



CITY COUNCIL WORK SESSION
405 E. COLBY STREET, WHITEHALL, MI
GARDEN ROOM
January 14, 2020
5:00 p.m.

AGENDA

1. Meeting Called to Order
2. Discussion Items
 - White Lake Solid Waste
 - Alley Paving
 - MATS Funding
 - Playhouse Funding
 - City Ordinances Review
3. Informational Items
4. Public Comment *
5. Meeting Adjourned

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. If you have questions or issues that need to be addressed, contact City Hall during regular business hours.

Whitehall City Council
Work Session Information Report
January 2020

White Lake Solid Waste Authority (Connell)

Should Pride Days be paid as a subsidy or based on actual cost?

The Cities of Montague and Whitehall along with the Townships of Blue Lake, Montague, White River, and Whitehall comprise the White Lake Solid Waste Authority. The residents of each of these communities can drop off refuse for free once a year at the Transfer Station. The cost for this service is rolled in to the annual operating subsidy, regardless of actual use. In the past, the communities would pay a fee based upon actual use. Montague Township is considering withdrawing from Pride Days.

Alley Paving (Huebler)

Should the alley behind Twin Cities be paved?

Terry Lohman has asked in the past and is asking again that the City consider paving the alley behind his business. He is willing to help with the costs. The alley is 360 feet long. Based upon engineer estimates for Main Street, the asphalt would cost \$25,360. With engineering and some site prep, we can round this up to \$35,000. Funding can be all on the City, partly on the City with assistance from Twin Cities, partly on the City along with a special assessment, or all as a special assessment. As a special assessment, all adjacent property owners would share in the cost based upon how many feet of their property runs along the alley. The cost per foot would be \$48.60. Terry's share comes to \$24,300. The other adjacent property owners would pay \$2,920 or \$4,370. Special assessments are typically paid over ten years with interest.

MATS Funding (Brown)

Why are we funding MATS and why is TIFA paying for it?

As a long sought after service by the local community, the Muskegon Area Transit System began a pilot program of providing two bus routes for the White Lake area. Based upon poor ridership, MATS reduced service to one route. At the end of the three year pilot program, MATS sought local subsidy to continue the route as they do with Muskegon metro area communities for those metro routes.

The City Council discussed the subsidy five times at work sessions in August 2018, September 2018, October 2018, March 2019, and during the budget work session in May 2019. MATS Manager Jim Koens made a presentation to Council on September 25, 2018. Staff suggested that any funding be done by TIFA as the route ran through our downtown with stops that could directly benefit the businesses, plus the fact that TIFA had readily available funds. TIFA approved funding with their budget on May 11, 2019. Council adopted the FY19/20 budget, with TIFA and the MATS funding, on May 28.

Playhouse Funding (Brown)

Is the Playhouse taking care of itself?

Yes, it is. Staff provided a four month revenue/expenditure report to Council on December 10 of last year. The report covered all city funds and showed that the Playhouse had year to date revenues of \$389,821 and expenses of \$165,710 for a net position of \$224,111. Council adopted the current budget with estimated revenues of \$653,950 against expenses of \$420,115 for a net of \$233,835. It is staff's responsibility to monitor all of the line item revenues and expenditures which comprise these bottom line numbers. We typically amend budgets with Council approval prior to spending funds that exceed budgeted amounts. We will be adjusting the Playhouse budget to cover utilities at the scene shop with a mid-year budget amendment which should be before Council later this month or early February. Staff used to prepare detailed quarterly financials to Council who admitted they did not read them nor wanted them. So we ceased this activity. How much detail does the City Council want and do you want such detail on all funds or just the Playhouse?

City Ordinance Review (Huebler)

What should the process be for City Council review of the ordinances?

The department heads and city attorney have completed a comprehensive review of the city ordinances with a number of recommended changes. Review by Council should now take place. This can be done by committee of three or by the entire Council. Review could be done during the regularly scheduled work sessions or as a separate meeting dedicated to the review.



CITY COUNCIL MEETING
405 E. COLBY STREET, WHITEHALL, MI
COUNCIL CHAMBERS
January 14, 2020
6:00 p.m.

AGENDA

1. Meeting called to Order
 - A. Pledge of Allegiance
2. Approval of Agenda
3. Approval of the December 17 Council Meeting Minutes
4. Approval of Accounts Payable
5. Communications: BLT Minutes, Central Dispatch Audit, Central Dispatch Minutes, Local Officers Compensation Commission Meeting Minutes, MMRMA 2019 Annual Report, Planning Commission Special Meeting Minutes, Wastewater Minutes, White Lake Senior Center Thank You
6. Public Comment *
7. Messages from the Mayor, Council, and City Manager
8. Unfinished Business
9. New Business
 - A. Resolution 20-01 Credit Card Policy
 - B. Resolution 20-02 Tenant Utility Deposits
 - C. Resolution 20-03 Poverty Exemption
 - D. Resolution 20-04 Residents Right to Protest
 - E. Resolution 20-05 Board of Review
 - F. Resolution 20-06 Tree Removal
10. Public Comment *
11. Adjournment

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CITY OF WHITEHALL
COUNCIL MEETING MINUTES
December 17, 2019

PRESENT: Scott Brown, Dick Connell, Virginia DeMumbrum, Ellie Dennis, Sean Mullally, and Steve Salter

ABSENT: Debi Hillebrand

ALSO PRESENT: City Clerk Bourdon, and City Manager Huebler, Student Reps Brown and Hubbard.

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

APPROVAL OF THE AGENDA

Motion by Mullally, seconded by DeMumbrum, CARRIED, to approve the agenda. All yeses.

APPROVAL OF WORK SESSION AND COUNCIL MINUTES

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

APPROVAL OF THE ACCOUNTS PAYABLE

Motion by Connell, seconded by DeMumbrum, CARRIED, to approve the account payables in the amount of \$66,728.09 and checks to be drawn in their several amounts.

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

COMMUNICATIONS

None

PUBLIC COMMENT

Joe Heckman, Whitehall student, spoke on volunteer projects.

MESSAGES FROM THE MAYOR, COUNCIL, AND CITY MANAGER

Received comments from council.

Director of Public Works Armstrong introduced new building inspector, Robert Tufts.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Resolution 19-45/19-46 Consumers Removal/Installation of Fixtures

Motion by Salter, seconded by DeMumbrum, CARRIED, to approve the Consumers contract amendment for removal and installation of new light fixtures as presented.

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

B. Resolution 19-47 Cemetery Fees

Motion by DeMumbrum, seconded by Mullally, CARRIED, to approve the cemetery fees as presented effective January 1, 2020.

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

C. Resolution 19-48 Building Inspection Fees

Motion by Salter, seconded by Brown, CARRIED, to adopt the LARA Bureau of Construction Codes Building Permit Fee Schedule as presented and increase the fee paid to the building, plumbing, and electrical inspectors to 80% of the permit fee for inspections and 60% of the permit fee for plan review effective immediately.

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

D. Resolution 19-49 Senior Millage

Motion by Connell, seconded by Salter, CARRIED, to approve the application for a senior millage allocation in the amount of \$12,870 with the intent of funding enhanced and expanded senior activities through White Lake Area Community Education.

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

PUBLIC COMMENT

None

ADJOURNMENT

With no further business the Mayor Pro Tem adjourned the meeting at 6:40 pm.

Eleanor Dennis, Mayor Pro Tem

Brenda Bourdon, City Clerk

Vendor Code	Vendor Name	Description	Amount
ASCAP	AMERICAN SOCIETY OF COMPOSERS, AUTH 500825663	LICENSE FEE	363.00
TOTAL FOR: AMERICAN SOCIETY OF COMPOSERS, AUTH			363.00
ENGL	AMY ENGELHARDT STATEMENT	PERFORMANCE - FRUITCAKES & ASSORTED NUTS	315.00
TOTAL FOR: AMY ENGELHARDT			315.00
BATT	BATTERIES PLUS - 386 P22040177	PRE-WIRED UNSHUNTED KT-SOCKET - QTY 6 - FIRE	36.00
TOTAL FOR: BATTERIES PLUS - 386			36.00
BECKM	BECKMAN BROS INC 17462	SIDEWALK REPLACEMENT	251.50
TOTAL FOR: BECKMAN BROS INC			251.50
BORG	BORGMAN TREE SERVICE 2876	TREE REMOVAL/STUMP GRINDING	22,068.50
	2876	TREE REMOVAL - 120 E MAIN ST	775.00
TOTAL FOR: BORGMAN TREE SERVICE			22,843.50
CARO	CAROLYN CARMEL STUDIO, LLC 000327	MARKETING	100.00
TOTAL FOR: CAROLYN CARMEL STUDIO, LLC			100.00
MISC	CAROLYN JOHNSON I-6879-1A	REIMBURSEMENT - INSTALL WATER LINE/931 S MEAR	2,000.00
TOTAL FOR: CAROLYN JOHNSON			2,000.00
CEOL	CEOL PRODUCTIONS STATEMENT	PERFORMANCE - IRISH CHRISTMAS IN AMERICA	2,000.00
TOTAL FOR: CEOL PRODUCTIONS			2,000.00
CHART	CHARTER COMMUNICATIONS 0031219010120	INTERNET	114.98
	0056489122519	INTERNET	279.98
TOTAL FOR: CHARTER COMMUNICATIONS			394.96
MAHOC	CHRIS MAHONEY STATEMENT	BOOTS	100.65
TOTAL FOR: CHRIS MAHONEY			100.65
CITY	CITY OF WHITEHALL OCT-DEC-2019	WATER/SEWER BILLS/OCT-DEC - 2019	643.75
TOTAL FOR: CITY OF WHITEHALL			643.75
MISC	COMFORT INN & SUITES 676042720	LODGING - IRISH CHRISTMAS	421.50
TOTAL FOR: COMFORT INN & SUITES			421.50

Vendor Code	Vendor Name	Description	Amount
CONSU	CONSUMER'S ENERGY		
	STATEMENT	UTILITIES	2,703.22
	STATEMENT	UTILITIES	10,157.94
TOTAL FOR: CONSUMER'S ENERGY			12,861.16
DAN	DAN FROST DBA	DAN'S AUTOMOTIVE	
	7278-7323-7349	CRUISER MAINTENANCE	449.39
	7326	MAINTENANCE - 2010 DODGE P/U	478.44
TOTAL FOR: DAN FROST DBA DAN'S AUTOMOTIVE			927.83
DERBY	DERBY DESIGN		
	20191227	CITY LOGO/WEBSITE DESIGN	52.50
TOTAL FOR: DERBY DESIGN			52.50
BOND	DONALD BOND		
	OPTICAL	OPTICAL - RAE BOND	42.50
TOTAL FOR: DONALD BOND			42.50
DORN	DORNBOS SIGN INC		
	SO94529	SIGN FOR ARCONIC	33.20
TOTAL FOR: DORNBOS SIGN INC			33.20
DTE	DTE ENERGY		
	STATEMENT	UTILITIES	2,099.48
TOTAL FOR: DTE ENERGY			2,099.48
ETNA	ETNA SUPPLY INC		
	STATEMENT	WATER/SEWER PARTS & SUPPLIES	3,216.90
TOTAL FOR: ETNA SUPPLY INC			3,216.90
MISC	FACEBOOK		
	STATEMENT	MARKETING	63.92
TOTAL FOR: FACEBOOK			63.92
FAST	FASTENAL		
	MIMUS274140	WINTER BLADES/MAINTENANCE	108.36
TOTAL FOR: FASTENAL			108.36
FRONT	FRONTIER		
	STATEMENT	TELEPHONE	159.67
	STATEMENT	TELEPHONE	38.64
TOTAL FOR: FRONTIER			198.31
GILL	GILLHESPY OF MICHIGAN INC		
	2239711	TANK TESTING	1,691.65
TOTAL FOR: GILLHESPY OF MICHIGAN INC			1,691.65
GORDO	GORDON FOOD SERVICE		
	828427467-82842	SUPPLIES - BATH TISSUE, CUPS, ETC	80.13
TOTAL FOR: GORDON FOOD SERVICE			80.13

Vendor Code	Vendor Name	Description	Amount
HOME	HOME SERVICES OF WHITE LAKE		
	1580	UPS CHARGES	57.84
TOTAL FOR: HOME SERVICES OF WHITE LAKE			57.84
HUNTS	HUNT'S DO-IT CENTER		
	STATEMENT	SUPPLIES/PARTS	400.50
TOTAL FOR: HUNT'S DO-IT CENTER			400.50
J&H OIL	J&H OIL COMPANY		
	8313228	FUEL - GASOLINE/5,000G & DIESEL/3,000G	14,184.30
TOTAL FOR: J&H OIL COMPANY			14,184.30
MISC	JAMES HODGES		
	STATEMENT	REIMBURSEMENT/BOOTS	100.00
TOTAL FOR: JAMES HODGES			100.00
JJ'S ELEC	JJ'S ELECTRIC LLC		
	DEC-2019	ELECTRICAL PERMITS - DEC-2019	893.90
TOTAL FOR: JJ'S ELECTRIC LLC			893.90
K&M	K & M TIRE INC.		
	60337189	TIRES - CRUISER	505.20
TOTAL FOR: K & M TIRE INC.			505.20
KONICA	KONICA MINOLTA BUSINESS SOLUTIONS		
	263054858	DIGITAL SUPPORT/COPIER	12.00
TOTAL FOR: KONICA MINOLTA BUSINESS SOLUTIONS			12.00
WLBEA	LUDINGTON DAILY NEWS		
	99196718	BOR PUBLISHING	168.72
TOTAL FOR: LUDINGTON DAILY NEWS			168.72
MEIJE	MEIJER'S		
	STATEMENT	SUPPLY	42.39
TOTAL FOR: MEIJER'S			42.39
MACP	MI ASSOC OF CHIEFS OF POLICE		
	200006744	CONFERENCE - WIN20 - SQUIERS	255.00
TOTAL FOR: MI ASSOC OF CHIEFS OF POLICE			255.00
MDEQ	MI DEPT OF ENVIRONMENTAL QUALITY		
	761-10474665-10	WATER TESTING	592.00
	STATEMENT	TRAINING/LEAD & COPPER RULE TRAINING FOR DRIN	150.00
TOTAL FOR: MI DEPT OF ENVIRONMENTAL QUALITY			742.00
MMTA	MI MUNICIPAL TREASURERS ASSOC		
	2073-2074	MMTA WINTER WORKSHIOP - AUDO & SEAVER	198.00
TOTAL FOR: MI MUNICIPAL TREASURERS ASSOC			198.00
MMLI	MICH MUNICIPAL LEAGUE		
	8977205	PAYROLL AUDIT - 2018-2019	638.00
TOTAL FOR: MICH MUNICIPAL LEAGUE			638.00

Vendor Code	Vendor Name	Invoice	Description	Amount
MML	MICHIGAN MUNICIPAL LEAGUE	0801-057	QUARTERLY CONTRIBUTION - OCT-DEC - 2019	1.93
TOTAL FOR: MICHIGAN MUNICIPAL LEAGUE				1.93
MI	MIDEAL	MIDEAL-310	MEMBERSHIP-PURCHASING	180.00
TOTAL FOR: MIDEAL				180.00
MODEL	MODEL COVERALL SERVICE INC	STATEMENT	UNIFORMS - DEC-2019	251.90
TOTAL FOR: MODEL COVERALL SERVICE INC				251.90
MONTF	MONTAGUE FOODS	4999-32	CHRISTMAS HAMS	521.25
TOTAL FOR: MONTAGUE FOODS				521.25
MOWHI	MONTAGUE-WHITEHALL ROTARY CLUB	246	MEMBERSHIP - HUEBLER & BEAMAN	320.00
TOTAL FOR: MONTAGUE-WHITEHALL ROTARY CLUB				320.00
MRWA	MRWA	12091-12095	TRAINING - BOND, ARMSTRONG, YOUNG, SILK, BISS	1,290.00
TOTAL FOR: MRWA				1,290.00
MUCHA	MUSK LAKESHORE CHAMBER OF COMMERCE	78502	MEMBERSHIP	325.00
TOTAL FOR: MUSK LAKESHORE CHAMBER OF COMMERCE				325.00
MUCTR	MUSKEGON CENTRAL DISPATCH	1900000113	CENTRAL DISPATCH FEES	3,465.00
		2000000134	VIRTUAL SERVER/SUPPORT/STORAGE	527.37
TOTAL FOR: MUSKEGON CENTRAL DISPATCH				3,992.37
MISC	MUSKEGON COUNTY EQUALIZATION	STATEMENT	BOR TRAINING - SANDEL & VANLOON	40.00
TOTAL FOR: MUSKEGON COUNTY EQUALIZATION				40.00
MUCRD	MUSKEGON COUNTY ROAD COMMISSIO	NOV-2019	SALT & SAND - NOV-2019	3,361.56
TOTAL FOR: MUSKEGON COUNTY ROAD COMMISSIO				3,361.56
MUTRE	MUSKEGON COUNTY TREASURER'S	0000176174-1762	HAULED WASTE, DOG TAGS - NOV-2019, WASTE WATE	82,136.14
TOTAL FOR: MUSKEGON COUNTY TREASURER'S				82,136.14
NORTH1	NORTHERN A-1 MUSKEGON	77096	SANITARY SEWER MAINTENANCE	3,498.39
TOTAL FOR: NORTHERN A-1 MUSKEGON				3,498.39
PREIN	PREIN & NEWHOF, PC	53014	ENGINEERING FEES - W COLLIER & CARLTON DRAINA	10,037.45
TOTAL FOR: PREIN & NEWHOF, PC				10,037.45

Vendor Code	Vendor Name	Invoice	Description	Amount
PSI	PRINTING SYSTEMS INC	103132	SUPPLIES/FORMS - W2S, 1099 MISC, W3, 1096, W4	144.11
TOTAL FOR: PRINTING SYSTEMS INC				144.11
PROM	PROFESSIONAL MED TEAM INC	1939895	BLOOD DRAW	75.00
TOTAL FOR: PROFESSIONAL MED TEAM INC				75.00
TUFT	ROBERT E TUFTS JR	DEC-2019	BUILDING PERMITS - DEC-2019	1,343.80
TOTAL FOR: ROBERT E TUFTS JR				1,343.80
SWEET	RODGER I. SWEETING, ATTORNEY LLP	19851	ATTORNEY FEES & RETAINER	3,789.50
TOTAL FOR: RODGER I. SWEETING, ATTORNEY LLP				3,789.50
SAM	SAMARITAS	STATEMENT	KIDS TO CAMP DONATION	600.00
TOTAL FOR: SAMARITAS				600.00
SAMS	SAM'S CLUB/GECF	STATEMENT	CONCESSIONS	156.60
TOTAL FOR: SAM'S CLUB/GECF				156.60
SCHEI	SCHEID PLUMBING HEATING & COOL	I-6879-1	INSTALL WATER LINE - 105 PINECREST AND 1424 C	3,486.00
TOTAL FOR: SCHEID PLUMBING HEATING & COOL				3,486.00
HUEBL	SCOTT HUEBLER	DEC-2019	CAR ALLOWANCE - DEC-2019	300.00
TOTAL FOR: SCOTT HUEBLER				300.00
FRET	SHEILA FRETTEY	STATEMENT	CATERING - IRISH CHRISTMAS	77.00
TOTAL FOR: SHEILA FRETTEY				77.00
SHORELINE	SHORELINE COMMUNITY ORCHESTRA	STATEMENT	PERFORMANCE - SHORELINE COMM ORCHESTRA/CLASSI	812.80
TOTAL FOR: SHORELINE COMMUNITY ORCHESTRA				812.80
SHO	SHORELINE INSPECTION SERVICE LLC	DEC-2019	MECHANICAL & PLUMBING PERMITS - DEC-2019	1,242.13
TOTAL FOR: SHORELINE INSPECTION SERVICE LLC				1,242.13
STAPL	STAPLES CREDIT PLAN	STATEMENT	OFFICE SUPPLIES	272.41
TOTAL FOR: STAPLES CREDIT PLAN				272.41
URQUHART	SUE URQUHART	STATEMENT	MAINTENANCE SUPPORT - ROCKY HORROR & GREATEST	200.00
TOTAL FOR: SUE URQUHART				200.00

Vendor Code	Vendor Name	Description	Amount
STANI	THE STANDARD INSURANCE		
	00 756075 0001	LIFE & DISABILITY - JAN-2020	1,045.89
TOTAL FOR: THE STANDARD INSURANCE			1,045.89
FOSTER	THOMAS FOSTER		
	STATEMENT	PERFORMANCE - FRUITCAKES & ASSORTED NUTS	315.00
TOTAL FOR: THOMAS FOSTER			315.00
MISC	THUNDERTIX		
	STATEMENT	SUBSCRIPTION/RENEWAL - TICKET AGENT	217.20
TOTAL FOR: THUNDERTIX			217.20
TWIN	TWIN CITIES AUTO PARTS		
	STATEMENT	CRUISER MAINTENANCE	122.34
TOTAL FOR: TWIN CITIES AUTO PARTS			122.34
USABL	USA BLUE BOOK		
	086827-074391-0	PUMP, WATER TESTING, GLOVES	827.50
TOTAL FOR: USA BLUE BOOK			827.50
VERIZ	VERIZON WIRELESS		
	9845217355	ON CALL PAGER	18.74
TOTAL FOR: VERIZON WIRELESS			18.74
WMACP	WEST MICHIGAN ASSOC OF CHIEFS		
	STATEMENT	MEMBERSHIP - SQUIERS	25.00
TOTAL FOR: WEST MICHIGAN ASSOC OF CHIEFS			25.00
W MI	WEST MICHIGAN LOCK & DOOR		
	1799	PADLOCKS & KEYS - LIFT STATION, WELLS, PARKS	476.28
TOTAL FOR: WEST MICHIGAN LOCK & DOOR			476.28
WLAUT	WHITE LAKE AUTOMOTIVE		
	STATEMENT	PARTS/SUPPLIES	64.50
TOTAL FOR: WHITE LAKE AUTOMOTIVE			64.50
WLCHA	WHITE LAKE CHAMBER OF COMMERCE		
	4770	2019 CHAMBER CHRISTMAS PARTY - SALTER & HILLE	80.00
	4797	2020 MEMBERSHIP DUES	1,350.00
TOTAL FOR: WHITE LAKE CHAMBER OF COMMERCE			1,430.00
WLEXC	WHITE LAKE EXCAVATING		
	61840-61841	PUMP RENTAL, FORCE MAIN BREAK, LIMESTONE - 22	3,015.55
TOTAL FOR: WHITE LAKE EXCAVATING			3,015.55
WLNUR	WHITE LAKE NURSERY		
	STATEMENT	RECOIL ROPE - PARKS	6.48
TOTAL FOR: WHITE LAKE NURSERY			6.48
WINBE	WINBERG CONSTRUCTION		
	17-037-021	PAY AP #21 - PLAYHOUSE RENOVATION	1,405.45
TOTAL FOR: WINBERG CONSTRUCTION			1,405.45

01/10/2020 02:24 PM
User: ALYSSA
DB: Whitehall

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF WHITEHALL
EXP CHECK RUN DATES 01/10/2020 - 01/10/2020
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID
CITY OF WHITEHALL ACCOUNTS PAYABLE
COUNCIL MEETING OF JANUARY 14, 2020

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Vendor Code	Vendor Name Invoice	Description	Amount
WINDEM	WINDEMULLER 200792	GOODRICH PARK - PARKING LOT LIGHTS	192.00
TOTAL FOR: WINDEMULLER			192.00
WORKBOX	WORKBOX STAFFING 177807-178064-1	TEMPORARY SERVICES - CLEMENT	581.54
TOTAL FOR: WORKBOX STAFFING			581.54
WZZM13	WZZM 1765688-8	MARKETING	160.00
TOTAL FOR: WZZM			160.00
TOTAL - ALL VENDORS			197,402.46

INVOICE GL DISTRIBUTION REPORT FOR CITY OF WHITEHALL
 EXP CHECK RUN DATES 01/10/2020 - 01/10/2020
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID
 CITY OF WHITEHALL ACCOUNTS PAYABLE
 COUNCIL MEETING OF JANUARY 14, 2020

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 101 GENERAL OPERATING FUND					
Dept 000 648	SIGN FOR ARCONIC/TO COLLECT FUN	DORNBOG SIGN INC	01/09/20	S094529	33.20
101-000-082.000	DOG TAGS - NOV-2019	MUSKOGON COUNTY TREASURE	12/15/19	0000176174-176221	58.00
101-000-259.007			Total For Dept 000 648		91.20
Dept 101 CITY COUNCIL					
101-101-957.000	CONFERENCES & WORKSHOPS	WHITE LAKE CHAMBER OF CO	12/16/19	4770	80.00
			Total For Dept 101 CITY COUNCIL		80.00
Dept 111 CITY CLERK					
101-111-905.000	PUBLISHING	LUDINGTON DAILY NEWS	12/31/19	99196718	168.72
			Total For Dept 111 CITY CLERK		168.72
Dept 136 DISTRICT COURT					
101-136-826.000	ATTORNEY FEES	RODGER I. SWEETING, ATTO	12/30/19	19851	697.50
			Total For Dept 136 DISTRICT COURT		697.50
Dept 172 ADMINISTRATION					
101-172-719.000	FRINGE BENEFITS	MONTAGUE FOODS	12/16/19	4999-32	118.45
101-172-727.000	OFFICE SUPPLIES	STAPLES CREDIT PLAN	12/27/19	STATEMENT	116.42
101-172-818.000	CONTRACTUAL SERVICES	DERBY DESIGN	12/27/19	20191227	52.50
101-172-818.000	CONTRACTUAL SERVICES	MUSKOGON CENTRAL DISPATC	01/08/20	2000000134	527.37
101-172-850.000	TELEPHONE	FRONTIER	12/20/19	STATEMENT	35.33
101-172-904.000	SUPPLIES/FORMS	PRINTING SYSTEMS INC	12/14/19	103132	144.11
101-172-935.000	COPIER MAINTENANCE	KONICA MINOLTA BUSINESS	12/16/19	263054858	12.00
101-172-935.000	COPIER MAINTENANCE	STAPLES CREDIT PLAN	12/27/19	STATEMENT	138.70
101-172-957.000	MMTA WINTER WORKSHOP - SEAVER	MI MUNICIPAL TREASURERS	12/10/19	2073-2074	99.00
101-172-958.000	MEMBERSHIPS & DUES - HUEBLER	MONTAGUE-WHITEHALL ROTAR	12/30/19	246	160.00
			Total For Dept 172 ADMINISTRATION		1,403.88
Dept 203 ATTORNEY					
101-203-826.000	ATTORNEY FEES	RODGER I. SWEETING, ATTO	12/30/19	19851	3,092.00
			Total For Dept 203 ATTORNEY		3,092.00
Dept 247 BOARD OF REVIEW					
101-247-962.000	BOR TRAINING - SANDEL & VANLOON	MUSKOGON COUNTY EQUALIZA	01/07/20	STATEMENT	40.00
			Total For Dept 247 BOARD OF REVIEW		40.00
Dept 253 TREASURER					
101-253-957.000	MMTA WINTER WORKSHOP - AUDIO	MI MUNICIPAL TREASURERS	12/10/19	2073-2074	99.00
			Total For Dept 253 TREASURER		99.00
Dept 265 CITY HALL BLDG & GROUNDS					
101-265-757.000	OPERATING SUPPLIES	GORDON FOOD SERVICE	12/30/19	828427467-828427005	44.48
101-265-757.000	OPERATING SUPPLIES	MEIJER'S	12/13/19	STATEMENT	42.39
101-265-775.000	REPAIRS & MAINT SUPPLIES - FIRE	BATTERIES PLUS - 386	01/06/20	P22040177	36.00
101-265-775.000	REPAIRS & MAINT SUPPLIES	HUNT'S DO-IT CENTER	12/26/19	STATEMENT	190.85
101-265-920.000	PUBLIC UTILITIES	CITY OF WHITEHALL	12/31/19	OCT-DEC-2019	128.91
101-265-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	12/29/19	STATEMENT	1,154.59
101-265-920.000	PUBLIC UTILITIES	DTE ENERGY	12/20/19	STATEMENT	773.93
			Total For Dept 265 CITY HALL BLDG & GROUNDS		2,371.15
Dept 276 CEMETERY					

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Fund 101 GENERAL OPERATING FUND					
Dept 276 CEMETERY					
101-276-818.700	CONTRACTUAL SERVICES-TEMPORARY	WORKBOX STAFFING	12/22/19	177807-178064-178308	581.54
101-276-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	12/25/19	STATEMENT	86.83
101-276-920.000	PUBLIC UTILITIES	DTE ENERGY	12/20/19	STATEMENT	37.50
			Total For Dept 276 CEMETERY		705.87
Dept 301 POLICE					
101-301-719.000	FRINGE BENEFITS	MONTAGUE FOODS	12/16/19	49999-32	189.59
101-301-727.000	OFFICE SUPPLIES	STAPLES CREDIT PLAN	12/27/19	STATEMENT	17.29
101-301-757.000	OPERATING SUPPLIES	HUNT'S DO-IT CENTER	12/26/19	STATEMENT	7.13
101-301-759.000	UNIFORMS, LAUNDRY, CLEANING	CHRIS MAHONEY	12/07/19	STATEMENT	100.65
101-301-759.000	BOOTS-HODGES	JAMES HODGES	01/07/20	STATEMENT	100.00
101-301-850.000	TELEPHONE	FRONTIER	12/20/19	STATEMENT	35.33
101-301-850.000	TELEPHONE	MUSKOGON CENTRAL DISPATC	12/17/19	1900000113	3,465.00
101-301-920.000	UTILITIES-EMERGENCY SIRENS	CONSUMER'S ENERGY	12/29/19	STATEMENT	18.34
101-301-933.000	EQUIPMENT MAINTENANCE	DAN FROST DBA DAN'S AUTO	12/30/19	7278-7323-7349	449.39
101-301-933.000	EQUIPMENT MAINTENANCE	K & M TIRE INC.	12/12/19	60337189	505.20
101-301-933.000	OIL & TIRE INSTALLATION	TWIN CITIES AUTO PARTS	12/18/19	STATEMENT	122.34
101-301-933.000	EQUIPMENT MAINTENANCE	WHITE LAKE AUTOMOTIVE	12/31/19	STATEMENT	5.59
101-301-958.000	MEMBERSHIPS & DUES	WEST MICHIGAN ASSOC OF C	01/07/20	STATEMENT	25.00
101-301-960.000	CONFERENCE - WIN20 - SQUIERS	MI ASSOC OF CHIEFS OF PO	12/26/19	200006744	255.00
101-301-962.000	MEMBERSHIP-PURCHASING	MIDEAL	12/17/19	MIDEAL-310	90.00
101-301-962.300	MEDICAL	PROFESSIONAL MED TEAM IN	12/26/19	1939895	75.00
			Total For Dept 301 POLICE		5,460.85
Dept 448 STREET LIGHTING					
101-448-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	12/29/19	STATEMENT	367.26
101-448-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	12/25/19	STATEMENT	45.62
			Total For Dept 448 STREET LIGHTING		412.88
Dept 751 PARKS DEPARTMENT					
101-751-757.000	OPERATING SUPPLIES	HUNT'S DO-IT CENTER	12/26/19	STATEMENT	5.39
101-751-775.000	REPAIRS & MAINT SUPPLIES	WHITE LAKE NURSERY	12/31/19	STATEMENT	6.48
101-751-818.000	CONTRACTUAL SERVICES	WINDEMULLER	11/30/19	200792	192.00
101-751-920.000	PUBLIC UTILITIES	CITY OF WHITEHALL	12/31/19	OCT-DEC-2019	159.12
101-751-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	12/29/19	STATEMENT	107.96
101-751-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	12/25/19	STATEMENT	226.79
101-751-931.000	BUILDING MAINTENANCE	WEST MICHIGAN LOCK & DOO	12/20/19	1799	158.76
			Total For Dept 751 PARKS DEPARTMENT		856.50
Dept 752 PATHWAY					
101-752-920.000	PUBLIC UTILITIES	CITY OF WHITEHALL	12/31/19	OCT-DEC-2019	35.52
			Total For Dept 752 PATHWAY		35.52
Dept 777 119 S BALDWIN ST					
101-777-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	12/25/19	STATEMENT	97.27
101-777-920.000	PUBLIC UTILITIES	DTE ENERGY	12/20/19	STATEMENT	73.92
			Total For Dept 777 119 S BALDWIN ST		171.19
Dept 851 FRINGE BENEFITS					
101-851-719.450	FRINGE-UNIFORMS	MODEL COVERALL SERVICE I	12/31/19	STATEMENT	223.20
101-851-719.500	FRINGE-ADMIN CAR ALLOW-DEC-2019	SCOTT HUEBLER	12/31/19	DEC-2019	300.00
101-851-719.550	FRINGE-WORKER'S COMP INS	MICH MUNICIPAL LEAGUE	12/16/19	8977205	638.00

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Fund 101 GENERAL OPERATING FUND					
Dept 851 FRINGE BENEFITS					
101-851-719.650	FRINGE-OPTICAL-RAE BOND	DONALD BOND	01/06/20	OPTICAL	42.50
101-851-719.680	FRINGE-LIFE INS	THE STANDARD INSURANCE	12/16/19	00 756075 0001	209.34
101-851-719.690	FRINGE-DISABILITY INS	THE STANDARD INSURANCE	12/16/19	00 756075 0001	836.55
101-851-719.800	FRINGE-UNEMPLOYMENT EXPENSE	MICHIGAN MUNICIPAL LEAGU	12/20/19	0801-057	1.93
		Total For Dept 851 FRINGE BENEFITS			2,251.52
Fund 202 MAJOR STREET FUND					
Dept 463 ROUTINE MAINT					
202-463-719.000	FRINGE BENEFITS	MONTAGUE FOODS	12/16/19	4999-32	47.38
202-463-757.000	LIMESTONE - 22.79 TONS/LAKE ST	WHITE LAKE EXCAVATING	12/21/20	61840-61841	1,025.55
202-463-818.000	CONTRACTUAL SERVICES	BORGMAN TREE SERVICE	12/04/19	2876	12,545.00
202-463-818.000	TREE REMOVAL - 120 E MAIN ST	BORGMAN TREE SERVICE	12/04/19	2876	775.00
		Total For Dept 463 ROUTINE MAINT			14,392.93
Dept 478 WINTER MAINT					
202-478-757.000	OPERATING SUPPLIES	FASTENAL	12/10/19	MIMUS274140	54.18
202-478-757.000	SALT & SAND - NOV-2019	MUSKEGON COUNTY ROAD COM	12/13/19	NOV-2019	3,361.56
		Total For Dept 478 WINTER MAINT			3,415.74
Dept 491 TRUNKLINE DRAINS					
202-491-757.000	OPERATING SUPPLIES	HUNT'S DO-IT CENTER	12/26/19	STATEMENT	1.34
202-491-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	12/25/19	STATEMENT	37.67
		Total For Dept 491 TRUNKLINE DRAINS			39.01
Fund 203 LOCAL STREET FUND					
Dept 463 ROUTINE MAINT					
203-463-719.000	FRINGE BENEFITS	MONTAGUE FOODS	12/16/19	4999-32	47.38
203-463-818.000	CONTRACTUAL SERVICES	BORGMAN TREE SERVICE	12/04/19	2876	9,523.50
		Total For Dept 463 ROUTINE MAINT			9,570.88
Dept 478 WINTER MAINT					
203-478-757.000	OPERATING SUPPLIES	FASTENAL	12/10/19	MIMUS274140	54.18
		Total For Dept 478 WINTER MAINT			54.18
Fund 245 TAX INCREMENT FINANCE AUTHORITY #3					
Dept 300 DOWNTOWN STREETScape					
245-300-757.000	OPERATING SUPPLIES	GORDON FOOD SERVICE	12/30/19	828427467-828427005	30.49
245-300-757.000	OPERATING SUPPLIES	HUNT'S DO-IT CENTER	12/26/19	STATEMENT	4.04
245-300-920.000	PUBLIC UTILITIES	CITY OF WHITEHALL	12/31/19	OCT-DEC-2019	156.90
245-300-921.000	ELECTRICAL-PEDESTRIAN LIGHTS	CONSUMER'S ENERGY	12/29/19	STATEMENT	83.48
245-300-921.000	ELECTRICAL-PEDESTRIAN LIGHTS	CONSUMER'S ENERGY	12/25/19	STATEMENT	312.17
		Total For Dept 300 DOWNTOWN STREETScape			587.08
Fund 248 LOCAL DEVELOPMENT FINANCE AUTHORITY					
Dept 245 TAX INCREMENT FINANCE AUTHORITY					
245-245-757.000	OPERATING SUPPLIES	MUSKEGON COUNTY ROAD COM	12/13/19	NOV-2019	3,361.56
		Total For Fund 202 MAJOR STREET FUND			17,847.68
Dept 245 TAX INCREMENT FINANCE AUTHORITY #3					
245-300-757.000	OPERATING SUPPLIES	GORDON FOOD SERVICE	12/30/19	828427467-828427005	30.49
245-300-757.000	OPERATING SUPPLIES	HUNT'S DO-IT CENTER	12/26/19	STATEMENT	4.04
245-300-920.000	PUBLIC UTILITIES	CITY OF WHITEHALL	12/31/19	OCT-DEC-2019	156.90
245-300-921.000	ELECTRICAL-PEDESTRIAN LIGHTS	CONSUMER'S ENERGY	12/29/19	STATEMENT	83.48
245-300-921.000	ELECTRICAL-PEDESTRIAN LIGHTS	CONSUMER'S ENERGY	12/25/19	STATEMENT	312.17
		Total For Fund 203 LOCAL STREET FUND			9,625.06
Fund 248 LOCAL DEVELOPMENT FINANCE AUTHORITY					
Dept 245 TAX INCREMENT FINANCE AUTHORITY					
245-245-757.000	OPERATING SUPPLIES	MUSKEGON COUNTY ROAD COM	12/13/19	NOV-2019	3,361.56
		Total For Fund 245 TAX INCREMENT FINANCE AUTHORITY			587.08

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Fund 248 LOCAL DEVELOPMENT	FINANCE AUTHORITY				
Dept 000 648					
248-000-818.000	CONTRACTUAL SERVICES	MUSK LAKESHORE CHAMBER O	11/22/19	78502	325.00
248-000-818.000	MEMBERSHIP DUES	WHITE LAKE CHAMBER OF CO	12/26/19	4797	1,350.00
248-000-818.100	C/S-INDUSTRIAL PARK MARKETING	CONSUMER'S ENERGY	12/25/19	STATEMENT	57.23
		Total For Dept 000 648			1,732.23
		Total For Fund 248 LOCAL DEVELOPMENT FINANCE AU			1,732.23
Fund 249 BUILDING INSPECTION DEPARTMENT					
Dept 000 648					
249-000-818.000	ELECTRICAL PERMITS - DEC-2019	JJ'S ELECTRIC LLC	12/31/19	DEC-2019	893.90
249-000-818.000	BUILDING PERMITS - DEC-2019	ROBERT E TUFTS JR	12/31/19	DEC-2019	1,343.80
249-000-818.000	MECHANICAL PERMITS - DEC-2019	SHORELINE INSPECTION SER	12/31/19	DEC-2019	1,242.13
		Total For Dept 000 648			3,479.83
		Total For Fund 249 BUILDING INSPECTION DEPARTME			3,479.83
Fund 402 CAPITAL PROJECT FUND					
Dept 000 648					
402-000-820.000	ENGINEERING FEES	PREIN & NEWHOF, PC	12/16/19	53014	10,037.45
		Total For Dept 000 648			10,037.45
		Total For Fund 402 CAPITAL PROJECT FUND			10,037.45
Fund 580 PLAYHOUSE					
Dept 000 648					
580-000-719.000	FRINGE BENEFITS	MONTAGUE FOODS	12/16/19	4999-32	23.69
580-000-757.000	OPERATING SUPPLIES	HUNT'S DO-IT CENTER	12/26/19	STATEMENT	60.30
580-000-757.050	HOSPITALITY	COMFORT INN & SUITES	12/04/19	676042720	421.50
580-000-757.050	CATERING - IRISH CHRISTMAS	SHELLA FRETTE	12/03/19	STATEMENT	77.00
580-000-757.500	OPERATING SUPPLIES-S.S. SNACKS	SAM'S CLUB/GECF	01/03/20	STATEMENT	156.60
580-000-805.000	MARKETING	CAROLYN CARMEL STUDIO, L	01/07/20	000327	100.00
580-000-805.000	MARKETING	FACEBOOK	12/30/19	STATEMENT	63.92
580-000-818.400	FRUITCAKES - AMY ENGELHARDT	WZZM	12/08/19	1765688-8	160.00
580-000-818.400	CONTRACTUAL SERVICES-MUSIC-IRIS	AMY ENGELHARDT	12/01/19	STATEMENT	315.00
580-000-818.400	KIDS TO CAMP DONATION	CEOL PRODUCTIONS	01/06/20	STATEMENT	2,000.00
580-000-818.400	FRUITCAKES - THOMAS FOSTER	SAMARITAS	01/10/20	STATEMENT	600.00
580-000-818.500	CONTRACTUAL SERVICES-ROTARY	THOMAS FOSTER	12/01/19	STATEMENT	315.00
580-000-818.800	CONTRACTUAL SERVICES-CLEANING	SHORELINE COMMUNITY ORCH	11/24/19	STATEMENT	812.80
580-000-850.000	TELEPHONE	SUE URQUHART	12/03/19	STATEMENT	200.00
580-000-920.000	PUBLIC UTILITIES	CHARTER COMMUNICATIONS	12/25/19	0056489122519	279.98
580-000-920.000	PUBLIC UTILITIES	CITY OF WHITEHALL	12/31/19	OCT-DEC-2019	118.84
580-000-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	12/25/19	STATEMENT	901.13
580-000-958.000	MEMBERSHIPS & DUES	DTE ENERGY	12/20/19	STATEMENT	1,145.92
580-000-958.000	MEMBERSHIPS & DUES - BEAMAN	AMERICAN SOCIETY OF COMP	01/06/20	500825663	363.00
580-000-965.000	TICKET AGENT FEES	MONTAGUE-WHITEHALL ROTAR	12/30/19	246	160.00
580-000-976.000	EQUIPMENT	THUNDERTIX	12/30/19	STATEMENT	217.20
		WINBERG CONSTRUCTION	11/13/19	17-037-021	1,405.45
		Total For Dept 000 648			9,897.33
		Total For Fund 580 PLAYHOUSE			9,897.33

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Fund 590 SEWER FUND					
Dept 562 SEWER CUSTOMER ACCOUNTS	TELEPHONE	CHARTER COMMUNICATIONS	01/01/20	0031219010120	57.49
590-562-850.000			Total For Dept 562 SEWER CUSTOMER ACCOUNTS		57.49
Dept 564 SEWER PUMPING	REPAIRS & MAINT SUPPLIES	WEST MICHIGAN LOCK & DOO	12/20/19	1799	158.76
590-564-775.000	HAULED WASTE	MUSKEGON COUNTY TREASURE	12/15/19	0000176174-176221	63.28
590-564-818.000	CONTRACTUAL SERVICES	NORTHERN A-1 MUSKEGON	12/03/19	77096	3,498.39
590-564-818.000	PUMP RENTAL & FORCE MAIN BREAK	WHITE LAKE EXCAVATING	12/21/20	61840-61841	1,990.00
590-564-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	12/25/19	STATEMENT	1,436.43
590-564-920.000	PUBLIC UTILITIES	DTE ENERGY	12/20/19	STATEMENT	35.40
590-564-920.000	PUBLIC UTILITIES	FRONTIER	01/01/20	STATEMENT	38.64
			Total For Dept 564 SEWER PUMPING		7,220.90
Dept 566 WASTEWATER SYSTEM-GALLONAGE	WASTEWATER SYSTEM-GALLONAGE	MUSKEGON COUNTY TREASURE	12/15/19	0000176174-176221	53,219.77
590-566-951.000	WASTEWATER SYS-GALLONAGE - BOND	MUSKEGON COUNTY TREASURE	12/15/19	0000176174-176221	28,795.09
590-566-951.100			Total For Dept 566 WASTEWATER SYSTEM-GALLONAGE		82,014.86
Dept 568 SEWER T & D	FRINGE BENEFITS	MONTAGUE FOODS	12/16/19	4999-32	47.38
590-568-719.000	GLOVES	USA BLUE BOOK	12/09/19	086827-074391-087354	103.55
590-568-757.000	OPERATING SUPPLIES	WHITE LAKE AUTOMOTIVE	12/31/19	STATEMENT	17.79
590-568-775.000	REPAIRS & MAINT SUPPLIES	ETWA SUPPLY INC	12/25/19	STATEMENT	1,384.20
590-568-850.000	TELEPHONE	VERIZON WIRELESS	12/28/19	9845217355	9.37
			Total For Dept 568 SEWER T & D		1,562.29
Fund 591 WATER FUND					90,855.54
Dept 540 WATER ADMINISTRATION	TRAINING-ARMSTRONG	MI DEPT OF ENVIRONMENTAL	01/10/20	STATEMENT	150.00
591-540-957.000	CONFERENCES & WORKSHOPS	MRWA	01/08/20	12091-12095	1,290.00
591-540-957.000			Total For Dept 540 WATER ADMINISTRATION		1,440.00
Dept 542 WATER CUSTOMER ACCOUNTS	TELEPHONE	CHARTER COMMUNICATIONS	01/01/20	0031219010120	57.49
591-542-850.000			Total For Dept 542 WATER CUSTOMER ACCOUNTS		57.49
Dept 546 WATER SOURCE PLANT	OPERATING SUPPLIES	HUNT'S DO-IT CENTER	12/26/19	STATEMENT	9.88
591-546-757.000	WATER TESTING & GLOVES	USA BLUE BOOK	12/09/19	086827-074391-087354	53.00
591-546-775.000	REPAIRS & MAINT SUPPLIES	WEST MICHIGAN LOCK & DOO	12/20/19	1799	158.76
591-546-801.000	PROFESSIONAL SERVICES	HOME SERVICES OF WHITE L	12/30/19	1580	57.84
591-546-801.000	WATER TESTING	MI DEPT OF ENVIRONMENTAL	11/15/19	761-10474665-1048037	592.00
591-546-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	12/25/19	STATEMENT	6,479.16
591-546-920.000	PUBLIC UTILITIES	DTE ENERGY	12/20/19	STATEMENT	32.81
591-546-920.000	PUBLIC UTILITIES	FRONTIER	12/20/19	STATEMENT	39.92
			Total For Dept 546 WATER SOURCE PLANT		7,423.37
Dept 548 WATER T & D	FRINGE BENEFITS	MONTAGUE FOODS	12/16/19	4999-32	47.38
591-548-719.000	REPAIRS & MAINT SUPPLIES	BECKMAN BROS INC	12/30/19	17462	251.50
591-548-775.000					

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Fund 591 WATER FUND					
Dept 548 WATER T & D					
591-548-818.100	CONTRACTUAL SERVICES-LATERAL PE	CAROLYN JOHNSON	01/08/20	I-6879-1A	2,000.00
591-548-818.100	LATERAL PER STATE -105 PINECRES	SCHEID PLUMBING HEATING	01/08/20	I-6879-1	3,486.00
591-548-850.000	TELEPHONE	VERIZON WIRELESS	12/28/19	9845217355	9.37
			Total For Dept 548 WATER T & D		5,794.25
Dept 550 WATER CONSTRUCTION					
591-550-757.000	OPERATING SUPPLIES	ETNA SUPPLY INC	12/25/19	STATEMENT	1,832.70
			Total For Dept 550 WATER CONSTRUCTION		1,832.70
Fund 594 MARINA FUND					
Dept 000 648					
594-000-850.000	TELEPHONE	FRONTIER	12/20/19	STATEMENT	49.09
594-000-920.000	PUBLIC UTILITIES	CITY OF WHITEHALL	12/31/19	OCT-DEC-2019	7.41
594-000-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	12/29/19	STATEMENT	971.59
594-000-955.100	COST OF SALES-FUEL	GILLHESPY OF MICHIGAN IN	12/12/19	2239711	845.83
			Total For Dept 000 648		1,873.92
Fund 661 MOTOR POOL FUND					
Dept 000 648					
661-000-111.000	INVENTORY-GASOLINE - 5,000G	J&H OIL COMPANY	12/13/19	8313228	8,062.50
661-000-112.000	INVENTORY-DIESEL - 3,000G	J&H OIL COMPANY	12/13/19	8313228	6,121.80
661-000-751.000	GASOLINE & MOTOR OIL	GILLHESPY OF MICHIGAN IN	12/12/19	2239711	845.82
661-000-757.000	OPERATING SUPPLIES	GORDON FOOD SERVICE	12/30/19	828427467-828427005	5.16
661-000-757.000	OPERATING SUPPLIES	HUNT'S DO-IT CENTER	12/26/19	STATEMENT	121.57
661-000-781.000	REPAIR PARTS AND SUPPLIES	WHITE LAKE AUTOMOTIVE	12/31/19	STATEMENT	10.39
661-000-818.000	CONTRACTUAL SERVICES	WHITE LAKE AUTOMOTIVE	12/31/19	STATEMENT	30.73
661-000-920.000	PUBLIC UTILITIES	MODEL COVERALL SERVICE I	12/31/19	STATEMENT	28.70
661-000-920.000	PUBLIC UTILITIES	CITY OF WHITEHALL	12/31/19	STATEMENT	37.05
661-000-933.000	EQUIPMENT MAINTENANCE	CONSUMER'S ENERGY	12/25/19	OCT-DEC-2019	477.64
661-000-962.000	MEMBERSHIP-PURCHASING	DAN FROST DBA DAN'S AUTO	12/21/19	STATEMENT	478.44
661-000-976.000	PUMP	MIDEAL	12/17/19	7326	90.00
		USA BLUE BOOK	12/09/19	MIDEAL-310	670.95
			086827-074391-087354		
			Total For Dept 000 648		16,980.75
			Total For Fund 661 MOTOR POOL FUND		16,980.75

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				Fund Totals:	
				Fund 101 GENERAL OPERATING FUND	17,937.78
				Fund 202 MAJOR STREET FUND	17,847.68
				Fund 203 LOCAL STREET FUND	9,625.06
				Fund 245 TAX INCREMENT FINANCE	587.08
				Fund 248 LOCAL DEVELOPMENT FINA	1,732.23
				Fund 249 BUILDING INSPECTION DE	3,479.83
				Fund 402 CAPITAL PROJECT FUND	10,037.45
				Fund 580 PLAYHOUSE	9,897.33
				Fund 590 SEWER FUND	90,855.54
				Fund 591 WATER FUND	16,547.81
				Fund 594 MARINA FUND	1,873.92
				Fund 661 MOTOR POOL FUND	16,980.75
				Total For All Funds:	197,402.46

**CITY OF WHITEHALL
BROWNFIELD, LDFA, TIFA
January 9, 2020**

PRESENT

D. Copley M. Guinon, D. Hillebrand, J. McDowell, T. Moore, D. Nordlund, P. Voss

ABSENT

D. Hain, G. Langlois, K. Mahoney, M. McDermott

ALSO PRESENT

Treasurer L. Audo, Director/Secretary S. Huebler

Chair Copley called the meeting to order at 12:10 p.m.

APPROVAL OF AGENDA

Motion by Guinon, second by Voss, CARRIED, to approve the agenda as submitted. All ayes.

ELECTION OF OFFICERS

Motion by Guinon, second by Voss, CARRIED, to nominate Copley as Chair, Hillebrand as Vice-chair, Huebler as Director/Secretary, and Audo as Treasurer. All ayes.

APPROVAL OF MINUTES

Motion by Hillebrand, second by McDowell, CARRIED, to approve the October 10, 2019 minutes as submitted. All ayes.

COMMUNICATIONS

Huebler noted that the State now requires tax increment finance authorities to hold two "informational" meetings every year. These can be a part of a regular meeting and will be included on future agendas.

Voss inquired about the status of the façade grants. Huebler believes that the Lapham building roof is complete. Home Services was not happy about the partial funding but was informed they could appear here today to seek reconsideration.

UNFINISHED BUSINESS

NEW BUSINESS

A. Annual Report

Motion by Voss, second by Guinon, CARRIED, to approve the FY 2018/19 Annual Report. All ayes.

PUBLIC COMMENT

Steve Salter requested an update on the North Mears parking lot. Huebler replied that the preliminary engineering is not done.

ADJOURNMENT

There being no further business, motion by Hillebrand, second by Nordlund, CARRIED, to adjourn the meeting at 12:32 p.m.

DRAFT

Muskegon Central Dispatch 9-1-1
Muskegon County, Michigan

REPORT ON FINANCIAL STATEMENTS
(with required supplementary information)

September 30, 2019



THE FULL AUDIT WITH
NOTES IS AVAILABLE
AT CITY HALL.

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Muskegon Central Dispatch 9-1-1
Muskegon, Michigan

We have audited the accompanying financial statements of the governmental activities and the major fund of Muskegon Central Dispatch 9-1-1 as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the Organization's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

BRICKLEY DELONG

Board of Directors
Muskegon Central Dispatch 9-1-1
Page 2

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of Muskegon Central Dispatch 9-1-1, as of September 30, 2019, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison schedules, and pension and other post-employment benefit information on pages 3 through 7 and 30 through 34 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.



Muskegon, Michigan
December 13, 2019

As management of Muskegon Central Dispatch 9-1-1, we present to the readers of the Organization's financial statements this overview and analysis of the financial activities of Muskegon Central Dispatch 9-1-1 for the fiscal year ended September 30, 2019. We encourage you to consider the information presented in these financial statements along with the additional information that has been furnished in this letter.

FINANCIAL HIGHLIGHTS

- At the close of the fiscal year, the Organization had total assets/deferred outflows of resources of \$4,258,025 and total liabilities/deferred inflows of \$2,327,239, leaving net position of \$1,930,786.

OVERVIEW OF THE FINANCIAL STATEMENTS

This report consists of three parts - *management's discussion and analysis (this section), the basic financial statements, and required supplementary information.* The basic financial statements include information that presents two different views of the Organization.

- The first column of the financial statements includes information on the Organization's General Fund under the modified accrual method. These financial statements focus on current resources and provide a detailed view about the Organization's sources and uses of funds.
- The "Adjustments" column of the financial statements represents adjustments necessary to convert the modified accrual statements to the government-wide financial statements under the full accrual method.
- The third column provides both long-term and short-term information about the Organization's overall financial status. The "Statement of Net Position" and the "Statement of Activities" provide information about the activities of the Organization as a whole and present a longer term view of the Organization's finances.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements.

Government-wide Financial Analysis

The first table presented below is a summary of the government-wide statement of net position for the Organization. The net position may be used as an indicator of a government's financial health. As of September 30, 2019, the Organization's net position totaled \$1,930,786.

In examining the composition of net position, the reader should note that a portion of governmental activities net position is invested in capital assets (i.e., equipment). These assets are used to provide services to the Organization's members, and they are not available to pay salaries, operational expenses or fund capital projects. Certain other net position is shown as restricted, meaning that it is subject to external restrictions on how it may be used. The unrestricted net position for governmental activities actually depicts a balance of \$1,058,831. This represents the amount of discretionary resources that can be used for general governmental operations.

Current assets and other assets increased due to an increase in the voter-approved surcharge. Capital assets decreased because depreciation exceeded current year capital asset additions. Deferred outflows and inflows changed due to pension and other postemployment benefits related items. See Notes H and I of the "Notes to Financial Statements" of this report for additional information. Current liabilities decreased as payables for capital items in the prior year were paid. Noncurrent liabilities increased due to an increase in the net pension liability.

Net Position

	<u>2019</u>	<u>2018</u>
Current assets and other assets	\$ 2,730,684	\$ 2,177,012
Capital assets	880,598	1,137,720
Total assets	<u>3,611,282</u>	<u>3,314,732</u>
Deferred outflows of resources	646,743	338,673
Total assets and deferred outflows of resources	<u>4,258,025</u>	<u>3,653,405</u>
Current liabilities	289,028	652,836
Noncurrent liabilities	1,924,368	1,439,942
Total liabilities	<u>2,213,396</u>	<u>2,092,778</u>
Deferred inflows of resources	113,843	224,111
Total liabilities and deferred inflows of resources	<u>2,327,239</u>	<u>2,316,889</u>
Net position		
Net investment in capital assets	813,416	1,030,229
Restricted	58,539	47,576
Unrestricted	<u>1,058,831</u>	258,711
Total net position	<u>\$ 1,930,786</u>	<u>\$ 1,336,516</u>

Change in Net Position

	<u>2019</u>	<u>2018</u>
Revenues		
Property taxes	\$ 1,329,736	\$ 1,298,807
Member assessments	1,147,730	1,093,076
Emergency telephone surcharge	1,549,908	646,999
Wireless surcharge	369,711	398,549
Wireless surcharge training	37,594	30,972
Intergovernmental revenues - State	94,126	115,916
Charges for services	151,619	160,454
Investment earnings	38,797	29,808
Other	939	1,073
Total revenues	<u>4,720,160</u>	<u>3,775,654</u>
Expenses		
Personnel	2,869,621	2,697,358
Maintenance and operations	997,582	785,814
Depreciation	258,687	375,384
Total expenses	<u>4,125,890</u>	<u>3,858,556</u>
Change in net position	594,270	(82,902)
Net position at beginning of year	<u>1,336,516</u>	<u>1,419,418</u>
Net position at end of year	<u>\$ 1,930,786</u>	<u>\$ 1,336,516</u>

Property tax revenues increased slightly due to an increase in taxable values. Member assessments are based on population, taxable value and calls for service. They are charged to members' police and fire agencies in Muskegon County. For the current fiscal year, member assessments increased by approximately 5 percent. Individual member contributions are annually adjusted according to updated information applied to the formula noted above. Emergency telephone surcharge revenues increased due to a voter-approved increase in the monthly surcharge.

Personnel expenses increased due to additional overtime necessitated by turnover. Maintenance and operations increased due to the costs of the election to approve the increase in the monthly surcharge.

Financial Analysis of the Government's Funds

As stated earlier in this discussion and analysis, the Organization uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Organization has only one fund, the General Fund.

The focus of the Organization's fund is to provide information on near-term inflows, outflows, and balances in spendable resources. Such information is useful in assessing the Organization's financing requirements. In particular, unassigned fund balances or the lack thereof, may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

At the end of the 2019 fiscal year, the General Fund reported a fund balance of \$2,441,656, an increase of \$917,480. Fund balance restricted for wireless surcharge training costs was \$58,539. The unassigned fund balance was \$2,354,207. Unassigned fund balance represents approximately 62 percent of General Fund expenditures and total fund balance represents approximately 64 percent of General Fund expenditures.

General Fund Budget

During the current fiscal year, the Organization made several amendments to its original budget. The most significant of those are listed below:

- The budget for property taxes was amended from \$1,288,290 to \$1,370,000 to reflect revenues that were higher than expected due to higher taxable value.
- The budget for wireless surcharge was amended from \$360,000 to \$432,000 for the approved rate increase.
- The budget for intergovernmental revenues – State was amended from \$80,000 to \$53,126 to reflect lower personal property tax replacement revenues from the State of Michigan than initially anticipated.
- The budget for overtime wages was amended from \$75,000 to \$160,000 as there was higher turnover resulting in more overtime needed.
- The purchase reimbursement revenue and purchase reimbursement expenditures were both amended from \$20,000 to \$35,000 to better match actual activity for the year.
- The budget for software was amended from \$5,000 to \$34,000 as the Organization anticipated purchasing new accounting software.
- The budget for miscellaneous expenditures was amended from \$3,500 to \$128,500 for the surcharge election.

The following comments summarize the major variations from the final budget to actual revenues and expenditures.

- The emergency telephone surcharge was over budget by \$889,000 due to phone providers starting the new higher surcharge rate sooner than required.
- Wireless surcharge revenues were under budget by \$62,300 as cell phone usage increase was less than predicted.

- The Intergovernmental revenues – State were over budget due to a reclassification of payment received after budget was amended.
- Charges for services revenues was under budget by \$17,581 due to late payments from townships for assessments.
- Overtime wages was over budget by \$20,400 due to higher turnover resulting in more required overtime.
- Equipment repairs and maintenance was under budget by \$17,431 due to fewer repair needed than anticipated.
- Software was under budget by \$26,678 as the purchase of new accounting software was delayed until after the end of the year.

Capital Assets

Muskegon Central Dispatch 9-1-1's investment in capital assets as of September 30, 2019 totaled \$880,598 (net of accumulated depreciation). This investment in capital assets includes equipment and furniture.

Capital Assets

	Governmental Activities	
	2019	2018
Communications equipment	\$ 2,030,364	\$ 2,030,364
Computer equipment	6,097,464	6,117,499
Office equipment and furniture	47,283	47,283
Total capital assets	<u>8,175,111</u>	<u>8,195,146</u>
Less accumulated depreciation	<u>(7,294,513)</u>	<u>(7,057,426)</u>
Total (net of accumulated depreciation)	<u>\$ 880,598</u>	<u>\$ 1,137,720</u>

Additional information on the Organization's capital assets can be found in note D of the "Notes to Financial Statements" of this report.

Long-Term Debt

At the end of the fiscal year, the Organization had total long-term debt outstanding of \$231,900 consisting of a note payable and compensated absences.

Additional information on the Organization's long-term debt can be found in note E of the "Notes to the Financial Statements" of this report.

In addition, the Organization also had a long-term net pension liability of \$1,609,481 and a net other postemployment benefits liability of \$82,987. Additional information on the Organization's and OPEB liabilities can be found in note H and I of the "Notes to the Financial Statements" of this report.

General Economic Overview

The Organization's revenues are comprised primarily of property taxes, member assessments from local units of government, and emergency telephone wire-line and wireless surcharges. For fiscal year 2019-2020, the Organization expects property taxes to remain relatively the same. Member assessments are budgeted to increase 3 percent. The emergency telephone surcharge is budgeted to nearly triple as the voter-approved increase in the surcharge takes effect.

The personnel budget for fiscal 2019-20 includes an increase in salaries and wages in accordance with union contracts and an expected increase in required retirement contributions. The maintenance and operations portion of the budget is expected to be about the same as the prior year with expected increases in contractual services being offset by not having to pay for an election this year.

There are no significant capital purchases budgeted for fiscal 2019-20. However, the Organization anticipates significant capital improvements to its communication system over the next ten years that will be funded by the recently approved increase in the local surcharge. The Organization is in the process of planning these improvements and will amend its budget as needed when the improvements begin.

There are no other significant planned changes anticipated for the operation of the Organization.

Requests for Information

This financial report is designed to provide a general overview of Muskegon Central Dispatch 9-1-1's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Executive Director's Office at Muskegon Central Dispatch 9-1-1, 770 Terrace Street, Muskegon, MI 49440-1121 or by phone at (231) 722-3524.

Muskegon Central Dispatch 9-1-1
BALANCE SHEET—STATEMENT OF NET POSITION
September 30, 2019

	Balance Sheet - Modified Accrual	Adjustments	Statement of Net Position - Full Accrual
ASSETS			
Cash and investments	\$ 1,626,721	\$ -	\$ 1,626,721
Receivables			
Accounts	1,060,164	-	1,060,164
Capital lease	608	-	608
Due from other governmental units	14,281	-	14,281
Prepaid items	28,910	-	28,910
Capital assets, net			
Depreciable	-	880,598	880,598
Total assets	2,730,684	880,598	3,611,282
DEFERRED OUTFLOWS OF RESOURCES			
Related to pension	-	642,674	642,674
Related to other postemployment benefits	-	4,069	4,069
Total deferred outflows of resources	-	646,743	646,743
Total assets and deferred outflows of resources	\$ 2,730,684	1,527,341	4,258,025
LIABILITIES			
Accounts payable	\$ 168,825	-	168,825
Accrued liabilities	91,938	-	91,938
Unearned revenues - prepaid member assessments	28,265	-	28,265
Noncurrent liabilities			
Due within one year			
Note payable	-	26,873	26,873
Compensated absences	-	82,359	82,359
Due in more than one year			
Note payable	-	40,309	40,309
Compensated absences	-	82,359	82,359
Net pension liability	-	1,609,481	1,609,481
Net other postemployment benefits liability	-	82,987	82,987
Total liabilities	289,028	1,924,368	2,213,396
DEFERRED INFLOWS OF RESOURCES			
Related to pension	-	71,625	71,625
Related to other postemployment benefits	-	42,218	42,218
Total deferred inflows of resources	-	113,843	113,843
FUND BALANCE			
Nonspendable - prepaid items	28,910	(28,910)	-
Restricted for wireless surcharge training costs	58,539	(58,539)	-
Unassigned	2,354,207	(2,354,207)	-
Total fund balance	2,441,656	(2,441,656)	-
Total liabilities, deferred inflows of resources, and fund balance	\$ 2,730,684		
NET POSITION			
Net investment in capital assets		813,416	813,416
Restricted for wireless surcharge training costs		58,539	58,539
Unrestricted		1,058,831	1,058,831
Total net position		\$ 1,930,786	\$ 1,930,786

The accompanying notes are an integral part of this statement

Muskegon Central Dispatch 9-1-1
**STATEMENT OF REVENUES, EXPENDITURES AND
 CHANGES IN FUND BALANCE—STATEMENT OF ACTIVITIES**
 For the year ended September 30, 2019

	Revenues and Expenditures - Modified		Statement of Activities - Full Accrual
	Accrual	Adjustment	
REVENUES			
Property taxes	\$ 1,329,736	\$ -	\$ 1,329,736
Member assessments	1,147,730	-	1,147,730
Emergency telephone surcharge	1,549,908	-	1,549,908
Wireless surcharge	369,711	-	369,711
Wireless surcharge training	37,594	-	37,594
Intergovernmental revenues - State	94,126	-	94,126
Charges for services	151,619	-	151,619
Investment earnings	38,797	-	38,797
Other	939	-	939
Total revenues	4,720,160	-	4,720,160
EXPENDITURES/EXPENSES			
Current			
Personnel	2,763,224	106,397	2,869,621
Maintenance and operations	997,582	-	997,582
Debt service			
Principal	40,309	(40,309)	-
Capital outlay	1,565	(1,565)	-
Depreciation	-	258,687	258,687
Total expenditures/expenses	3,802,680	323,210	4,125,890
Change in fund balance—net position	917,480	(323,210)	594,270
Fund balance—net position at October 1, 2018	1,524,176	(187,660)	1,336,516
Fund balance—net position at September 30, 2019	\$2,441,656	\$ (510,870)	\$1,930,786

The accompanying notes are an integral part of this statement

Muskegon Central Dispatch 9-1-1
BOARD OF DIRECTORS
MEETING MINUTES
November 20, 2019

The November 20, 2019 Muskegon Central Dispatch 9-1-1 Board of Directors meeting held at the Norton Shores Library was called to order at 1:34 p.m. by Chairman Chandler.

Members present: Anthony Chandler, Dir. Admin Services/Asst to City Admin, City of Norton Shores
Ed Viverette, Chief of Police, City of North Muskegon
Scott Huebler, City Manager, City of Whitehall
Mark Eisenbarth, Administrator, County of Muskegon
Jeff Lewis, Public Safety Director, City of Muskegon
Jared Olson, City Manager, City of Roosevelt Park
Jennifer Hodges, Township Supervisor, Muskegon Charter Township
Heidi Tice, Supervisor, Fruitport Charter Township
Chris McIntire, Lieutenant, Michigan State Police
Jeff Auch, City Manager, City of Montague

Absent: Troy Bell, City Manager, City of Muskegon Heights

Staff present: Jason Wolford, Executive Director, Muskegon Central Dispatch 9-1-1
Nick Martin, Operations Manager, Muskegon Central Dispatch 9-1-1
Rebecca Injerd, Administrative Assistant, Muskegon Central Dispatch 9-1-1

Others present: Richard Warner, Emergency Manager, Muskegon County

APPROVAL OF THE AGENDA

Moved by Mr. Huebler, seconded by Mr. Olson to approve the November 20, 2019 agenda. Motion carried.

MINUTES OF THE OCTOBER 9, 2019 MEETING

Moved by Mr. Auch, seconded by Ms. Hernandez to approve the October 9, 2019 meeting minutes. Motion carried.

REPORTS

SEPTEMBER & OCTOBER 2019 MONTHLY FINANCIALS

Moved by Mr. Huebler, seconded by Mr. McIntire to approve the September and October 2019 monthly financials. Motion carried.

DIRECTOR'S REPORT

As submitted. Director Wolford updated the group on the RMS Committee demos. He also recapped the ongoing FY2019 audit. Brief discussion regarding Televate and their services. Mr. McIntire shared his experiences in Ottawa and Kent Counties. Director Wolford will explore having Televate provide the board with a presentation at a future meeting.

MCT COMMITTEE

Director Wolford updated the group on the departments working with Getac and Dell demos, noting Dell is within the allocated amount.

800 MHZ IMPLEMENTATION COMMITTEE

Director Wolford stated that the Moore Tower is completed.

OLD BUSINESS

BUILDING RENOVATION

Moved by Mr. Huebler, seconded by Mr. Eisenbarth, to retain Construction Simplified for Project Manager / Owner's Representative services in the amount of \$48,000. Motion carried.

NEW BUSINESS

None.

COMMENT

ADMINISTRATIVE

FY2020 Board meeting dates and locations were confirmed.

PUBLIC

None.

NEXT MEETING

The next meeting will be held on Wednesday, December 18, 2019 at 1:30 p.m. at Muskegon Central Dispatch.

ADJOURNMENT

The meeting adjourned at 1:53 p.m.

Respectfully submitted,

Rebecca Injerd, Administrative Assistant

Date

Anthony Chandler, Chairman

Date

DRAFT

**CITY OF WHITEHALL
LOCAL OFFICERS COMPENSATION COMMISSION
City Hall
December 19, 2019**

Present: Debbie Elliott, Noelle Knowles, Sande Sandel, Mindy VanHerWeg

Absent: Jeff Holmstrom

Also Present: Clerk Bourdon

The meeting was called to order by Bourdon at 3:16 pm.

OATH OF OFFICE

Clerk Bourdon administered the Oath to the new members, Debbie Elliott, Noelle Knowles, and Mindy VanHerweg.

SELECTION OF CHAIR

Motion by VanHerweg, seconded by Elliott, CARRIED, to appoint Sande Sandel as Chair. All yeses.

APPROVAL OF MINUTES

Motion by VanHerweg, seconded by Knowles, CARRIED, to approve the minutes from December 20, 2017 meeting. All yeses.

OLD BUSINESS

None.

NEW BUSINESS

Clerk Bourdon reviewed the salary survey and discussed the number of meetings that council attends as well as training sessions. Sandel shared the research that she collected from surrounding municipalities.

Motion by VanHerweg, seconded by Elliott, CARRIED, to maintain the current pay levels for all elected officials. All yeses.

PUBLIC COMMENT

None

Meeting adjourned at 3:45 p.m.

Brenda Bourdon, Clerk

RISK

MICHIGAN MUNICIPAL
RISK MANAGEMENT
A U T H O R I T Y

MEMORANDUM

To: MMRMA Members
From: Michael L. Rhyner, Executive Director
Date: December 16, 2019
Re: 2019 Annual Report

Enclosed is MMRMA's Annual Report to Members. The 2019 theme is *MMRMA: Solving the Puzzle of Risk Management*.

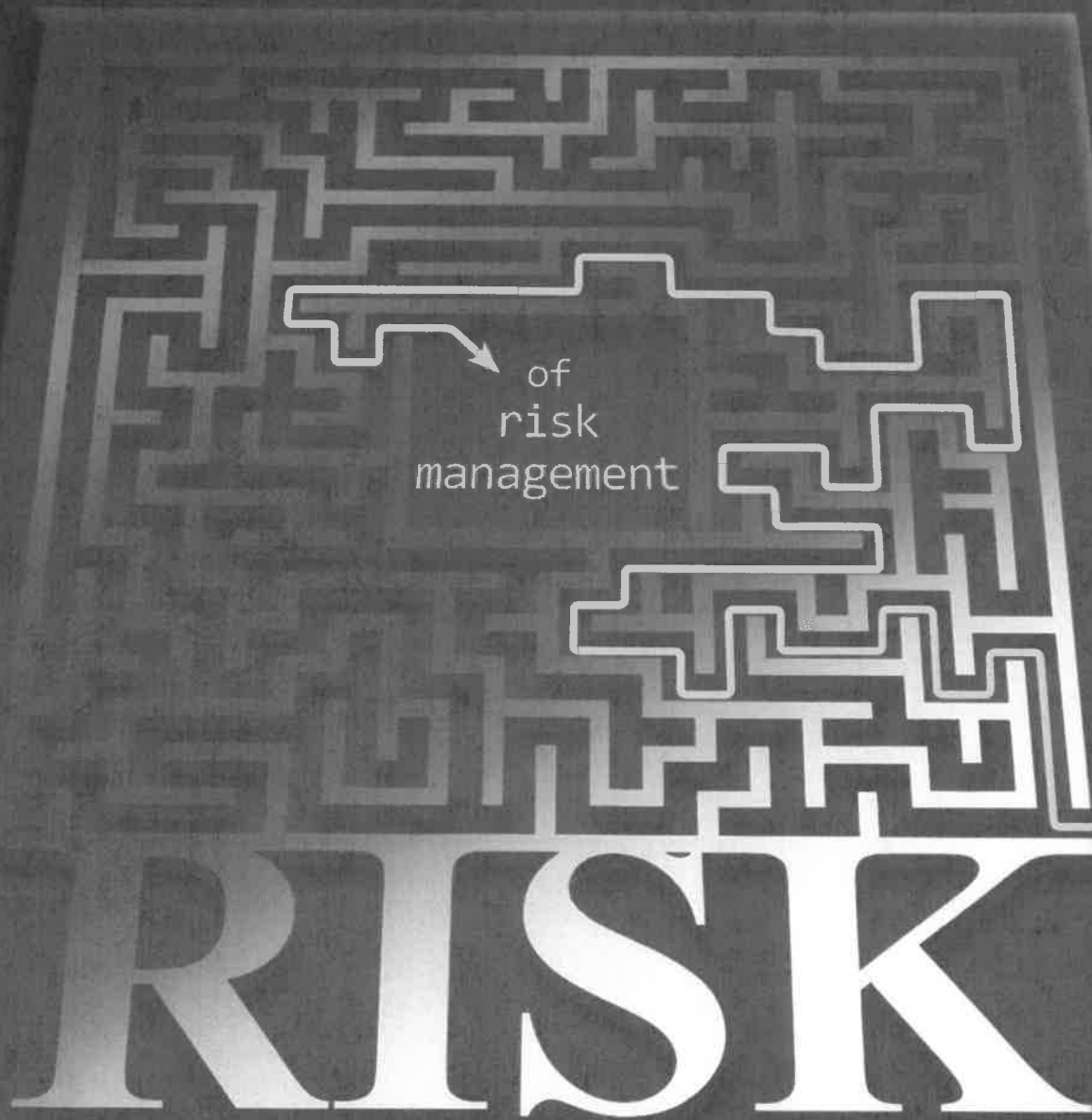
We hope you enjoy this look at the accomplishments of 2019 and throughout the years. MMRMA was formed in 1980 to help solve risk management challenges faced by public entities across Michigan. Since then, MMRMA and our members have collaborated to mitigate and manage a wide array of risks. Our collective resources and expertise have led to continued excellence in the face of constant change. This report examines our shared solutions for the complex puzzles of risk management.

MMRMA had another successful year thanks to the commitment and hard work of the membership, Board of Directors, committee members, staff, and business partners. We can all be proud of what we achieved in Fiscal Year 2019. On behalf of everyone at MMRMA, thank you for your support. It is the loyalty and longevity of the membership that ensures our organization's continued excellence. We anticipate many more effective solutions as we face the ever-evolving puzzles of risk management together.

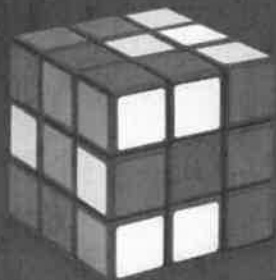
If you would like additional copies of the 2019 Annual Report, please contact Tamara Christie, Communications Manager, at 734-245-7731 or tchristie@mmrma.org. You can also share, view, or download a PDF of this and past Annual Reports online at our website, www.mmrma.org.

Enclosure

SOLVING the puzzle



MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY
2019 Annual Report



DID YOU KNOW:

The Rubik's Cube (originally called the Magic Cube) was invented in 1974 by Hungarian sculptor and professor of architecture Ernő Rubik, but it wasn't released worldwide until 1980. More than 350 million have been sold, making it the world's top-selling puzzle game.

MMRMA was formed in 1980, debuting right around the time the Rubik's Cube made a splash on the global stage. Like the multi-colored and addictive cube game, MMRMA was no flash in the pan.

The MMRMA solution to complex risk management challenges has always included exceptional coverage and member service, along with a flexible willingness to adapt. This winning formula has stood the test of time and is poised to continue that tradition for many years to come.

A puzzle is
not a
dead-end.

- Lewis N. Roe

TABLE OF CONTENTS

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- 12 Claims & Financial Data



Welcome and thank you for reading our Fiscal Year 2019 Annual Report to Members. This year's theme is MMRMA: Solving the Puzzle of Risk Management.

Michigan Municipal Risk Management Authority was formed in 1980 to do exactly that: solve the risk management challenges facing public entities across the great state of Michigan. Since those early days, our members have depended on the organization – and one another, since MMRMA is member-owned and member-governed – to mitigate and manage risks across the spectrum of local governments and their service areas.

The purpose and mission of MMRMA has not changed in four decades. As readers likely know all too well, the same cannot be said of the confounding and complex risk management issues public entities must solve each day. As members strive to deliver excellent services to their communities, every function and activity brings its own set of challenges.



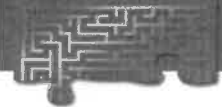
Board of Directors Chairman Michael Bosanac (l) and Executive Director Michael Rhyner (r)

Everyone at MMRMA is profoundly thankful that our members put their faith in this organization. Together, we work with each other and our business partners to meet those challenges in ways that make a difference, protecting communities, public employees, and citizens across Michigan.

In this Annual Report, we examine four puzzling areas that pose challenges for MMRMA members – and the corresponding solutions that MMRMA has helped develop to solve them:

PUZZLE	SOLUTION
Evolving Threats	Collaboration
Fiscal Challenges	Resources
Complex Risks	Expertise
Rapid Changes	Excellence

We hope you find the information in these pages useful and reassuring. None of us knows exactly what the future holds. Fortunately, MMRMA has a track record of excellence and the strong commitment of membership, staff, and business partners. Together, we will continue to help solve the inevitable puzzles of risk management that await the organization and our members.



The only constant is change, and the risks that public entities face – in Michigan and everywhere – are no exception.

The evolving nature of threats facing our members means solutions must evolve, as well. From the outset, those solutions have been based on the principle of **collaboration**.

Pooling means mutual benefits

The earliest example in MMRMA's history? Our very formation. In 1980, a shifting commercial insurance marketplace meant public entities needed to find alternative solutions to protect themselves and their constituents from risks. From this upheaval, the public entity pooling industry was born.

In recent years, joint partnerships and service agreements between public entities has been touted as a solution to budget and resource constraints. This type of solution is, of course, familiar to MMRMA: public entity risk pools are a perfect example of collaboration and have been an undeniable success both nationally and right here at home. MMRMA's reputation as a leader in the pooling industry means Michigan public entities have access to the gold standard.

Our whole life is solving puzzles.

- Ernő Rubik

Members have a stake in success

When MMRMA's three founding members pooled their resources, they started putting the pieces together for more than 400 Michigan public entities that comprise today's membership.

This collaborative effort is illustrated in the efforts of over 100 individuals from our members who dedicate their time and expertise to help govern and guide MMRMA, serving on the Board of Directors (see page 10) and committees:

Standing Committees

Membership – This seven-person committee reviews Risk Avoidance Program (RAP) and Certification and Accreditation Program (CAP) grant applications from members, helps staff develop grant guidelines and criteria, and receives reports from staff about the membership and the organization.

State Pool – Made up of nine individuals from MMRMA's State Pool members, this committee represents the needs of smaller public entities across Michigan and works with staff to explore opportunities for meeting those needs.

Investment – This nine-person committee helps guide the investment strategy of the organization and makes recommendations to the Board regarding MMRMA's financial activities.

Events – These seven individuals help MMRMA's event planner and staff in developing programs and content for our Annual Meeting and Risk Management Workshops.



Risk Control Advisory Committees

These ten committees are comprised of member employees with experience in their respective service areas. They bring their collective know-how to the table for MMRMA and their fellow members, helping share insights, craft model policies and guidelines, and identify and develop training opportunities:

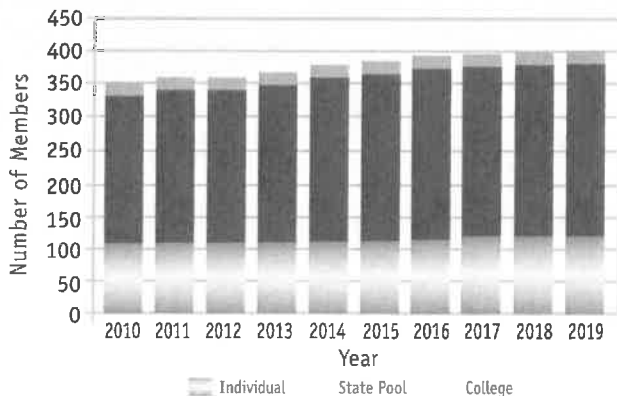
- Administrative
- Corrections
- Facilities Management
- Fire and EMS
- Health Facilities
- Law Enforcement
 - Lower Peninsula
 - Upper Peninsula
- Parks and Recreation
- Public Services
- Technology and Cyber Security

Coverage that's never stagnant

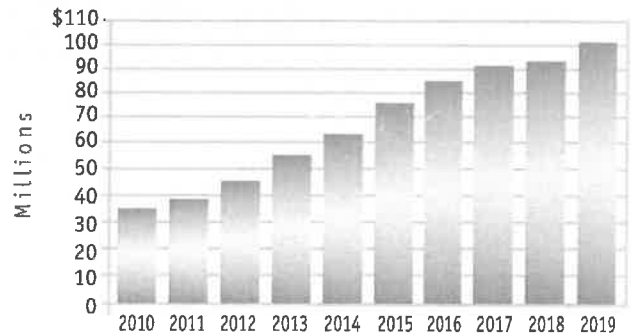
As the puzzling risk management landscape for public entities has continued to evolve, so has MMRMA's coverage document. A multi-departmental group reviews and makes clarifying revisions to the document each year to ensure the membership is protected. In 2013, MMRMA added to the core property and liability coverages, introducing data breach and privacy liability coverage.

Since the debut of this important benefit, MMRMA has expanded both its coverage and limits in subsequent years. Data breach and privacy liability coverage is offered to all MMRMA members at no additional cost.




FISCAL YEAR 2019 = 412 MEMBERS STRONG



RETENTION FUND BALANCE



Decades of collaboration have allowed MMRMA to grow to over 400 members, leading to a healthy organization and a retention fund balance that is at an all-time high. MMRMA members are stronger together.



While almost everything else in the world seems to be in perpetual flux, financial challenges rarely let up. Our members from across the state of Michigan, no matter their entity type, experience budget crunches each year, and attempt to do more with less as they work to fulfill local government functions for their constituents.

MMRMA helps solve this puzzle through the power of pooling. As our founders knew all too well, there is strength in numbers. And, as the membership has grown, so have the benefits of that strength which is reflected in valuable **resources** that benefit every member.

Stable underwriting and reinsurance

In Fiscal Year 2019, MMRMA's overall change in member contribution rates was -1.6 percent. For the past ten years, in fact, rate changes have been less than 0%, and this stability reflects the sound decisions of the organization's leadership. While specific member contributions vary based on the mix of exposures, changes in exposures, five-year loss history, and other underwriting considerations, the overarching trend of stable rates is a win for the membership at large. It reflects members' commitment to MMRMA and support of our judicious approach to risk control, management of claims and lawsuits, investments, and all daily operations of the organization.

Decades of that commitment and of prudent management have also cemented MMRMA's stellar reputation among reinsurers. Renewal rates for this important layer of our property, liability, and data breach coverage have also held steady, further protecting members from volatile global financial conditions.

Success adds value for members

In 2006, the Board adopted MMRMA's Net Asset Policy to ensure that the organization holds adequate capital to meet its current and future financial obligations. The policy outlines procedures for an annual capital adequacy analysis which, in most subsequent years, has identified excess net assets to be deployed for the benefit of the membership.

In Fiscal Year 2019, the Board declared a \$28 million distribution of excess net assets to current renewing Individual and State Pool members, the thirteenth such distribution. The total direct distributions to members since 2006 is \$307 million.

MMRMA has also used excess net assets to provide other direct benefits to members, including data breach coverage and Michigan vehicle assessments, at no additional charge, bringing the total cumulative deployment of excess net assets to over \$365 million to date.



Partnering to fund innovative solutions

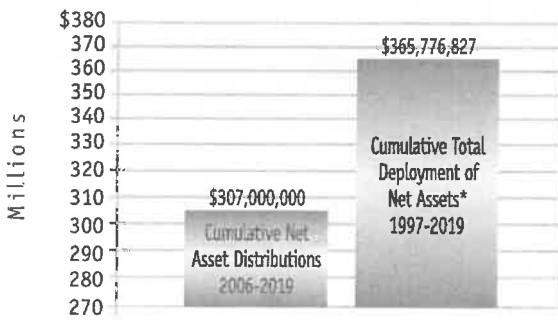
Launched in 1997 and administered by MMRMA staff and the Membership Committee, the Risk Avoidance Program (RAP) is another example of how MMRMA puts excess net assets to work for the benefit of the membership. For over twenty years, MMRMA members have been able to apply for grants to reimburse them for their investments in risk management initiatives.

In 2016, MMRMA added Certification and Accreditation Program (CAP) grants to help members achieve excellence. The Board of

Directors has increased the annual RAP grant budget several times over the years; currently that budget is \$1.75 million. To date, MMRMA has allocated \$17.5 million dollars to RAP/CAP grants, helping members fund equipment and projects that address risk.

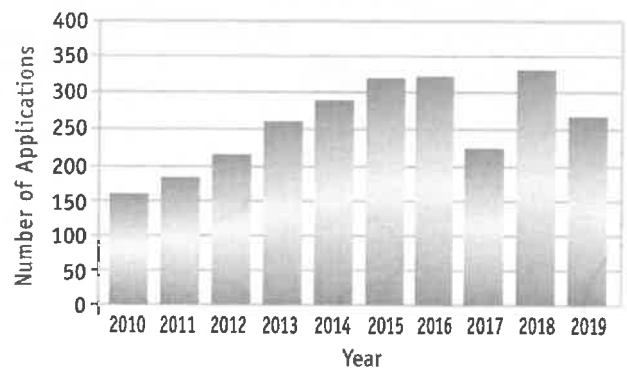
MMRMA also conducts a regular review to identify new grant opportunities and develop funding parameters, further allowing the program to evolve with members' needs. The longevity and loyalty of the MMRMA membership make it all possible.

CUMULATIVE NET ASSETS DEPLOYED FOR MEMBERS



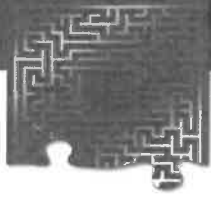
*Member benefits include Distributions, RAP Grants, MCCA/MACP Assessments, Enhanced Auto No-Fault Coverage, and Data Breach Reinsurance

A DECADE OF RAP APPLICATIONS



Alone we are smart.
Together we are brilliant.

- Steven Anderson



The heart of MMRMA is risk management. It is right in our name... and in our mission statement:

Michigan Municipal Risk Management Authority, a national leader among public entity pools, is dedicated to providing superior risk management services and products that protect its Member participants and the public they serve.

The solution? **Expertise.** It helps members navigate the labyrinthine challenges of risk management across the spectrum of public entity functions and departments.

Helping one other address risk

MMRMA is member-owned and member-governed, and the expertise benefiting the membership starts within its own ranks of public officials and departmental experts.

From the Board of Directors (page 10) to our many committee participants (page 2-3), to the many individuals who attend MMRMA's Annual Meeting, Risk Management Workshop, and

other training events, member associates drive the conversation – and the solutions – on the issues that matter most.

A team of experts working together

MMRMA's staff and business partners also bring a wealth of expertise to work each day to benefit members.

Our **Membership Services** team includes six Risk Control Consultants with extensive subject matter experience in areas such as law enforcement, corrections, parks and recreation, public works, and administration.

In addition to their daily activities visiting members to consult on the mitigation of risks, these professionals also work closely with the member experts who serve on our ten Risk Control Advisory Committees. These committees collaborate to produce information and resources that help fellow members address risks and improve policies and processes.

The Membership Services team also assists the Membership Committee in the process of administering, reviewing, and awarding RAP/CAP grants (page 5) and works closely with the entire MMRMA team to facilitate the organization's continued excellence in the public entity pooling arena.

MMRMA's **Underwriting** and **Risk Management** teams also add their expertise to the mix. Our underwriters work with actuaries and reinsurers to help set rates. They also serve on the

Funny thing about mazes:
What's baffling on the ground
begins to make sense when
you rise above it.

- Wally Lamb





The oldest surviving hedge maze is located at Hampton Court Palace, Surrey, UK, and was built for King William III and Mary II of England. It was designed by royal gardeners George London and Henry Wise and planted in 1690 using hornbeam to form the hedges.

MMRMA understands that navigating the complex risks associated with public entity operations can be as confounding as a life-sized maze, and the high stakes affect members across the board, from employees and citizens to the community and the entire state of Michigan. That's why we are here, with proven solutions that help members navigate exposures, claims, and much more.

coverage document review group and help ensure the clarity and accuracy of MMRMA's coverage documents to keep members protected.

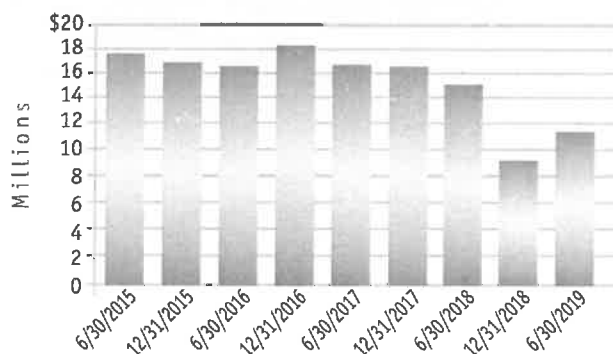
In-house and outside risk managers help members understand our coverage, manage their renewals, and employ the judicious transfer of risk.

Even the very best risk management approaches, well-crafted and expertly applied, do not always achieve perfect outcomes. The world is unpredictable and, despite the outstanding tools, training, and resources at members' disposal, incidents do occur.

That means a different kind of maze involving claims, lawsuits, mediation, subrogation, and more. To help members successfully traverse these twists and turns, our **Claims and Legal Services** team puts their own experience to work. MMRMA's adjusters and attorneys know the membership and they know public entity risk. Members can rest assured they're navigating claims and litigation with the best guides available.

The expertise doesn't stop there. Our **Administrative, Information Technology**, and **Finance** staff, along with other business partners – actuaries, reinsurance consultants, investment managers, web and technology specialists, event planner, et. al. – help MMRMA conduct the ongoing business of the organization to produce the very best outcomes for the membership, whatever new puzzles may come.

CASUALTY CLAIM LOSSES RESERVED AT ≥ \$250,000



While casualty claims are inherently unpredictable, skilled claims management has led to relatively stable reserves for high exposure claims (MMRMA considers casualty claims reserved over \$250,000 to be in this category).



It bears repeating: Change is constant and inevitable.

The variable nature of public entity risk – and, indeed, of risks of all kinds – has substantial, wide-ranging effects on the puzzles MMRMA helps solve for members. The significance of change is only compounded by the fact that, if anything, its pace seems to speed up every single day in our shifting world.

MMRMA is no stranger to this phenomenon. Key shifts in the commercial insurance market led to our formation, and the organization has faced countless changes, great and small, in the 39 years since. At every turn, MMRMA's **excellence** has been the solution.

Through first-rate leadership, judicious hiring and project management, and cutting-edge training, MMRMA continues to bolster its reputation for excellence. With the strength of our program, new puzzles can always be solved. Many even come with advantages for an organization like ours, filled with people willing to collaborate on solutions. We can't avoid change; the only alternative is to meet it head on.

Technology poses risks, opportunities

A key factor in this ever-increasing speed of change is technology. We all know how dramatically different our lives are today than they were even five or ten years ago. Thinking back to MMRMA's early days, who could have predicted the extraordinary developments we have seen in computing power, connectivity, and a host of other technological areas.

This new era has changed how we do our jobs,

how we communicate with one another, and how we live. It's constantly in flux, and MMRMA is always working to identify new solutions for meeting members' needs and conducting business efficiently and effectively. New platforms and tools are in development, and they will connect us and serve the membership for many years to come.

We also know that innovators are not all working for a better world. Bad actors are out there at their keyboards, working tirelessly to gain access to our data, our resources, and our very identities. Every day, it seems, they come up with new ways to infiltrate unsecured systems and trick people into unwittingly sharing the information and access they want.

MMRMA added, and has since updated, its data breach and privacy liability coverage (page 3) to help members address these risks. The Board created the Technology and Cyber Security Risk Control Advisory Committee so members benefit from the benevolent technology experts from among their ranks. These information technology professionals developed several resources for members in 2019 and more help is imminent for the thorny puzzle of cyber risk.

Technology isn't just on our desks, it's in our homes and buildings. The most recent addition to MMRMA's committee lineup is the Facilities Management Risk Control Advisory Committee. These member employees are developing resources to help members mitigate risks in their facilities, from snow removal to avoid roof damage to digital, "smart" features like thermostats that bring both benefits and concerns.



The nice thing about
doing a crossword
puzzle is, you know
there is a solution.

- Stephen Sondheim



Training stays ahead of the curve

Members have long taken advantage of MMRMA's top-notch training. These, too, evolve to meet ever-changing risks and needs. MMRMA has presented sessions and other resources on active shooter situations for various member functions, including law enforcement and administrative staff.

MMRMA also partnered with military trainers to develop Rescue Task Force training. This innovative simulated training course helps prepare emergency medical personnel for entering an active shooter situation accompanied by law enforcement officers. The goal is that these trained teams can reach injured parties more quickly and save more lives.

In Fiscal Year 2019, 856 people attended MMRMA training, including these courses and more:

- Anatomy of a Lawsuit
- Autism Safety
- Corrections Supervision
- Emergency Vehicle Operator Refresher
- Emerging Legal Trends for SWAT and Emergency Response Operations
- Freedom of Information Act (FOIA) Training
- Managing a Mental Health Crisis
- Public Labor Law & Effective Grievance Processing
- Rapid Deployment to Active Shooter
- Sexual Harassment Active Bystander
- Tactical Encounters for Patrol Officers

Watch for more training and tools in the coming year. Thanks to MMRMA's coordinated efforts, our members, staff, and business partners can face the rapidly approaching future – and the changes it is certain to bring – together.

A tradition in crossword puzzle design (in North America, India, and Britain particularly) is that the grid should have 180-degree rotational (also known as “radial”) symmetry, so its pattern stays the same if the puzzle is turned upside down.

While the origin of crosswords is difficult to pinpoint, it's safe to say they have been around longer than MMRMA, though not nearly as long as the phenomenon of risk itself.

In any case, crossword puzzles have longer staying power than the newspapers that helped make them popular. Puzzle creators and curators figured out how to adapt them to today's technology and many aficionados play crosswords on desktops, tablets, and smartphones.

MMRMA's evolution also keeps up with rapid changes in public entity risk pooling and beyond, including technological developments that require creative new delivery methods for our tried-and-true risk management approach.



We have explored various pieces of the risk management puzzle experienced by MMRMA and our members. Thanks in large part to the leadership and guidance of the MMRMA Board of Directors, MMRMA has been able to cultivate the solutions shared here: collaboration, resources, expertise, and excellence.

Board members exemplify yet another solution: commitment. Elected by the membership, of the membership, they know the value of the trust placed in them, and they meet their responsibilities with unwavering **commitment**. In addition to their busy roles at their respective member entities, each Board member tirelessly shares their time, experience, and energetic ideas to help the entire membership.

Leading with strength of character

MMRMA's many activities and programs all benefit from the Board's oversight, insights, and thoughtful consideration. The Board of Directors has been an integral component of MMRMA governance since 1980, and it continues to guide the Executive Director and staff in their collective mission to serve the membership with solutions that make a difference.

The Board recognizes its collective responsibility for helping MMRMA achieve its key strategic goals of financial strength and membership retention and longevity. These goals, in turn, lead to the core products, services, and solutions that benefit the membership in many ways, large and small. While we have shared some highlights in these pages, it is the Board's hope that every member associate

who interacts with MMRMA will come away with a meaningful, positive memory of those encounters.

Strategic governance and guidance

Like all effective leaders, our Board members are not content to rest on the successful solutions of the past, or even of the present. They continue to emphasize strategic oversight and planning to ensure the continued success of the organization for many years to come.

Every fall, the Board and executive staff attend a strategic planning retreat to consider current and future challenges and opportunities facing MMRMA. But this strategic planning process is a constant conversation, not a one-and-done annual event. The Board reviews progress and refines its strategic vision regularly throughout the year, developing an ongoing account of initiatives that evolves along with the organization.

Part of the process also involves regular review and refinement of MMRMA's Governance Manual. These thorough, detailed governing documents are considered exemplary in the public entity pooling industry. They provide the structure on which the organization operates and fulfills its commitments to the membership.

Stewardship of Greenstone, MMRMA's captive

In 2016, the Board authorized the formation of Greenstone Insurance Company, a wholly owned captive of MMRMA that provides a vehicle for enhanced services and additional coverage offerings for the membership. MMRMA's reputation as a leader in public entity risk pooling was reinforced



Intellectuals solve problems. Geniuses prevent them.

- Albert Einstein



DID YOU KNOW:

Leslie Scott, the co-founder of Oxford Games Ltd, based Jenga on a game her family played in the early 1970s using wooden building blocks purchased from a sawmill in Takoradi, Ghana. The name Jenga is derived from kujenga, a Swahili word which means "to build."

Playing Jenga requires precarious balance and constant vigilance. Like any aspect of life, including the important work of public entities, players must interact with the Jenga tower in ways that inevitably involve risk.

The Board of Directors is reliably effective at leading MMRMA with care and finesse. Their commitment and guidance help keep MMRMA stable despite the constant and inevitably shifting array of risks facing our members.



MMRMA's Leadership: Front row (L. to r.): William Wild, Secretary; Michael Bosanac, Chairman; Executive Director Michael Rhyner, and Fabian Knizacky, Vice Chairman. Back row (L. to r.) Curtis Holt; Leon Wright; Richard Burke; Tracey Schultz Kobylarz; Jeffery Lawson; and Doug Johnson. Missing from group photo: Michael Sedlak (right).



by this exciting approach to meeting members' current and potential needs.

Greenstone's Board of Managers is made up of five people from the MMRMA Board of Directors: Michael Bosanac, Fabian Knizacky, Curtis Holt, Tracey Schultz Kobylarz, and Leon Wright.

In Fiscal Year 2019, Greenstone expanded on its tax bond program for MMRMA member counties and continued to offer other ongoing coverages, including statutory aggregate excess for MMRMA and affiliate members in the Michigan Community College Risk Management Authority (MCCRMA). Future products and coverage options are also in development via the captive.

Collective efforts lead to strong solutions

Everyone at MMRMA works in concert to navigate the uncertain, ever-shifting world of risk. As puzzle enthusiasts know, we may see some of the risks we face, but constant change and other challenges make it difficult to clearly see the whole picture.

The Board, through its diligent leadership and innovative vision, helps MMRMA bring that picture a little more into focus. The aim is to enhance value for the membership every step of the way as we continue to solve the evolving puzzle of risk management together.



CLAIMS FILED BY LINES OF COVERAGE[†]

	2014	2015	2016	2017	2018	2019
Auto Liability	478	335	326	333	399	404
Auto Physical Damage	668	604	685	671	745	749
General Liability*	1,425	11,639**	823	1,215	1,099	1,101
Property	391	345	356	387	410	420
Data Breach	-	-	1	-	4	7
TOTAL	2,962	12,923	2,191	2,606	2,657	2,681

[†]Not including litigated claims.

*Also includes law enforcement, public officials, and sewer claims.

**In FY 2015, 10,635 claims were reported by residents of our members as a result of a single August 11, 2014 storm. It produced unusually significant rain, which caused flooding and sewer system backups.

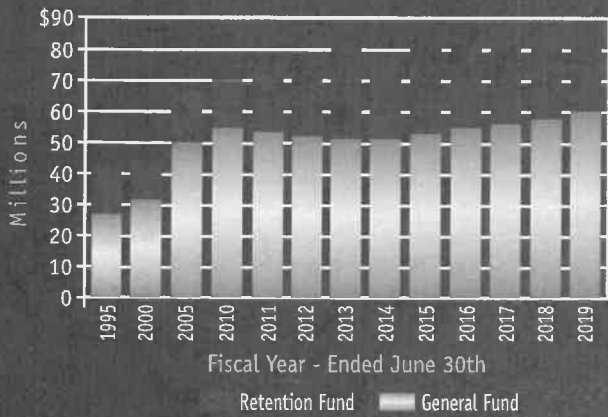
LITIGATION CLAIMS ONLY

	2014	2015	2016	2017	2018	2019
Files Opened	328	321	347	275	289	389
Files Closed	384	307	306	297	326	329

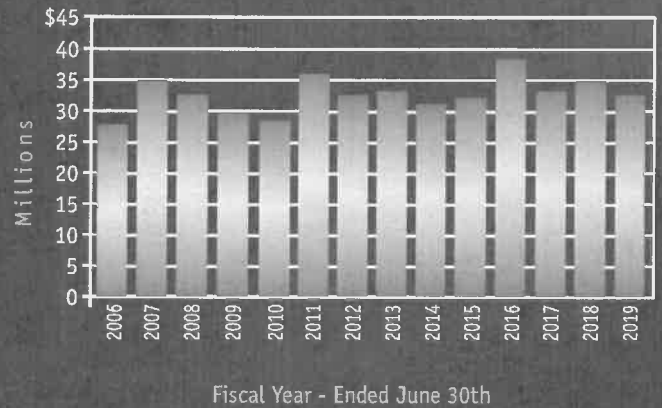
FINANCIAL HIGHLIGHTS

	2014	2015	2016	2017	2018	2019
Member Contributions - General Fund and Retention Fund - Gross	\$75,055,639	\$84,671,203	\$82,519,381	\$81,646,595	\$83,216,449	\$86,633,655
Claims and Claim Adjustment Expenses Paid - General Fund and Retention Fund - Gross	31,424,634	33,137,880	39,778,615	34,674,572	35,112,562	34,014,063
Net Asset Distributions to Members	34,535,390	45,152,750	31,814,134	23,749,971	29,000,000	28,000,000
Cash and Investments at Fair Market Value - net of pending trades	472,640,102	472,104,272	478,439,928	498,294,239	510,924,977	544,067,450
Investment Income - includes realized and unrealized gains/losses, interest, dividends, and other income	58,665,552	17,228,284	30,010,314	28,630,398	25,453,301	37,107,020
Reserves for Claims and Claim Adjustment Expenses - reported and IBNR	52,489,419	59,653,755	62,886,669	66,296,258	65,425,821	64,748,916
Net Position						
Net Investment in Capital Assets	4,410,890	4,053,823	3,650,987	3,294,151	3,070,857	2,602,056
Unrestricted Net Position	319,290,219	297,582,549	298,974,109	313,080,265	324,245,522	347,908,274
Total	\$323,701,109	\$301,636,372	\$302,625,096	\$316,374,416	\$327,316,379	\$350,510,330

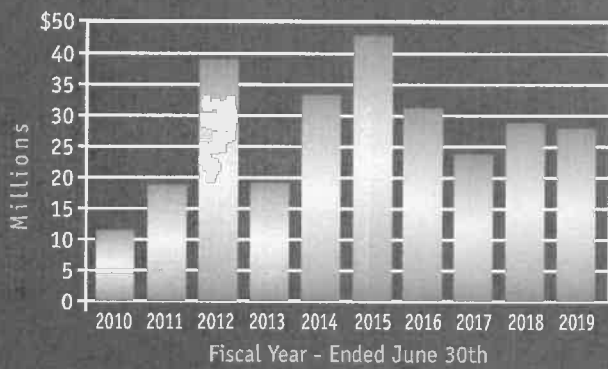
MEMBER CONTRIBUTIONS HISTORY GENERAL FUND AND RETENTION FUND



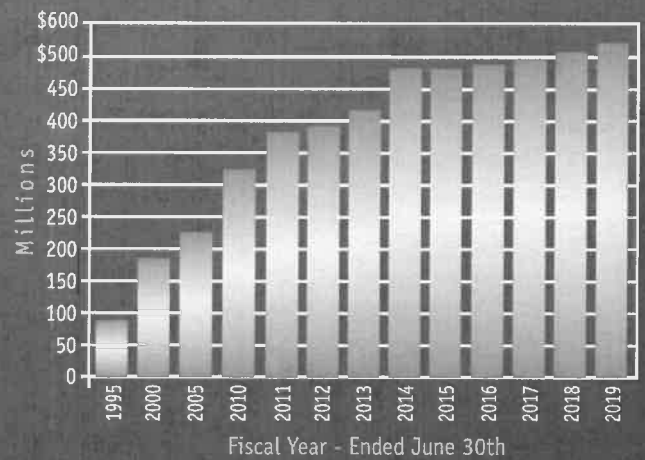
CLAIMS AND CLAIM ADJUSTMENT EXPENSES PAID HISTORY



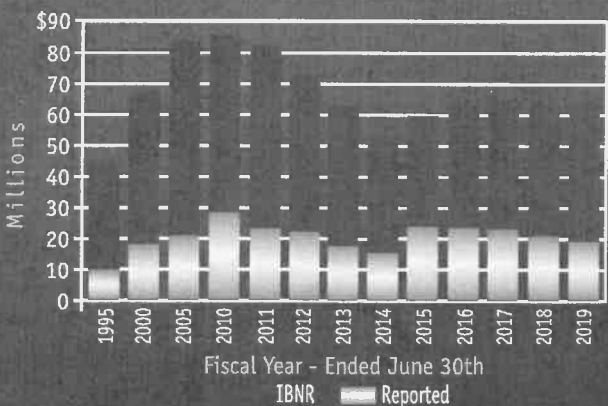
NET ASSET DISTRIBUTION HISTORY



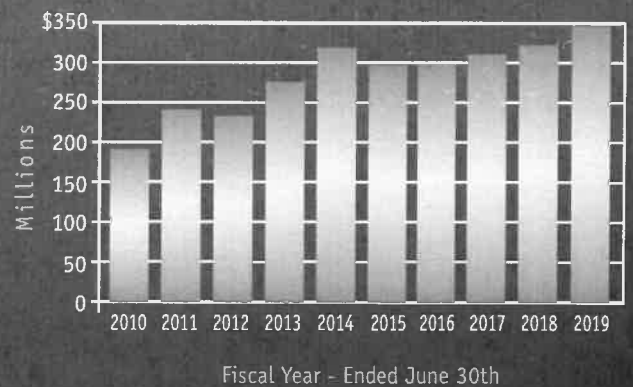
CASH AND INVESTMENTS HISTORY



GENERAL FUND CLAIM LOSS RESERVE HISTORY*



UNRESTRICTED NET POSITION



*Based on the actuarial valuation performed by Willis Towers Watson. General fund claim loss reserves include only those reserves within the MMRMA layer.

**Whitehall Planning Commission
Special Meeting Minutes
December 16, 2019**

Present

B. Armstrong, D. Bedau, D. Bowyer, J. Guzman-Celedon, C. Mahoney, S. Salter

Absent

T. Cabala, D. Hillebrand, V. Irby

Also Present

Zoning Administrator Huebler

Call to Order

Chair Bedau called the meeting to order at 6:00 p.m.

Agenda

Motion by Mahoney, second by Salter, **CARRIED**, to approve the agenda as submitted. All ayes.

Communications

Public Comment

Unfinished Business

New Business

A. Resolution 19-09

Motion by Salter, second by Armstrong, **CARRIED**, to adopt Resolution 19-09 approving the site plan as submitted by WaterDog Outfitters for a new business located at 115 West Hanson. Roll call vote - all ayes.

There was discussion on paving the refuse container pad, extending the porch on the west side, providing public restrooms, installing a kayak launch, and driveway locations.

Adjournment

There being no further business, motion by Mahoney, second by Salter, **CARRIED**, to adjourn at 6:20 p.m. All ayes.

**Muskegon Municipal Wastewater Management Committee
Meeting Minutes
November 21, 2019
Muskegon Charter Township**

Members Present

Scott Huebler - City of Whitehall
Jerry Bartoszek - Norton Shores
Marcia Jeske - Fruitland Township
Tony Barnes, Dalton Township
Linda Aerts, Cedar Creek Township
Kim Arter, Laketon Township
Heidi Tice, Fruitport Township

Jennifer Hodges- Muskegon Township
Steve Biesiada, Fruitport Township
Sam Janson - City of North Muskegon
Jeff Auch, City of Montague
Doug Kadzban, City of Muskegon Hts.
Ben VanHoeven, Roosevelt Park

Others Present

David Johnson, Muskegon County
Jim Edmonson, Muskegon Area First

Attorney Mike Ortega
Rich Houtteman, Consumers Energy

Chairman Scott Huebler called the meeting to order at 1:30 p.m.

1. Approval of Minutes of the October 17 , 2019 Meeting

Motion by Tony Barnes, seconded by Heidi Tice to approve the October 17, 2019 meeting minutes with the date change from the 18th to the 17th. Motion Carried.

2. Directors Report – David Johnson, Wastewater Director

Director Johnson summarized the October Monthly Report:

- Financial Report – Revenues through the end of 2019 are at 100% and Expenditures are at 98% of the revised 2019 budget, which the Board of Public Works approved in September. The expenditures were 99% of the original 2019 budget and the revenues were 116%. The revenues in excess of one hundred percent show the impact of infiltration and inflow on billable flow.
- Farm Report – Soybean harvesting began in October even though the ideal moisture percent was not reached. Only a few fields were harvested due to the remaining 300 acres of fields moisture content which resulted in switching to harvesting corn.
- Infrastructure – The concrete approaches for the new Operations Maintenance building were poured. This was part of the Swanson Road Improvements project. The actual paving of the road will take place in the spring. Phase I of the lab renovation began the first of the month.
- Special Reports – The former Whitehall Wastewater Treatment Plant site closure may become a reality as we continue to work with EGLE The State having no cleanup criteria for four of the sites five groundwater contaminants, is why the purge wells continue to operate, but EGLE recently developed cleanup criteria for two of the contaminants. EGLE is considering the idea that we might be able to turn off the purge well system as long as we protect the nearby Whitehall Township residents by connecting them to city water.

Hopefully, we will have more information soon concerning a path forward to get to plant closure.

- Statistical Comparisons – Average daily wastewater flow was higher and hauled waste flow and the volume of water in the storage lagoons was lower than last year.

Member Barnes requested that Director Johnson investigate contracting for growing HEMP at the Wastewater site.

3. Communications

- a. Jim Edmonson, Muskegon Area First – Community and Small Business Outreach Program and Rural Assistance Service

Mr. Edmonson distributed and reviewed with this Committee his October 2019 Report and Demographic Information about each municipality. He noted that they are trying to get students involved and have instituted small business mentoring. For the larger jurisdictions they are measuring or formulating an assessment for the capacity to handle economic development

- b. Consumers Energy Solar Project Update

Lakeshore Manager Rich Houtteman noted that they had their Integrated Resource Plan in June of this year approved by the State. The three-year plan dictates how they are going to generate energy in the future. They are migrating from coal to solar energy in the future. They are operating with a Special Use Permit in Moorland Township. Improvements in solar technology will likely enable them to get more MW of energy from the site than were originally predicted by Tradewind Energy, the site developers.

4. Unfinished Business

5. New Business

a. Southeast Regional Force Main

Director Johnson made note of meetings with DenDulk Dairy regarding a digester and want it on Beaver Creek Farms in Ottawa County. A meeting will be held on Monday to discuss this further. Coopersville is expanding their wastewater plant to accommodate the waste from FairLife and Continental Dairy from past discussions.

Chairman Huebler asked Director Johnson what an Anerobic Digester is. Director Johnson responded that it is a machine that takes manure and digests it with bacteria that can't take oxygen. That bacteria converts it to acid and then methane. The methane gas can be cleaned up to be as good as natural gas.

Board Member Barnes noted the issues that Holton Township is having trouble with a digester. Director Johnson responded that it is not a digester, it is lagoons in Holton Township.

Attorney Ortega questioned the nature of the waste that will be arriving in our system. Director Johnson replied about 500,000 gallons per day and approximated the BOD and solids. There would be a surcharge for the BOD to pay for the extra maintenance costs.

6. **Community Updates/Information/Public Comment**

7. **Adjournment**

Chairman Huebler adjourned the meeting at 2:18 p.m.

Motion by Barnes, seconded by Tice to adjourn the meeting.

MOTION CARRIED

Respectfully submitted,

Marcia Jeske, Secretary

DRAFT

*White Lake Senior Center
8741 Ferry Street
Montague, MI 49437
231-894-9493*

December 20, 2019

City of Whitehall
405 E. Colby Street
Whitehall, MI 49461

Dear City Council Members:

Thank you so much for your donation of \$2,400 to the White Lake Senior Center. With your donation we are able to offer many activities to over 200 people that use our center for card games, coffee hour, tax services, blood pressure testing, flu clinics, exercise classes and wood carving, just to name a few.

Thank you again for giving to the senior citizen of the White Lake area. We appreciate your support of us!

Sincerely,



Christi Marsh
Executive Director

CITY OF WHITEHALL
RESOLUTION 20-01
Credit Card Policy

WHEREAS, in accordance with Michigan Public Act 266 of 1995, the City adopted a policy in 2003 governing the use of credit cards by city employees.

WHEREAS, the Finance Officer is recommending that the Policy be updated to conform to the current possession of three credit cards (City Manager, Finance Officer, and Police Chief) versus one; limiting use to employees only; and requiring that standard purchasing methods be a priority over the use of a credit card.

NOW, THEREFORE, LET IT BE RESOLVED

That the Whitehall City Council hereby adopts the amended City of Whitehall Credit Card Policy attached to and considered a part of this Resolution.

Moved by _____, seconded by _____, and thereafter adopted by the City Council of the City of Whitehall, at a regular meeting held January 14, 2020 at 6:00 p.m. (___yes,___no,___absent).

Debra Hillebrand, Mayor

Brenda Bourdon, City Clerk

CITY OF WHITEHALL
EMPLOYEE CREDIT CARD POLICY

1. The Finance Officer shall be responsible for the issuance, accounting, monitoring, retrieval, and general oversight of the credit card policy.
2. Credit cards may be used only by an employee for the purchase of goods and services for the official business of the City.
3. The employee using the credit card must submit documentation detailing the goods and services purchased, cost, date of purchase, and the department and activity for which the goods or services are to be used.
4. The employee issued a credit card is responsible for the card's protection and custody; shall immediately notify the Finance Officer if the card is lost or stolen; must immediately surrender the card upon termination; and is responsible to monitor the use and internal control of the card.
5. Employees shall use the standard method of purchasing as the first option when making a purchase. When these methods are not feasible, employees are authorized to use a credit card to purchase goods and services for amounts that are in accordance with the City's Purchasing Policy.
6. The City Manager and Department Heads will review and approve credit card invoices before the City makes payment.
7. The balance and any interest due on an extension of credit under a credit card agreement shall be paid not more than 60 days from the initial statement date.
8. Any employee who violates the provisions of this Policy may be subject to discipline up to and including dismissal along with appropriate criminal and/or civil action.

Adopted October 2003
Amended January 2020

CITY OF WHITEHALL
RESOLUTION 20-02
Tenant Utility Deposits

WHEREAS, the City operates municipal sewer and water systems.

WHEREAS, in accordance with Michigan Public Act 94 of 1933, City Ordinance 54.07(C) allows for written notification that a tenant is responsible for sewer and water fees thus prohibiting the collection of delinquent fees and penalties from the landlord or placement of a lien on the property for the collection.

WHEREAS the Act and City ordinance provide for the collection of a deposit as established by the City Council prior to the commencement of sewer and water services.

WHEREAS, the City has just recently received its first written notification but has yet to establish the deposit amount.

WHEREAS, staff is recommending that the deposit be equal to the average of two quarterly billings or \$250.

NOW, THEREFORE, BE IT RESOLVED

That the Whitehall City Council hereby sets the Tenant Utility Deposit in accordance with PA 94 of 1993 and City Ordinance 54.07(C) at \$250 effective January 15, 2020.

Moved by _____, seconded by _____, and thereafter adopted by the City Council for the City of Whitehall, at a regular meeting held Tuesday, January 14, 2020, at 6:00 p.m.

(___ yes, ___ no, ___ absent)

Debra Hillebrand, Mayor

Brenda Bourdon, City Clerk

CITY OF WHITEHALL
RESOLUTION 20-03
2020 Poverty Exemption

WHEREAS, Michigan Public Act 390 of 1994 requires that each governmental unit establish policies and procedures annually for property tax poverty exemptions that include income and asset levels.

WHEREAS, staff is recommending that Council adopt the attached updated property tax poverty exemption policies and procedures.

NOW, THEREFORE, LET IT BE RESOLVED

that the Whitehall City Council hereby adopts the 2020 Poverty Exemption Policies and Guidelines attached to and considered a part of this resolution.

Moved by _____, seconded by _____, and thereafter adopted by the City Council of the City of Whitehall, at a regular meeting held Tuesday, January 14, 2020 at 6:00 p.m.

(___yes, ___no, ___absent).

Debra Hillebrand, Mayor

Brenda Bourdon, City Clerk

**2020 POVERTY EXEMPTION
POLICIES AND GUIDELINES FOR CITY OF WHITEHALL**

The following *policy and guidelines*, adopted by the City Council, shall be followed by the City of Whitehall Board of Review when considering *poverty exemptions* according to P.A. 390 of 1994, section 211.7u of the Michigan Compiled Laws (MCL).

Application Guidelines: To be eligible for a Poverty Exemption in the City of Whitehall;

1. The primary applicant must own and occupy the property as their principle residence for a minimum of three full calendar years and shall satisfy all requirements of P.A. 390 of 1994 (Principle Residential Exemptions) and State Tax Commission bulletin No. 5 of 1995. Property placed in a trust does not qualify as owned for poverty exemption purposes. All owners and occupants are required to sign Waivers of Confidentiality, Authorizations to Inspect the Property and permission to interview the applicants and verify the application.
2. All owners must include signed Federal and State Income Tax Returns for the most recent filing period, including supporting schedules, if the applicant is required to file and income tax return. If the applicant did not file Federal or State Tax Return, Michigan Department of Treasury Form 4988 must be filed.
3. Income and asset information is required for all owners and occupants of the property. Potential income and asset sources are (non-inclusive):

Income from all sources	Interest and dividends
Salaries & wages before deductions	Pensions
Net receipts from self-employment	Supplemental Security Income
Veteran payments	Net rental income
Royalties	Scholarships & grants
Unemployment compensation	Insurance
Workers compensation	Retirement accounts
Alimony	Child support
General assistance	IRA/Keogh annuities
Social Security	New or reverse mortgage
Cash	Stocks & bonds
Checking & savings accounts	Investments
Money market accounts	Gifts
Assets in trust accounts	Deferred compensation

4. Applicants must meet the Income Test and Asset Test to be eligible to apply to the Board of Review for a partial exemption of the property tax on their principle residence. Applications will be reviewed by the Board of Review in making a determination to grant or deny an exemption and if an exemption is granted, what percentage of the taxable value will be exempted.

Income Test

Eligible applicants will not exceed the income levels listed below and as a minimum, will pay a property tax equal to three percent (3%) of their Total Annual Household Income.

1. Total Annual Household Income shall not exceed the following amount applicable to the number of persons living in the household:

Number of Persons	2020 Poverty Guidelines
1 (owner)	\$12,490
2	\$16,910
3	\$21,330
4	\$25,750
5	\$30,170
6	\$34,590
7	\$39,010
8	\$43,430
Each additional Person, add	\$4,420

2. Total Annual Household Income shall be based on Federal Poverty Income Guidelines and will be adjusted annually to agree to the federally established amount.

Asset Test

Eligible applicants will have total assets at or below the asset limit listed below for the claimant and household.

4. Meet asset levels of the following:
 - a) Liquid assets may not exceed \$2,500
 - b) Transportation - 1 per income provider
 - c) Recreational type vehicles - none
 - d) Total assets cannot exceed \$10,000 excluding your homestead
 - e) Must not own more land than an average city lot of 60' x 165'.

Evaluation Procedures

1. The Board of Review shall follow the above policy and guidelines when making poverty exemption decisions. The same standards shall apply to each claimant for the assessment year "unless the Board of Review determines there are substantial & compelling reasons why there should be a deviation from the policy and guidelines and the substantial & compelling reasons are communicated in writing to the claimant."
2. The applicant should be prepared to answer questions regarding their financial affairs, health, status of people living in the household, and any other question relevant to the exemption request.
3. All information is subject to verification. The verification process can be used to determine future ineligibility.
4. The Assessor and Board of Review must agree as to the disposition of the poverty claim for the exemption to be granted.

CITY OF WHITEHALL
RESOLUTION 20-04
RESIDENTS RIGHT TO PROTEST

WHEREAS, the Board of Review, as provided by City Charter, has the responsibility of reviewing the tax assessment roll in accordance with the State Tax Law as defined in MCL 211.30(2).

WHEREAS, State law allows non-residents the right to file written appeals with the Board; residents are not automatically afforded that same benefit.

WHEREAS, in order to permit residents the right to file written protests, the local unit of government must adopt a resolution granting that right.

WHEREAS, that before hearing or considering a protest, whether made in person or in writing, by a person or representative other than the taxpayer of record, the Board may require submittal of a satisfactory letter of authority, signed and dated by the taxpayer of record, authorizing such person or representative to protest to the Board on the taxpayer's behalf.

NOW, THEREFORE, LET IT BE RESOLVED,

That the Whitehall City Council provides the right of resident and non-resident taxpayers to file protests to the Board of Review in writing, without the necessity of personal appearance by the taxpayer or the taxpayer's representative, provided such written protest is received on or before the second Tuesday in March of the tax year at issue.

Moved by _____, seconded by _____, and thereafter adopted by the City Council of the City of Whitehall, at a regular meeting held Tuesday, January 14, 2020 at 6:00 p.m. (___yes, ___no, ___absent).

Debra Hillebrand, Mayor

Brenda Bourdon, City Clerk

CITY OF WHITEHALL
RESOLUTION 20-05
Board of Review

- WHEREAS, the City of Whitehall contracts the assessing function for the City with the Muskegon County Equalization department.
- WHEREAS, our assessor David Becker is requesting that the dates for the public session of the board of review be altered in accordance with state law.
- WHEREAS, the dates requested would be Wednesday March 11th from 1:00pm to 4:00pm and 6:00pm to 9:00 pm and Thursday March 12th from 9:00am to 12:00pm and 1:00pm to 4:00pm.

BE IT FURTHER RESOLVED, that the 2020 board of review dates are Wednesday March 11th from 1:00pm to 4:00pm and 6:00pm to 9:00pm and Thursday March 12th from 9:00am to 12:00pm and 1:00pm to 4:00pm.

Moved by _____, seconded by _____, and thereafter adopted by the Whitehall City Council at a regular meeting held Tuesday, January 14, 2020 at 6 p.m. (___yes, ___no, ___absent).

Debra Hillebrand, Mayor

Brenda Bourdon, City Clerk

CITY OF WHITEHALL
RESOLUTION 20-06
Special Assessment – Tree Removal

WHEREAS, City of Whitehall Ordinance §97.21 – Trimming and Removal of Trees on Private Property provides for the collection of all related costs of trimming or removal of hazardous trees on private property, after notice and failed request, and the placement of costs as a lien upon the property for the next tax roll.

WHEREAS, Finance Officer/Treasurer Audo hereby submits the following name, parcel address, and tree removal cost to be submitted to the assessor for inclusion on the next tax roll.

Eric J Hartman	120 E Main St	\$775.00
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NOW, THEREFORE, LET IT BE RESOLVED

that the City Finance Officer/Treasurer be directed to assess the above cited parcel and related fee on the 2020 Summer Tax Roll.

Moved by _____, seconded by _____, and thereafter adopted by the City Council of the City of Whitehall, at a regular meeting held Tuesday, January 14, 2020, at 6:00 p.m. (____ yes, ____ no, ____ absent).

Debra Hillebrand, Mayor

Brenda Bourdon, City Clerk