INC			1,624.25
KERK	KERKSTRA PORTABLE RESTROOM SERV		
	146512-146511-1	PORTABLE RESTROOMS	280.00
TOTAL FOR: KERKSTRA PORTABLE RESTROOM SERV			280.00
KONICA	KONICA MINOLTA BUSINESS SOLUTIONS		
	261211644	DIGITAL SUPPORT SERVICE - COPIER	12.00
TOTAL FOR: KONICA MINOLTA BUSINESS SOLUTIONS			12.00
MMTA	MI MUNICIPAL TREASURERS ASSOC		
	1331	MEMBERSHIP RENEWAL 2020 - AUDDO & SEAVER	150.00
TOTAL FOR: MI MUNICIPAL TREASURERS ASSOC			150.00
MMLUNEM	MICHIGAN MUNICIPAL LEAGUE		
	STATEMENT	UNEMPLOYMENT - JUL-SEPT - 2019	34.38
TOTAL FOR: MICHIGAN MUNICIPAL LEAGUE			34.38
MODEL	MODEL COVERALL SERVICE INC		
	0846248-0844849	UNIFORMS - SEPT-2019	201.52
TOTAL FOR: MODEL COVERALL SERVICE INC			201.52
MOWHI	MONTAGUE-WHITEHALL ROTARY CLUB		
	210	DUES - HUEBLER & BEAMAN	320.00
TOTAL FOR: MONTAGUE-WHITEHALL ROTARY CLUB			320.00
MUCHA	MUSK LAKESHORE CHAMBER OF COMMERCE		
	78147	SEPT BUSINESS FOR BREAKFAST	22.00
TOTAL FOR: MUSK LAKESHORE CHAMBER OF COMMERCE			22.00

Vendor Code	Vendor Name	Description	Amount
MUST	MUSTARD'S RETREAT PARTNERSHIP		
	STATEMENT	PERFORMANCE - SPECIAL GUEST OF PETER YARROW	500.00
TOTAL FOR: MUSTARD'S RETREAT PARTNERSHIP			500.00
NEWL	NEW LIFE CARTRIDGES INC		
	32184	TONER - CITY HALL	81.99
TOTAL FOR: NEW LIFE CARTRIDGES INC			81.99
OFFIC	OFFICE MACHINES CO., INC		
	INV32589	COPIER MAINTENANCE - DPW	35.00
TOTAL FOR: OFFICE MACHINES CO., INC			35.00
PREIN	PREIN & NEWHOF, PC		
	51683	ENGINEERING FEES - W. COLLIER & CARLTON WATER	8,241.52
TOTAL FOR: PREIN & NEWHOF, PC			8,241.52
PROM	PROFESSIONAL MED TEAM INC		
	1928858	BLOOD DRAW	75.00
TOTAL FOR: PROFESSIONAL MED TEAM INC			75.00
PY	PY PRODUCTIONS INC.		
	STATEMENT	PERFORMANCE - AN EVENING WITH PETER YARROW	6,500.00
TOTAL FOR: PY PRODUCTIONS INC.			6,500.00
SWEET	RODGER I. SWEETING, ATTORNEY LLP		
	19714	ATTORNEY FEES	2,247.50
TOTAL FOR: RODGER I. SWEETING, ATTORNEY LLP			2,247.50
HUEBL	SCOTT HUEBLER		
	SEPT-2019	CAR ALLOWANCE - SEPT-2019	300.00
TOTAL FOR: SCOTT HUEBLER			300.00
CAMPOS	SERVANDO CAMPOS		
	STATEMENT	REIMBURSEMENT - ROUTER & ETHERNET CABLE	46.58
TOTAL FOR: SERVANDO CAMPOS			46.58
SHO	SHORELINE INSPECTION SERVICE LLC		
	SEPT-2019	MECHANICAL & PLUMBING - SEPT-2019	1,461.20
TOTAL FOR: SHORELINE INSPECTION SERVICE LLC			1,461.20
MDEQ	STATE OF MICHIGAN		
	761-10434994	WATER TESTING	1,534.00
TOTAL FOR: STATE OF MICHIGAN			1,534.00
STANI	THE STANDARD INSURANCE		
	00 756075 0001	LIFE & DISABILITY - OCT-2019	1,045.89
	160-757398-0000	DENTAL - OCT-2019	2,045.40
TOTAL FOR: THE STANDARD INSURANCE			3,091.29
KIRC	TODD KIRCHNER		
	STATEMENT	PERFORMANCE - FULL CHORD	1,500.00
TOTAL FOR: TODD KIRCHNER			1,500.00

Vendor Code	Vendor Name	Description	Amount
TRICO	TRI-COUNTY FEED SERVICE INC	STATEMENT STRAW - CITY HALL	5.95
TOTAL FOR: TRI-COUNTY FEED SERVICE INC			5.95
TWINC	TWIN CITY SERVICE INC	115189 2006 INTERNATIONAL - REPAIRS & MAINTENANCE	1,531.01
TOTAL FOR: TWIN CITY SERVICE INC			1,531.01
UNI	UNITED GROUP PROGRAMS, INC.	20101 WRAP - OCT-2019	4,372.41
TOTAL FOR: UNITED GROUP PROGRAMS, INC.			4,372.41
USPOS	UNITED STATES POSTMASTER	STATEMENT STAMPS - POST CARD QTY 100	35.00
TOTAL FOR: UNITED STATES POSTMASTER			35.00
WMSRDC	W MI SHORELINE REGIONAL DEVEL COMM	1009 LOCAL MATCH 2020	1,154.00
TOTAL FOR: W MI SHORELINE REGIONAL DEVEL COMM			1,154.00
WCLASS	WHITE LAKE ASSOCIATION	2019 2019 ANNUAL MEMBERSHIP	35.00
TOTAL FOR: WHITE LAKE ASSOCIATION			35.00
WLAUT	WHITE LAKE AUTOMOTIVE	STATEMENT PARTS/SUPPLIES	523.51
TOTAL FOR: WHITE LAKE AUTOMOTIVE			523.51
WLNUR	WHITE LAKE NURSERY	STATEMENT SUPPLIES	27.39
TOTAL FOR: WHITE LAKE NURSERY			27.39
WHIPR	WHITEHALL PRODUCTS	620600 MEMORIAL PLAQUE - SCHILLEMANN	50.00
TOTAL FOR: WHITEHALL PRODUCTS			50.00
WINDEM	WINDEMULLER	198082 ELECTRICAL SVCS - REPLACE PHOTO EYE WALKWAY L	116.00
TOTAL FOR: WINDEMULLER			116.00
WORKBOX	WORKBOX STAFFING	174168-174459 TEMPORARY SERVICES - CLEMENT	1,163.06
TOTAL FOR: WORKBOX STAFFING			1,163.06
TOTAL - ALL VENDORS			73,596.20

INVOICE GL DISTRIBUTION REPORT FOR CITY OF WHITEHALL  
 EXP CHECK RUN DATES 10/03/2019 - 10/04/2019  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID  
 CITY OF WHITEHALL ACCOUNTS PAYABLE  
 COUNCIL MEETING OF OCTOBER 8, 2019

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
<b>Fund 101 GENERAL OPERATING FUND</b>					
Dept 000 648	ALCOHOL LIABILITY INITIATIVE	CITY OF WHITEHALL	10/03/19	PETTY CASH	40.00
101-000-686.000			Total For Dept 000 648		40.00
Dept 136 DISTRICT COURT	ATTORNEY FEES	RODGER I. SWEETING, ATTO	10/01/19	19714	1,736.00
101-136-826.000			Total For Dept 136 DISTRICT COURT		1,736.00
Dept 172 ADMINISTRATION	OFFICE SUPPLIES	NEW LIFE CARTRIDGES INC	10/02/19	32184	81.99
101-172-727.000	CONTRACTUAL SERVICES	KONICA MINOLTA BUSINESS	09/16/19	261211644	12.00
101-172-818.000	TELEPHONE	FRONTIER	09/20/19	STATEMENT	35.26
101-172-850.000	CONFERENCES & WORKSHOPS	MUSK LAKESHORE CHAMBER O	09/27/19	78147	22.00
101-172-957.000	MEMBERSHIPS & DUES	WHITE LAKE ASSOCIATION	10/03/19	2019	35.00
101-172-958.000	MEMBERSHIPS & DUES	MI MUNICIPAL TREASURERS	10/03/19	1331	150.00
101-172-958.000	MEMBERSHIPS & DUES/HUEBLER	MONTAGUE-WHITEHALL ROTAR	09/27/19	210	160.00
101-172-976.000	EQUIPMENT	CDW GOVERNMENT INC	09/30/19	VDF2140	759.34
			Total For Dept 172 ADMINISTRATION		1,255.59
Dept 195 ELECTIONS	POSTAGE & COPYING	UNITED STATES POSTMASTER	10/03/19	STATEMENT	35.00
101-195-728.000			Total For Dept 195 ELECTIONS		35.00
Dept 203 ATTORNEY	ATTORNEY FEES	RODGER I. SWEETING, ATTO	10/01/19	19714	511.50
101-203-826.000			Total For Dept 203 ATTORNEY		511.50
Dept 253 TREASURER	CONFERENCES & WORKSHOPS	ALYSSA SEAVER	09/24/19	STATEMENT	22.74
101-253-957.000			Total For Dept 253 TREASURER		22.74
Dept 265 CITY HALL BLDG & GROUNDS	DECOR & WATER	CITY OF WHITEHALL	10/03/19	PETTY CASH	38.29
101-265-757.000	OPERATING SUPPLIES	TRI-COUNTY FEED SERVICE	09/27/19	STATEMENT	5.95
101-265-757.000	OPERATING SUPPLIES	WHITE LAKE NURSERY	09/30/19	STATEMENT	11.90
101-265-775.000	REPAIRS & MAINT SUPPLIES	HUNT'S DO-IT CENTER	10/01/19	STATEMENT	60.43
101-265-920.000	PUBLIC UTILITIES	DTE ENERGY	09/26/19	STATEMENT	56.19
			Total For Dept 265 CITY HALL BLDG & GROUNDS		172.76
Dept 276 CEMETERY	CONTRACTUAL SERVICES-TEMPORARY	WORKBOX STAFFING	09/22/19	174168-174459	581.53
101-276-818.700	PUBLIC UTILITIES	DTE ENERGY	09/26/19	STATEMENT	42.95
101-276-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	09/26/19	STATEMENT	17.31
101-276-920.000			Total For Dept 276 CEMETERY		641.79
Dept 301 POLICE	APPAREL, MISC ACCESSORIES	GALL'S, LLC	09/26/19	013810342	528.75
101-301-759.000	TELEPHONE	FRONTIER	09/20/19	STATEMENT	35.26
101-301-850.000	MEDICAL	PROFESSIONAL MED TEAM IN	09/18/19	1928858	75.00
101-301-962.300			Total For Dept 301 POLICE		639.01
Dept 448 STREET LIGHTING	PUBLIC UTILITIES	CONSUMER'S ENERGY	09/26/19	STATEMENT	16.30
101-448-920.000					

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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
<b>Fund 101 GENERAL OPERATING FUND</b>					
<b>Dept 448 STREET LIGHTING</b>					
Dept 751 PARKS DEPARTMENT					
101-751-775.000	REPAIRS & MAINT SUPPLIES	WINDEMULLER	08/28/19	198082	16.30
101-751-775.000	REPAIRS & MAINT SUPPLIES	HUNT'S DO-IT CENTER	10/01/19	STATEMENT	116.00
101-751-818.000	SVENSSON PARK, LAKE ST	KERKSTRA PORTABLE RESTRO	09/09/19	146512-146511-146510	156.89
101-751-818.700	CONTRACTUAL SERVICES-TEMPORARY	WORKBOX STAFFING	09/22/19	174168-174459	170.00
101-751-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	09/26/19	STATEMENT	581.53
101-751-974.000	CAPITAL IMPROVEMENTS	WHITEHALL PRODUCTS	09/17/19	620600	54.42
					50.00
					1,128.84
Dept 752 PATHWAY					
101-752-818.000	WL BIKE TRAIL	KERKSTRA PORTABLE RESTRO	09/09/19	146512-146511-146510	110.00
					110.00
Dept 777 119 S BALDWIN ST					
101-777-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	09/24/19	STATEMENT	23.68
101-777-920.000	PUBLIC UTILITIES	DTE ENERGY	09/26/19	STATEMENT	41.14
					64.82
Dept 851 FRINGE BENEFITS					
101-851-719.450	FRINGE-UNIFORMS	MODEL COVERALL SERVICE I	09/30/19	0846248-0844849-0849	178.64
101-851-719.500	FRINGE-ADMIN CAR ALLOW	SCOTT HUEBLER	09/30/19	SEPT-2019	300.00
101-851-719.603	FRINGE-HEALTH INS WRAP	UNITED GROUP PROGRAMS, I	09/20/19	20101	4,372.41
101-851-719.605	DENTAL INSURANCE	THE STANDARD INSURANCE	09/30/19	160-757398-00001	2,045.40
101-851-719.650	FRINGE-OPTICAL-BROOKE	BRIAN ARMSTRONG	10/03/19	OPTICAL	110.24
101-851-719.650	FRINGE-OPTICAL-ALYSSA	ALYSSA SEAVER	09/23/19	OPTICAL	88.66
101-851-719.680	FRINGE-LIFE INS	THE STANDARD INSURANCE	09/30/19	00 756075 0001	209.34
101-851-719.690	FRINGE-DISABILITY INS	THE STANDARD INSURANCE	09/30/19	00 756075 0001	836.55
101-851-719.800	FRINGE-UNEMPLOYMENT-JUL-SEPT-20	MICHIGAN MUNICIPAL LEAGU	09/30/19	STATEMENT	34.38
					8,175.62
<b>Fund 202 MAJOR STREET FUND</b>					
<b>Dept 463 ROUTINE MAINT</b>					
202-463-757.000	OPERATING SUPPLIES	ASPHALT PAVING INC	09/30/19	44041	114.82
202-463-818.000	CONTRACTUAL SERVICES	W MI SHORELINE REGIONAL	10/02/19	1009	1,154.00
					1,268.82
Dept 491 TRUNKLINE DRAINS					
202-491-757.000	OPERATING SUPPLIES	HUNT'S DO-IT CENTER	10/01/19	STATEMENT	12.69
202-491-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	09/26/19	STATEMENT	9.41
202-491-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	09/26/19	STATEMENT	9.41
					31.51
<b>Fund 203 LOCAL STREET FUND</b>					
<b>Dept 463 ROUTINE MAINT</b>					
203-463-757.000	OPERATING SUPPLIES	ASPHALT PAVING INC	09/30/19	44041	172.22
					1,300.33

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<b>Fund 203 LOCAL STREET FUND</b>					
Dept 463 ROUTINE MAINT					
			Total For Dept 463 ROUTINE MAINT		172.22
<b>Fund 245 TAX INCREMENT FINANCE AUTHORITY #3</b>					
Dept 000 648					
245-000-962.000	BLT MTG	CITY OF WHITEHALL	10/03/19	PETTY CASH	5.18
			Total For Dept 000 648		5.18
<b>Dept 300 DOWNTOWN STREETScape</b>					
245-300-757.000	OPERATING SUPPLIES	WHITE LAKE NURSERY	09/30/19	STATEMENT	15.49
245-300-921.000	ELECTRICAL-PEDESTRIAN LIGHTS	CONSUMER'S ENERGY	09/26/19	STATEMENT	199.22
			Total For Dept 300 DOWNTOWN STREETScape		214.71
<b>Fund 249 BUILDING INSPECTION DEPARTMENT</b>					
Dept 000 648					
249-000-818.000	BUILDING PERMITS-SEPT-2019	CHRIS HALL	09/30/19	SEPT-2019	3,501.15
249-000-818.000	ELECTRICAL PERMITS - SEPT-2019	JJ'S ELECTRIC LLC	09/30/19	SEPT-2019	1,839.60
249-000-818.000	MECHANICAL PERMITS	SHORELINE INSPECTION SER	09/30/19	SEPT-2019	1,461.20
			Total For Dept 000 648		6,801.95
<b>Fund 402 CAPITAL PROJECT FUND</b>					
Dept 000 648					
402-000-820.000	ENGINEERING FEES	PREIN & NEWHOF, PC	09/17/19	51683	8,241.52
			Total For Dept 000 648		8,241.52
<b>Fund 580 PLAYHOUSE</b>					
Dept 000 648					
580-000-757.000	ROUTER & ETHERNET CABLE	SERVANDO CAMPOS	09/07/19	STATEMENT	46.58
580-000-757.000	OPERATING SUPPLIES	HUNT'S DO-IT CENTER	10/01/19	STATEMENT	25.19
580-000-818.400	CONTRACTUAL SERVICES-MUSIC/FULL	TODD KIRCHNER	09/27/19	STATEMENT	1,500.00
580-000-818.400	CONTRACTUAL SERVICES-MUSIC/GUES	MUSTARD'S RETREAT PARTNE	10/04/19	STATEMENT	500.00
580-000-818.400	CONTRACTUAL SERVICES-MUSIC/PETE	PY PRODUCTIONS INC.	10/04/19	STATEMENT	6,500.00
580-000-920.000	PUBLIC UTILITIES	DTE ENERGY	09/26/19	STATEMENT	51.27
580-000-958.000	MEMBERSHIPS & DUES/BEAMAN	MONTAGUE-WHITEHALL ROTAR	09/27/19	210	160.00
			Total For Dept 000 648		8,783.04
<b>Fund 590 SEWER FUND</b>					
Dept 564 SEWER PUMPING					
590-564-818.000	CONTRACTUAL SERVICES	KENNEDY INDUSTRIES INC	09/30/19	613685	1,624.25
590-564-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	09/24/19	STATEMENT	32.50
590-564-920.000	PUBLIC UTILITIES	DTE ENERGY	09/26/19	STATEMENT	42.34
590-564-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	09/26/19	STATEMENT	1,094.81
			Total For Dept 564 SEWER PUMPING		2,793.90

INVOICE GL DISTRIBUTION REPORT FOR CITY OF WHITEHALL  
 EXP CHECK RUN DATES 10/03/2019 - 10/04/2019  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID  
 CITY OF WHITEHALL ACCOUNTS PAYABLE  
 COUNCIL MEETING OF OCTOBER 8, 2019

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
<b>Fund 590 SEWER FUND</b>					
Total For Fund 590 SEWER FUND					
Fund 591 WATER FUND					
Dept 546 WATER SOURCE PLANT					
591-546-757.000	OPERATING SUPPLIES	HAVILAND	09/25/19	331862	1,039.40
591-546-757.000	GRANULAR CHLORINE	HOME SERVICES OF WHITE L	09/30/19	1547	43.20
591-546-801.000	UPS CHARGES	HOME SERVICES OF WHITE L	09/30/19	1547	28.50
591-546-801.000	PROFESSIONAL SERVICES	STATE OF MICHIGAN	09/16/19	761-10434994	1,534.00
591-546-920.000	PUBLIC UTILITIES	DTE ENERGY	09/26/19	STATEMENT	38.73
591-546-920.000	PUBLIC UTILITIES	FRONTIER	09/20/19	STATEMENT	38.80
591-546-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	09/26/19	STATEMENT	6,446.82
Total For Dept 546 WATER SOURCE PLANT					
9,169.45					
Dept 548 WATER T & D					
591-548-775.000	REPAIRS & MAINT SUPPLIES	HUNT'S DO-IT CENTER	10/01/19	STATEMENT	55.92
591-548-818.000	CONTRACTUAL SERVICES	DAVE COLE DECORATORS INC	09/18/19	8346-1	10,000.00
Total For Dept 548 WATER T & D					
10,055.92					
Dept 550 WATER CONSTRUCTION					
591-550-757.000	OPERATING SUPPLIES	ETNA SUPPLY INC	09/26/19	S103234465.001-S1031	29.50
591-550-976.000	CAPITAL OUTLAY-METERS	ETNA SUPPLY INC	09/26/19	S103234465.001-S1031	8,850.00
Total For Dept 550 WATER CONSTRUCTION					
8,879.50					
Fund 594 MARINA FUND					
Dept 000 648					
594-000-775.000	REPAIRS & MAINT SUPPLIES	HUNT'S DO-IT CENTER	10/01/19	STATEMENT	55.92
Total For Dept 000 648					
55.92					
Fund 661 MOTOR POOL FUND					
Dept 000 648					
661-000-757.000	OPERATING SUPPLIES	WHITE LAKE AUTOMOTIVE	09/30/19	STATEMENT	34.38
661-000-781.000	REPAIR PARTS AND SUPPLIES	HUNT'S DO-IT CENTER	10/01/19	STATEMENT	32.86
661-000-781.000	REPAIR PARTS AND SUPPLIES	WHITE LAKE AUTOMOTIVE	09/30/19	STATEMENT	489.13
661-000-818.000	CONTRACTUAL SERVICES	MODEL COVERALL SERVICE I	09/30/19	0846248-0844849-0849	22.88
661-000-920.000	PUBLIC UTILITIES	DTE ENERGY	09/26/19	STATEMENT	44.15
661-000-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	09/26/19	STATEMENT	267.27
661-000-931.000	BUILDING MAINTENANCE	BOB'S ROOFING CO INC	09/19/19	67304	115.91
661-000-933.000	EQUIPMENT MAINTENANCE	OFFICE MACHINES CO., INC	09/24/19	INV32589	35.00
661-000-933.000	EQUIPMENT MAINTENANCE	TWIN CITY SERVICE INC	09/30/19	115189	1,531.01
Total For Dept 000 648					
2,572.59					
Total For Fund 661 MOTOR POOL FUND					
2,572.59					

INVOICE GL DISTRIBUTION REPORT FOR CITY OF WHITEHALL  
 EXP CHECK RUN DATES 10/03/2019 - 10/04/2019  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID  
 CITY OF WHITEHALL ACCOUNTS PAYABLE  
 COUNCIL MEETING OF OCTOBER 8, 2019

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
	Fund Totals:				
	Fund 101	GENERAL OPERATING FUND			14,549.97
	Fund 202	MAJOR STREET FUND			1,300.33
	Fund 203	LOCAL STREET FUND			172.22
	Fund 245	TAX INCREMENT FINANCE			219.89
	Fund 249	BUILDING INSPECTION DE			6,801.95
	Fund 402	CAPITAL PROJECT FUND			8,241.52
	Fund 580	PLAYHOUSE			8,783.04
	Fund 590	SEWER FUND			2,793.90
	Fund 591	WATER FUND			28,104.87
	Fund 594	MARINA FUND			55.92
	Fund 661	MOTOR POOL FUND			2,572.59
	Total For All Funds:				73,596.20



# **WHITE LAKE FIRE AUTHORITY**

**Proposed 2020 Budget**

**Adopted: 09/18/19**



**\*Note: This budget was prepared with revenues calculated with the current millage levy of 1.4404**

White Lake Fire Authority  
2020 Budget

2020 Budget  
Amendment 3

2020 Budget  
Amendment 2

2020 Budget  
Amendment 1

2020 Budget

**REVENUES**

**Municipality**

City of Whitehall (405)	\$120,740.53			
TIFA/LDFA (408)	\$32,040.00			
Whitehall Township (407)	\$93,597.37			
Fruitland Township (406)	\$393,986.36			
Interest Income (665)/Inspection Fees (687)	\$1,000.00			
Other Income (686)	\$1,000.00			
<b>TOTALS</b>	<b>\$642,364.26</b>			

Ending Budget Carry-Over Balance

\$0.00

**TOTAL CASH**

**\$642,364.26**

**EXPENSE SUMMARY**

Equipment Replacement Fund

\$50,000.00

Facilities Fund

\$10,000.00

Contingency Fund Contribution

\$0.00

2019 Operating Budget

\$573,230.42

Indesignated Funds

\$9,133.84

**TOTAL**

**\$642,364.26**

White Lake Fire Authority  
 Compensation/ Benefits

**2020 Budget**      **2020 Budget**      **2020 Budget**  
 Amendment 1      Amendment 2

<b>Chief</b>			
Wages	2080 Hrs @ \$27.67/Hour	\$57,553.60	
Holiday	56 Hours	\$0.00	
Health Insurance		\$14,043.05	
Life Insurance	Life, Short & Long	\$396.77	
Dental Insurance		\$997.50	
Vision Insurance		\$126.00	
Deferred Compensation		\$2,877.68	
	<b>TOTAL</b>	<b>\$75,994.60</b>	

<b>Captain #1</b>			
Wages	2,928 Hrs @ \$16.18 per hour	\$47,763.36	
Holiday	31 Hours @ 1 1/2 Rate	\$752.37	
Health Insurance		\$14,043.05	
Life Insurance	Life, Short & Long	\$396.77	
Dental Insurance		\$997.50	
Vision Insurance		\$126.00	
Deferred Compensation		\$2,789.84	
Overtime	300 hrs @ 1 1/2 Rate	\$7,281.00	
	<b>TOTAL</b>	<b>\$74,149.89</b>	

White Lake Fire Authority  
 Compensation/ Benefits

**2020 Budget**      **2020 Budget**      **2020 Budget**  
**Amendment 1**      **Amendment 2**

<b>Lieutenant #1</b>			
Wages	2,904 Hrs @ \$15.45 per hour	\$45,237.60	
Holiday	60 Hours @ 1 1/2 Rate	\$1,390.50	
Health Insurance		\$14,043.05	
Life Insurance	Life, Short & Long	\$396.77	
Dental Insurance		\$997.50	
Vision Insurance		\$126.00	
Deferred Compensation		\$2,586.33	
Overtime	220 Hrs @ 1 1/2 Rate	\$5,098.50	
	<b>TOTAL</b>	<b>\$69,876.25</b>	

<b>Lieutenant #2</b>			
Wages	2,928 Hrs @ \$13.79 per hour	\$40,656.00	
Holiday	58 Hours @ 1 1/2 Rate	\$1,218.00	
Health Insurance		\$14,043.05	
Life Insurance	Life, Short & Long	\$396.77	
Dental Insurance		\$997.50	
Vision Insurance		\$126.00	
Deferred Compensation		\$2,324.70	
Overtime	220 Hrs @ 1 1/2 Rate	\$4,620.00	
	<b>TOTAL</b>	<b>\$64,382.02</b>	

**2020 Budget      2020 Budget      2020 Budget**  
**Amendment 1      Amendment 2**

<b>Office Staff (1)</b>			
708 Wages	per meeting pay/\$45/*7	\$245.00	
	<b>TOTAL</b>	<b>\$245.00</b>	
<b>Bookkeeper (1)</b>			
716 Wages	\$300/month	\$3,600.00	
	<b>TOTAL</b>	<b>\$3,600.00</b>	
<b>Part-Time Firefighters</b>			
709 Wages		\$65,000.00	
<b>Employer Taxes</b>			
720.1 FICA		\$28,635.66	
<b>Unemployment Benefits</b>			
711 Benefits		\$100.00	
<b>TOTAL COMPENSATION PACKAGE</b>		<b>\$381,983.42</b>	

\*\*NOTE\*\* Increase for Office staff and Full-time employees budgeted upon favorable performance

White Lake Fire Authority  
Expenses

	2020 Budget	2020 Budget Amendment 1	2020 Budget Amendment 2	2020 Budget Amendment 3
<b>Compensation</b>	<b>\$381,983.42</b>			
714.5 Uniform Allowance - Part-Time	\$1,000.00			
717 Health Savings Account- \$4,050.00/Employee	\$16,200.00			
726 Medical Supplies and Services	\$2,400.00			
727 Office Supplies	\$2,100.00			
Integrity Office Supplies = \$1,100.00				
United States Postal Service = \$392.00				
Home Services of White Lake = \$300.00				
728 Office Equipment (Copier Lease)	\$1,500.00			
730 Board Administration	\$700.00			
731 Awards and Recognition	\$0.00			
751 Fuel	\$13,000.00			
757 Operating Supplies	\$3,500.00			
759 Uniforms, Laundry & Cleaning	\$0.00			
801 Professional Fees - IT/Legal/ Accounting/Audit	\$15,239.00			
Accounting Services = \$3,344.00				
Audit Services = \$6,895.00				
IT Services = \$0.00				
Legal Services = \$5,000.00				
<b>Insurance - Liability/Fleet</b>	<b>\$50,500.00</b>			
720 Worker's Comp = \$13,500.00 (Full, Part-Time, and Clerical)				
721 Accidental Death & Dismemberment (Part-Time) = \$2,000.00				
815 Fleet Liability = \$35,000.00				
850 Telephone/Pagers	\$2,280.00			
Muskegon Central Dispatch = \$2,100.00				
Telrite Long Distance = \$180.00				
850.1 Dispatch	\$7,400.00			

White Lake Fire Authority  
Expenses

**2020 Budget**      **2020 Budget**      **2020 Budget**  
**Amendment 1**      **Amendment 2**      **Amendment 3**

**920 Utilities**      **\$8,280.00**

Garbage Services = \$480.00, DTE= 3,600.00  
Comcast TV Service = \$600.00, Consumers= 3,600.00

**933 Apparatus Repair**      **\$18,000.00**

**933.1 Radio Repair**      **\$500.00**

**933.2 Equipment Repair**      **\$5,000.00**

**934 Station Maintenance and Repair**      **\$4,000.00**

**941 Building Rental**      **\$13,000.00**

**958 Conferences, Memberships & Dues**      **\$1,900.00**

IAAI (\$0.00), NFPA (\$140.00), MFIS (\$0.00)

MFIS (\$35.00), NFPA Plans (\$0.00), MAFC (\$150.00)

NFPA Inspect. (\$50.00), IAAI (\$25.00), Chief's Conf. (\$1,500.00)

**960 Education & Training**      **\$4,000.00**

**962.1 Medical Treatment**      **\$2,460.00**

Bi-Annual Physicals = (\$0.00/Employee) X 20

Pre-employment Examinations = (\$615.00/Employee) X 4

**964 Prevention, Inspection & Public Education**      **\$3,000.00**

FPW in-a-box package = \$500.00

Fire Prevention Open House = \$500.00

School and Education Materials = \$1,000.00

Codes and Enforcement = \$1,000.00

**976 Equipment Purchase**      **\$5,000.00**

**980 EMS Licensing (6 Vehicles, 2 location renewals, 1 E**      **\$0.00**

**Sick Pay Buyout (max 300 hrs / \$12.98)**      **\$7,788.00**

**Uniform Allowance- Full Time**      **\$2,500.00**

Chief (\$750) Captain (\$750) Lieutenant #1 (\$500) Lieutenant #2 (\$500)

**\$573,230.42**

**\$0.00**

White Lake Fire Authority  
 Equipment Replacement Fund

	2020 Budget	2020 Budget Amendment 1	2020 Budget Amendment 2	2020 Budget Amendment 3
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**INCOME**

2020 Beginning Balance	\$241,712.08	\$0.00		
2020 Funding	\$50,000.00	\$0.00		
Interest Income	\$0.00	\$0.00		
Fund Transfer	\$0.00	\$0.00		
<b>TOTAL</b>	<b>\$291,712.08</b>	<b>\$0.00</b>		

**EXPENDITURES**

Lease Payment \$40,282.37

**TOTAL** **\$40,282.37**

**2020 Year-end Fund Balance** **\$251,429.71**

**\$0.00**



White Lake Fire Authority  
Facilities Fund

	<b>2020 Budget</b>	<b>2020 Budget Amendment 1</b>	<b>2020 Budget Amendment 2</b>	<b>2020 Budget Amendment 3</b>
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**INCOME**

2020 Beginning Balance

2020 Funding

Interest Income

Fund Transfer

\$236,813.00

\$10,000.00

\$0.00

\$0.00

**TOTAL**

**\$246,813.00**

**EXPENDITURES**

**TOTAL**

**\$0.00**

**2020 Year-end Fund Balance**

**\$246,813.00**

White Lake Fire Authority  
Contingency Fund

	<b>2020 Budget</b>	<b>2020 Budget Amendment 1</b>	<b>2020 Budget Amendment 2</b>	<b>2020 Budget Amendment 3</b>
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**INCOME**

2020 Beginning Fund Balance	\$149,607.00			
2020 Funding				
Interest Income	\$0.00			
Fund Transfer	\$0.00			
<b>TOTAL</b>	<b>\$149,607.00</b>	<b>\$0.00</b>		

**EXPENDITURES**

<b>2020 Year-end Fund Balance</b>	<b>\$149,607.00</b>	<b>\$0.00</b>
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Year-end fund balance as a percentage of the operating budget	<b>26.10%</b>
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Note: Want to be 25%  
of Operating Budget

CITY OF WHITEHALL  
RESOLUTION 19-34  
City Hall Upgrades

WHEREAS, the exterior walls on the four eastern most offices at city hall, built in 1957, have deteriorated in terms of insulation, heating, ventilation, and air conditioning to the point where ice builds up on the interior of the window frames during the winter and staff has resorted to individual space heaters to maintain a viable work environment.

WHEREAS, City Ordinance §32.46 allows for retaining professional services through evaluation and negotiation without the requirement to advertise.

WHEREAS, staff has spoken to and met with a number of contractors including four local contractors and received the following proposal:

Fredricks Company (Muskegon)           \$13,547.15

WHEREAS, the City budgeted \$15,000 for wall and window replacement.

WHEREAS, other contractors have indicated an inability to provide a proposal due to their current workloads.

WHEREAS, Fredricks can begin the work this October.

WHEREAS, staff has reviewed the proposal, met with the contractor, and recommend hiring Fredricks.

NOW, THEREFORE, LET IT BE RESOLVED

That the Whitehall City Council does hereby award the City Hall Upgrades Contract to Fredricks Company for the bid amount not to exceed \$13,547.15.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, and thereafter adopted by the City Council of the City of Whitehall, at a regular meeting held October 8, 2019 at 6:00 p.m. (\_\_\_ yes, \_\_\_ no, \_\_\_ absent).

\_\_\_\_\_  
Debra Hillebrand, Mayor

\_\_\_\_\_  
Brenda bourdon, City Clerk

CITY OF WHITEHALL  
RESOLUTION 19-35  
Playhouse Liquor Sales

WHEREAS, the City of Whitehall owns and operates The Playhouse.

WHEREAS, City Ordinance §130.01(B)(37) prohibits a person from having open receptacles or containers containing alcoholic beverages or intoxicating liquors in public places unless specifically permitted by the City Council.

WHEREAS, the City Council has allowed non-profit organizations with the appropriately approved liquor licenses and proof of insurance to sell or distribute alcohol for events at The Playhouse under the direct supervision of the Playhouse Manager, City Manager, and Police Chief.

WHEREAS, the Friends of the Playhouse for Peter Yarrow concert on October 26 hereby requests permission to sell beer and wine during the event.

NOW, THEREFORE, BE IT RESOLVED

That the Whitehall City Council hereby grants permission to the Friends of the playhouse to sell beer and wine at The Playhouse on Saturday, October 26, 2019.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, and thereafter adopted by the City Council of the City of Whitehall, at a regular meeting held Tuesday, October 8, 2019 at 6:00 p.m. (\_\_\_ yes, \_\_\_ no, \_\_\_ absent).

\_\_\_\_\_  
Debra Hillebrand, Mayor

\_\_\_\_\_  
Brenda Bourdon, City Clerk

CITY OF WHITEHALL  
Investment Policy  
RESOLUTION 19-36

WHEREAS, Michigan Public Act 20 of 1943 §129.91 allows for the investment of surplus funds of a political subdivision by authorizing such investments by its treasurer.

WHEREAS, the Whitehall City Council adopted Resolution 05-12 adopting a written investment policy designating the treasurer as the investment officer.

WHEREAS, City Treasurer Audo has deemed it appropriate to update the fourteen year old policy; the substantive changes are as follows:

Investments are restricted to institutions that comply with applicable laws; pooled investments are allowed; objectives are spelled out rather than referred to by statute; and an ethics clause was added to avoid personal conflicts of interest.

NOW, THEREFORE, LET IT BE RESOLVED

That the Whitehall City Council does hereby adopt the Investment Policy attached to and considered a part of this Resolution and that the City Treasurer be authorized to manage city funds and may invest them according to the Investment Policy and that a prudent "fiduciary standard" shall be applied to the context of managing the overall portfolio.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, and thereafter adopted by the City Council of the City of Whitehall, at a regular meeting held Tuesday, October 8, 2019 at 6:00 p.m. (\_\_\_ yes, \_\_\_ no, \_\_\_ absent).

\_\_\_\_\_  
Debra Hillebrand, Mayor

\_\_\_\_\_  
Brenda Bourdon, City Clerk

## City of Whitehall, Michigan Investment Policy

This policy is the investment policy of the City of Whitehall, a Michigan Municipal Corporation, of 405 E Colby Road, Whitehall, Michigan. Throughout this policy the City of Whitehall will be referred to as the "City".

### Purpose

It is the policy of the City to invest public funds in a manner that will provide preservation of capital, meet the daily liquidity needs of the city, diversify the cities investments, conform to all local and state statutes governing the investment of public funds, and generate market rates of return. It is also the policy of the city Treasurer to invest public funds with banks, investment firms and other financial institutions that comply with all laws, reporting obligations, disclosures, fair practice standards and other regulatory agencies' requirements.

### Scope

The investment policy applies to all financial assets of the City other than Retirement Funds. These assets are accounted for in the City's annual financial report and include general fund, special revenue funds, internal service funds, capital project funds, enterprise funds, debt service funds, trust and agency funds( including the Current Tax fund) and any new fund created by the City, unless specifically exempted by the legislative body. This investment policy applies to all transactions involving the financial assets and related activity of all the foregoing funds.

All cash may be pooled for investment purposes. The investment income derived from the pooled investment account shall be allocated to the contributing funds based upon the proportion of the respective average balances relative to the total pooled balance in the investment portfolio.

### Objectives

The primary objectives of the City's investment activities shall be:

Safety- Preservation of capital and protection of investment principal

Liquidity- Maintenance of sufficient liquidity to meet anticipated cash flows

Diversification- to avoid incurring unreasonable market risks

Return on Investment- attainment of a market rate of return

### Prudence

The standard of prudence to be used for managing the City's assets is the Michigan Prudent Investor Rule, found in section 700.1502 of Act 386 of 1998. It states that " a fiduciary shall invest and manage assets held in a fiduciary capacity as a prudent investor would, taking into account the purposes, terms, distribution requirements expressed in the governing instrument, and other circumstances of the fiduciary estate. To satisfy this standard, the fiduciary must exercise reasonable care, skill and caution.

## Delegation of Authority

Authority to manage the City's investment program is derived from the most current investment policy and MCL 129.12 requiring the City Treasurer to be the custodian of the City's funds. Management responsibility for the investment programs is hereby delegated to the City Treasurer, hereafter referred to as "Treasurer", who shall establish written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, cash purchase, investment accounting, wire transfer agreements, collateral/depository agreements and banking service contracts. No person may engage in an investment transaction, except as provided under the terms of this policy and the procedures established by the Treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

## Ethics and Conflicts Of Interest

The Treasurer shall refrain from personal business activity that could conflict with proper execution of the City's investment program or that could impair or create the appearance of an impairment of their ability to make impartial investment decisions.

## Authorized Securities and Transactions

The City Treasurer is limited to investments authorized by Act 20 of 1943 as amended and may invest in the following:

1. Bonds, securities and other obligations of the United States or an agency or instrumentality of the United States.
2. Certificates of deposit, saving accounts, deposit accounts, or depository receipts of an approved financial institution.
3. Commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and mature not more than 270 days after the date of purchase.
4. Repurchase agreements consisting of instruments listed in subdivision (1).
5. Bankers' acceptances of the United States banks.

6. Obligations of this state or any of its political subdivisions that at the time of the purchase are rated as investment grade by not less than 1 standard rating service.
7. Mutual funds registered under the investment company act of 1940, title I of chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of either of the following:
  - (a) The purchase of securities on a when-issued or delayed delivery basis.
  - (b) The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
  - (c) The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
8. Investment pools through an interlocal agreement under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
9. Investment pools organized under surplus funds investment pool act, 1982 PA 367, 129.111 to 129.118
10. The investment pools organized under the local government investment pool act, 1985 PA 121, MCL 129.141 to 129.50.

#### Safekeeping and Custody

All investment transactions, including financial institution deposits, entered into by the Treasurer may be on a cash basis. Securities may be held by a third party custodian designated by the Treasurer and evidenced by safekeeping receipts as determined by the Treasurer.

#### Reporting

The Treasurer shall submit to the City council a report of the City's investment program and investment activity at least quarterly.

#### Investment Policy Adoption

The Investment Policy shall be adopted by resolution of the City Council. It shall be reviewed periodically by the Treasurer, and may be amended by the City Council as conditions warrant.



**Acknowledgement of Receipt of Investment Policy and Agreement to Comply**

I have read and fully understand Act 20PA 1943, as amended, and the investment Policy of the City of Whitehall. Any advice or recommendation given by \_\_\_\_\_, representing \_\_\_\_\_, to the City of Whitehall shall comply with the requirements of Act 20, PA 1943, as amended, and the Investment Policy of the City of Whitehall. Any exciting investment not conforming to the statute or the policy will be disclosed promptly.

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_