



CITY COUNCIL WORK SESSION
405 E. COLBY STREET, WHITEHALL, MI
GARDEN ROOM
February 11, 2020
5:00 p.m.

AGENDA

1. Meeting Called to Order
2. Discussion Items
 - Lake Street Parking
 - MATs
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
February 2020**

Lake Street Parking (Huebler)

Should parking be prohibited on the west side of Lake Street from Main Street to Mill Pond Park to minimize risks to traffic and pedestrians?

The Police Department conducted three traffic studies on Lake Street covering 16 days in 2018 and 2019. The average traffic flow was 1,530 vehicles per day. The average speed was 27 MPH with a top speed of 41. The travel lanes on Lake Street are 12 feet wide with no curbing and minimal shoulder. The Pathway runs a few feet west of the road's edge. The road is not designed for on street parking. Vehicles parking along the street impinge upon the street, the Pathway, or in some cases on both. This creates a hazard to traffic and pedestrians but can be minimized by passing Traffic Control Order 239 as presented to Council on January 28. Zoning Ordinance 15-22-2 requires minimum *off street* parking, including residential uses.

MATS (Huebler)

Should the City continue subsidizing public transportation?

The City included \$19,750 in the current budget to subsidize the Muskegon Area Regional Connections (MARC) bus route. Montague contributed \$43,450 and Dalton Township added \$15,800. These contributions were based upon estimates to balance the operational costs. Due to MATS securing unanticipated federal funding, only 57% of our contributions were spent in FY19. They would like to retain the balance to continue operating the route until the funding is exhausted this July 1 and have asked for a response by February 10. MATS anticipates the need for local subsidies to continue some form of public transportation after July 1. Current ridership is 2.8 people per hour.



CITY COUNCIL MEETING
405 E. COLBY STREET, WHITEHALL, MI
COUNCIL CHAMBERS
February 11, 2020
6:00 p.m.

AGENDA

1. Meeting called to Order
 - A. Pledge of Allegiance
2. Approval of Agenda
3. Approval of the January 28 Council Meeting Minutes
4. Approval of Accounts Payable
5. Communications: WLFA Annual Report
6. Public Comment *
7. Messages from the Mayor, Council, and City Manager
8. Unfinished Business
9. New Business
 - A. Tag Day Request – Knights of Columbus
10. Public Comment *
11. Adjournment

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CITY OF WHITEHALL
COUNCIL MEETING MINUTES
January 28, 2020

PRESENT: Dick Connell, Virginia DeMumbrum, Ellie Dennis, Debi Hillebrand, Steve Salter, and Sean Mullally

ABSENT: Scott Brown

ALSO PRESENT: Student Representatives Alexis Brown and Carly Hubbard, Brenda Bourdon, Rodger Sweeting, Scott Huebler, and Roger Squiers

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

Motion by Salter, seconded by Dennis, CARRIED, to excuse Brown from tonight's meeting. All yeses

APPROVAL OF THE AGENDA

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

APPROVAL OF WORK SESSION AND COUNCIL MINUTES

Motion by Mullally, seconded by DeMumbrum, CARRIED, to approve the January 14th work session and council meeting minutes. All yeses

APPROVAL OF THE ACCOUNTS PAYABLE

Motion by Connell, seconded by Dennis, CARRIED, to approve the account payables in the amount of \$208,759.43 and checks to be drawn in their several amounts.

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

COMMUNICATIONS

BLT Minutes, Central Dispatch Minutes, MATs Route 115 Budget Breakdown, Muskegon Area First President's Report, Muskegon Area First Program Highlights, Wastewater Minutes, Wastewater Monthly Report, Whitehall Business Group Summaries (2), Whitehall Township Water Consumption Annual Report, White Lake Fire Authority Minutes (2)

Motion by Dennis, seconded by Mullally, CARRIED, to approve the communication and place on file. All yeses

PUBLIC COMMENT

Received comment from Ken Mahoney, Dave Bedau, Tammy Bradford, and Ray Gundy.

MESSAGES FROM THE MAYOR, COUNCIL, AND CITY MANAGER

Council members and student representative provided comments.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Traffic Control Order 239

Motion by Salter, seconded by Connell, CARRIED, to postpone discussion to a work session to further explore parking issue on Lake Street. All yeses

B. White Lake Wanderland Request

Motion by Salter, seconded by Mullally, CARRIED, to approve the White Lake Wanderland festival request to have bonfire barrels at Goodrich Park on February 8th and 9th. All yeses

C. Resolution 20-07 City Fees

Motion by DeMumbrum, seconded by Dennis, CARRIED, to adopt the rental inspection fees as presented.

Rental Inspection (per unit)	\$50
Violation Compliance Inspection	\$35
Failure to Show	\$35
Appeals	\$150

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

PUBLIC COMMENT

Received comment from Mike Bradford, Ray Gundy, Tammy Bradford, Jim Hanson and Nancy Demates.

ADJOURNMENT

Mayor Hillebrand adjourned the Council Meeting at 6:32 pm.

Debra Hillebrand, Mayor

Brenda Bourdon, City Clerk

CITY OF WHITEHALL
ACCOUNTS PAYABLE
February 11, 2020

January & February 2020 Prepaids

<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>Check No.</u>
City of Whitehall-Common Cash	Payroll - January	\$49,196.36	Transfer
IRS	Payroll - January	\$15,940.90	EFT
Alerus Financial	Payroll	\$5,260.41	7267
MISDU	Payroll	\$90.34	7268
Alerus Financial	Payroll	\$995.82	7269

Total Prepaids: \$71,483.83

TOTAL ACCOUNTS PAYABLE

\$121,662.25

Vendor Code	Vendor Name	Invoice	Description	Amount
AXON	AXON ENTERPRISE, INC.	SI-1636644	BATTERY PACKS, CARTRIDGES, UCP	1,024.00
TOTAL FOR: AXON ENTERPRISE, INC.				1,024.00
MISC	BAGGER DAVES	STATEMENT	MEAL - TRAINING	12.55
TOTAL FOR: BAGGER DAVES				12.55
CHART	CHARTER COMMUNICATIONS	0056489012520	INTERNET	279.98
TOTAL FOR: CHARTER COMMUNICATIONS				279.98
CONSU	CONSUMER'S ENERGY	STATEMENT	UTILITIES	17,004.51
TOTAL FOR: CONSUMER'S ENERGY				17,004.51
MISC	CROWNE PLAZA LANSING	STATEMENT	LODGING - MMTA WINTER WORKSHOP	140.00
TOTAL FOR: CROWNE PLAZA LANSING				140.00
DTE	DTE ENERGY	910021159181	UTILITY	656.47
		STATEMENT	UTILITIES	2,264.04
TOTAL FOR: DTE ENERGY				2,920.51
MDEQ	EGLE	STATEMENT	DRINKING WATER OPERATOR TRAINING & CERTIFICAT	140.00
TOTAL FOR: EGLE				140.00
ETNA	ETNA SUPPLY INC	S103389506.001	METERS	6,100.00
TOTAL FOR: ETNA SUPPLY INC				6,100.00
MISC	FACEBOOK	STATEMENT	MARKETING	126.08
TOTAL FOR: FACEBOOK				126.08
FRONT	FRONTIER	9847285314	ON CALL PAGER	12.76
		STATEMENT	TELEPHONE	72.06
TOTAL FOR: FRONTIER				84.82
GORDO	GORDON FOOD SERVICE	828428795	TOWELS	52.48
TOTAL FOR: GORDON FOOD SERVICE				52.48
HOME	HOME SERVICES OF WHITE LAKE	2065	UPS CHARGES	63.49
TOTAL FOR: HOME SERVICES OF WHITE LAKE				63.49
HUNTS	HUNT'S DO-IT CENTER	STATEMENT	PARTS & SUPPLIES	180.32
TOTAL FOR: HUNT'S DO-IT CENTER				180.32

Vendor Code	Vendor Name	Description	Amount
JJ'S ELEC	JJ'S ELECTRIC LLC		
	JAN-2020	ELECTRICAL PERMITS - JAN-2020	928.80
TOTAL FOR: JJ'S ELECTRIC LLC			928.80
KENNE	KENNEDY INDUSTRIES INC		
	615808	MAINTENANCE & REPAIRS - LS# 2 & #3	4,263.75
TOTAL FOR: KENNEDY INDUSTRIES INC			4,263.75
KENT EQUIP	KENT EQUIPMENT, INC.		
	P29544	SNOW BLOWER PARTS - #70-01	259.33
TOTAL FOR: KENT EQUIPMENT, INC.			259.33
MISC	LITTLE CAESARS PIZZA		
	STATEMENT	TIFA MEETING	47.92
TOTAL FOR: LITTLE CAESARS PIZZA			47.92
WLBEA	LUDINGTON DAILY NEWS		
	99196718	PLAYHOUSE AD	29.70
TOTAL FOR: LUDINGTON DAILY NEWS			29.70
MSOP	MICHIGAN ASSOC OF PLANNING		
	32981	MEMBERSHIP - HUEBLER	60.00
TOTAL FOR: MICHIGAN ASSOC OF PLANNING			60.00
MUCTR	MUSKEGON CENTRAL DISPATCH		
	2000000166 & 16	VIRTUAL SERVER & WINDOWS UPGRADE	659.34
TOTAL FOR: MUSKEGON CENTRAL DISPATCH			659.34
MUTRE	MUSKEGON COUNTY TREASURER'S		
	0000177096	DOG TAGS - DEC-2019	179.00
TOTAL FOR: MUSKEGON COUNTY TREASURER'S			179.00
NEWL	NEW LIFE CARTRIDGES INC		
	32907	PRINTER TONER	81.99
TOTAL FOR: NEW LIFE CARTRIDGES INC			81.99
OCEAN	OCEANA GLASS & PAINT CO INC		
	39676	WELL HOUSE PAINT	48.44
TOTAL FOR: OCEANA GLASS & PAINT CO INC			48.44
TUFT	ROBERT E TUFTS JR		
	JAN-2020	BUILDING PERMITS - JAN-2020	7,123.28
TOTAL FOR: ROBERT E TUFTS JR			7,123.28
SWEET	RODGER I. SWEETING, ATTORNEY LLP		
	19884	ATTORNEY FEES	4,512.00
TOTAL FOR: RODGER I. SWEETING, ATTORNEY LLP			4,512.00
FREN	SAMUEL FRENCH INC		
	STATEMENT	SCRIPTS	78.40
TOTAL FOR: SAMUEL FRENCH INC			78.40

Vendor Code	Vendor Name	Description	Amount
SHO	SHORELINE INSPECTION SERVICE LLC		
	JAN-2020	MECHANICAL & PLUMBING PERMITS - JAN-2020	2,131.00
TOTAL FOR: SHORELINE INSPECTION SERVICE LLC			2,131.00
STAPL	STAPLES CREDIT PLAN		
	STATEMENT	OFFICE SUPPLIES	509.72
TOTAL FOR: STAPLES CREDIT PLAN			509.72
MDEQ	STATE OF MICHIGAN		
	761-10484960	WATER TESTING	128.00
TOTAL FOR: STATE OF MICHIGAN			128.00
MISC	SUBWAY		
	STATEMENT	BLT MEETING	61.47
TOTAL FOR: SUBWAY			61.47
URQUHART	SUE URQUHART		
	STATEMENT	MAINTENANCE SUPPORT - YOGA & THE KREELERS PER	100.00
TOTAL FOR: SUE URQUHART			100.00
THTIX	THUNDERTIX		
	STATEMENT	GROWING BUSINESS 300	158.82
TOTAL FOR: THUNDERTIX			158.82
TWIN	TWIN CITIES AUTO PARTS		
	STATEMENT	2006 INTERNATIONAL - REPAIR AND CRUISER - MAI	307.02
TOTAL FOR: TWIN CITIES AUTO PARTS			307.02
WLAUT	WHITE LAKE AUTOMOTIVE		
	STATEMENT	PARTS/SUPPLIES	281.70
TOTAL FOR: WHITE LAKE AUTOMOTIVE			281.70
WORKP	WORKPLACE HEALTH MUSKEGON		
	217713-216857	NEW HIRE SCREEN & DOT PHYSICALS	100.00
TOTAL FOR: WORKPLACE HEALTH MUSKEGON			100.00
TOTAL - ALL VENDORS			50,178.42

INVOICE GL DISTRIBUTION REPORT FOR CITY OF WHITEHALL
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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 101 GENERAL OPERATING FUND					
Dept 000 648					
101-000-259.007	DUE TO COUNTY-DOG TAGS-DEC-2019	MUSKEGON COUNTY TREASURE	01/31/20	0000177096	179.00
			Total For Dept 000 648		179.00
Dept 111 CITY CLERK					
101-111-727.000	OFFICE SUPPLIES	STAPLES CREDIT PLAN	01/28/20	STATEMENT	7.79
			Total For Dept 111 CITY CLERK		7.79
Dept 136 DISTRICT COURT					
101-136-826.000	ATTORNEY FEES	RODGER I. SWEETING, ATTO	01/31/20	19884	3,520.00
			Total For Dept 136 DISTRICT COURT		3,520.00
Dept 172 ADMINISTRATION					
101-172-727.000	PRINTER TONER	NEW LIFE CARTRIDGES INC	01/24/20	32907	81.99
101-172-850.000	TELEPHONE	FRONTIER	01/20/20	STATEMENT	36.03
101-172-850.000	VIRTUAL SERVER	MUSKEGON CENTRAL DISPATC	02/05/20	2000000166 & 168	527.37
101-172-957.000	MEAL - TRAINING	BAGGER DAVES	01/13/20	STATEMENT	12.55
101-172-957.000	LODGING - MMTA WINTER WORKSHOP	CROWNE PLAZA LANSING	01/16/20	STATEMENT	140.00
			Total For Dept 172 ADMINISTRATION		797.94
Dept 195 ELECTIONS					
101-195-727.000	OFFICE SUPPLIES	STAPLES CREDIT PLAN	01/28/20	STATEMENT	14.57
			Total For Dept 195 ELECTIONS		14.57
Dept 203 ATTORNEY					
101-203-826.000	ATTORNEY FEES	RODGER I. SWEETING, ATTO	01/31/20	19884	992.00
			Total For Dept 203 ATTORNEY		992.00
Dept 265 CITY HALL BLDG & GROUNDS					
101-265-757.000	OPERATING SUPPLIES	GORDON FOOD SERVICE	01/24/20	828428795	25.49
101-265-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	01/23/20	STATEMENT	1,256.10
101-265-920.000	PUBLIC UTILITIES	DTE ENERGY	01/23/20	STATEMENT	855.34
			Total For Dept 265 CITY HALL BLDG & GROUNDS		2,136.93
Dept 276 CEMETERY					
101-276-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	01/23/20	STATEMENT	76.14
101-276-920.000	PUBLIC UTILITIES	DTE ENERGY	01/23/20	STATEMENT	42.67
			Total For Dept 276 CEMETERY		118.81
Dept 301 POLICE					
101-301-727.000	BATTERY PACKS, CARTRIDGES, UCP	AXON ENTERPRISE, INC.	01/24/20	SI-1636644	1,024.00
101-301-727.000	OFFICE SUPPLIES	STAPLES CREDIT PLAN	01/28/20	STATEMENT	79.16
101-301-850.000	TELEPHONE	FRONTIER	01/20/20	STATEMENT	36.03
101-301-933.000	CRUISER MAINTENANCE - WINTER TI	TWIN CITIES AUTO PARTS	01/31/20	STATEMENT	61.20
101-301-962.300	NEW HIRE - LEACH	WORKPLACE HEALTH MUSKEGO	01/27/20	217713-216857	50.00
			Total For Dept 301 POLICE		1,250.39
Dept 400 PLANNING DEPARTMENT					
101-400-958.000	MEMBERSHIP - HUEBLER	MICHIGAN ASSOC OF PLANNI	01/22/20	32981	60.00
			Total For Dept 400 PLANNING DEPARTMENT		60.00
Dept 448 STREET LIGHTING					
101-448-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	01/23/20	STATEMENT	6,147.80

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Fund 101 GENERAL OPERATING FUND					
Dept 448 STREET LIGHTING					
			Total For Dept 448 STREET LIGHTING		6,147.80
Dept 751 PARKS DEPARTMENT					
101-751-757.000	OPERATING SUPPLIES	HUNT'S DO-IT CENTER	01/25/20	STATEMENT	25.62
101-751-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	01/23/20	STATEMENT	202.50
			Total For Dept 751 PARKS DEPARTMENT		228.12
Dept 777 119 S BALDWIN ST					
101-777-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	01/23/20	STATEMENT	102.19
101-777-920.000	PUBLIC UTILITIES	DTE ENERGY	01/23/20	STATEMENT	88.71
			Total For Dept 777 119 S BALDWIN ST		190.90
			Total For Fund 101 GENERAL OPERATING FUND		15,644.25
Fund 202 MAJOR STREET FUND					
Dept 463 ROUTINE MAINT					
202-463-719.000	DOT PHYSICAL - BISSON & VANDERP	WORKPLACE HEALTH MUSKEGO	01/27/20	217713-216857	25.00
			Total For Dept 463 ROUTINE MAINT		25.00
Dept 474 TRAFFIC SERVICES					
202-474-757.000	OPERATING SUPPLIES	HUNT'S DO-IT CENTER	01/25/20	STATEMENT	5.84
			Total For Dept 474 TRAFFIC SERVICES		5.84
Dept 491 TRUNKLINE DRAINS					
202-491-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	01/23/20	STATEMENT	32.52
			Total For Dept 491 TRUNKLINE DRAINS		32.52
Fund 203 LOCAL STREET FUND					
Dept 463 ROUTINE MAINT					
203-463-719.000	DOT PHYSICAL - BISSON & VANDERP	WORKPLACE HEALTH MUSKEGO	01/27/20	217713-216857	25.00
			Total For Dept 463 ROUTINE MAINT		25.00
Fund 245 TAX INCREMENT FINANCE AUTHORITY #3					
Dept 000 648					
245-000-962.000	OTHER EXPENSES	LITTLE CAESARS PIZZA	01/23/20	STATEMENT	47.92
245-000-962.000	BLT MEETING	SUBWAY	01/09/20	STATEMENT	30.73
			Total For Dept 000 648		78.65
Dept 300 DOWNTOWN STREETSCAPE					
245-300-757.000	OPERATING SUPPLIES	HUNT'S DO-IT CENTER	01/25/20	STATEMENT	7.10
245-300-921.000	ELECTRICAL-PEDESTRIAN LIGHTS	CONSUMER'S ENERGY	01/23/20	STATEMENT	405.41
			Total For Dept 300 DOWNTOWN STREETSCAPE		412.51
Fund 248 LOCAL DEVELOPMENT FINANCE AUTHORITY					
Dept 000 648					
248-000-818.100	C/S-INDUSTRIAL PARK MARKETING	CONSUMER'S ENERGY	01/23/20	STATEMENT	53.05
248-000-962.000	BLT MEETING	SUBWAY	01/09/20	STATEMENT	30.74
			Total For Fund 245 TAX INCREMENT FINANCE AUTHORITY		491.16

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Fund 248 LOCAL DEVELOPMENT FINANCE AUTHORITY					
Dept 000 648					
			Total For Dept 000 648		83.79
Fund 249 BUILDING INSPECTION DEPARTMENT					
Dept 000 648					
249-000-818.000	ELECTRICAL PERMITS - JAN-2020	JJ'S ELECTRIC LLC	01/31/20	JAN-2020	928.80
249-000-818.000	BUILDING PERMITS - JAN-2020	ROBERT E TUFTS JR	01/31/20	JAN-2020	7,123.28
249-000-818.000	MECHANICAL PERMITS - JAN-2020	SHORELINE INSPECTION SER	01/31/20	JAN-2020	2,131.00
			Total For Dept 000 648		10,183.08
Fund 580 PLAYHOUSE					
Dept 000 648					
580-000-727.000	WINDOWS UPGRADE	MUSKOGON CENTRAL DISPATC	02/05/20	2000000166 & 168	131.97
580-000-727.000	OFFICE SUPPLIES	STAPLES CREDIT PLAN	01/28/20	STATEMENT	181.29
580-000-757.000	SCRIPTS	SAMUEL FRENCH INC	01/30/20	STATEMENT	78.40
580-000-805.000	MARKETING	FACEBOOK	02/07/20	STATEMENT	126.08
580-000-805.000	MARKETING	LUDINGTON DAILY NEWS	01/31/20	99196718	29.70
580-000-818.800	MAINTENANCE SUPPORT-YOGA & KREE	SUE URQUHART	02/08/20	STATEMENT	100.00
580-000-850.000	TELEPHONE	CHARTER COMMUNICATIONS	01/25/20	0056489012520	279.98
580-000-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	01/23/20	STATEMENT	718.70
580-000-920.000	PUBLIC UTILITIES	DTE ENERGY	01/23/20	STATEMENT	1,198.88
580-000-965.000	GROWING BUSINESS 300	THUNDERTIX	01/23/20	STATEMENT	159.82
			Total For Dept 000 648		3,003.82
Fund 590 SEWER FUND					
Dept 564 SEWER PUMPING					
590-564-818.000	REPLACE PUMP - LS #2	KENNEDY INDUSTRIES INC	01/18/20	615808	4,263.75
590-564-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	01/23/20	STATEMENT	1,321.32
590-564-920.000	PUBLIC UTILITIES	DTE ENERGY	01/23/20	STATEMENT	40.96
			Total For Dept 564 SEWER PUMPING		5,626.03
Dept 568 SEWER T & D					
590-568-757.000	OPERATING SUPPLIES	WHITE LAKE AUTOMOTIVE	01/31/20	STATEMENT	35.58
590-568-850.000	TELEPHONE	FRONTIER	01/28/20	9847285314	6.38
			Total For Dept 568 SEWER T & D		41.96
Fund 591 WATER FUND					
Dept 540 WATER ADMINISTRATION					
591-540-727.000	OFFICE SUPPLIES	STAPLES CREDIT PLAN	01/28/20	STATEMENT	66.98
591-540-957.000	WATER EXAM - VANDERPUTTE	EGLE	01/27/20	STATEMENT	140.00
			Total For Fund 590 SEWER FUND		5,667.99
Dept 546 WATER SOURCE PLANT					
591-546-757.000	OPERATING SUPPLIES	HUNT'S DO-IT CENTER	01/25/20	STATEMENT	47.62
591-546-775.000	WELL HOUSE PAINT	OCEANA GLASS & PAINT CO	01/30/20	39676	48.44
591-546-801.000	UPS CHARGES	HOME SERVICES OF WHITE L	01/30/20	2065	63.49

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Fund 591 WATER FUND					
Dept 546 WATER SOURCE PLANT					
591-546-801.000	WATER TESTING	STATE OF MICHIGAN	01/15/20	761-10484960	128.00
591-546-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	01/23/20	STATEMENT	6,096.72
591-546-920.000	PUBLIC UTILITIES	DTE ENERGY	01/23/20	STATEMENT	37.48
		Total For Dept 546 WATER SOURCE PLANT			6,421.75
Dept 548 WATER T & D					
591-548-850.000	TELEPHONE	FRONTIER	01/28/20	9847285314	6.38
		Total For Dept 548 WATER T & D			6.38
Dept 550 WATER CONSTRUCTION					
591-550-976.000	CAPITAL OUTLAY-METERS	ETNA SUPPLY INC	01/24/20	S103389506.001	6,100.00
		Total For Dept 550 WATER CONSTRUCTION			6,100.00
Fund 661 MOTOR POOL FUND					
Dept 000 648					
661-000-727.000	OFFICE SUPPLIES	STAPLES CREDIT PLAN	01/28/20	STATEMENT	159.93
661-000-757.000	OPERATING SUPPLIES	GORDON FOOD SERVICE	01/24/20	828428795	26.99
661-000-757.000	OPERATING SUPPLIES	HUNT'S DO-IT CENTER	01/25/20	STATEMENT	82.04
661-000-777.000	SMALL TOOLS	WHITE LAKE AUTOMOTIVE	01/31/20	STATEMENT	41.85
661-000-781.000	SNOW BLOWER PARTS - #70-01	KENT EQUIPMENT, INC.	01/24/20	P29544	259.33
661-000-781.000	REPAIR PARTS AND SUPPLIES	WHITE LAKE AUTOMOTIVE	01/31/20	STATEMENT	204.27
661-000-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	01/23/20	STATEMENT	592.06
661-000-920.000	PUBLIC UTILITIES	DTE ENERGY	01/29/20	910021159181	656.47
661-000-933.000	EQUIPMENT MAINTENANCE	HUNT'S DO-IT CENTER	01/25/20	STATEMENT	12.10
661-000-933.000	2006 INTNL - AIR BRAKE REPAIR	TWIN CITIES AUTO PARTS	01/31/20	STATEMENT	245.82
		Total For Dept 000 648			2,280.86
		Total For Fund 661 MOTOR POOL FUND			2,280.86

INVOICE GL DISTRIBUTION REPORT FOR CITY OF WHITEHALL
 EXP CHECK RUN DATES 02/07/2020 - 02/07/2020
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID
 CITY OF WHITEHALL ACCOUNTS PAYABLE
 COUNCIL MEETING OF FEBRUARY 11, 2020

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
	Fund Totals:				
	Fund 101 GENERAL OPERATING FUND				15,644.25
	Fund 202 MAJOR STREET FUND				63.36
	Fund 203 LOCAL STREET FUND				25.00
	Fund 245 TAX INCREMENT FINANCE				491.16
	Fund 248 LOCAL DEVELOPMENT FINA				83.79
	Fund 249 BUILDING INSPECTION DE				10,183.08
	Fund 580 PLAYHOUSE				3,003.82
	Fund 590 SEWER FUND				5,667.99
	Fund 591 WATER FUND				12,735.11
	Fund 661 MOTOR POOL FUND				2,280.86
	Total For All Funds:				50,178.42



2019 Annual Report

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January 2020

White Lake Fire Authority Board

It is with great pleasure I submit the 2019 Annual Report for the White Lake Fire Authority. I am proud to lead the professional Firefighters of the White Lake Fire Authority. My vision for the department is to be a professional fire service leader, committed to high performance standards that serves and provides a safe community for all. As you will see in this report, the Fire Authority continues its commitment of providing quality service to those we protect.

The fire department responded to a total of 1,164 calls for service, with an average response time of 5 minutes and 55 seconds which is below the national standard of 8 minutes.

The Department had 54 fire suppression responses, of those 22 were "working" structure fires, and of those, 12 were located in our initial response area.

While fire suppression continues to be an essential service, we also provide emergency medical service at the Medical First Responder level. The greatest number of fire department responses is to medical emergencies. The department responded to 731 medical calls in 2019. This accounts for 62.80% of our total call volume.

We also respond to and provide a variety of services intended to meet the specific needs of our community. The fire department trains and responds to incidents involving hazardous materials, water rescue, ice rescue, confined space rescue and weapons of mass destruction. In addition, the Fire Authority has continued to conduct inspection of premises throughout the area for compliance with the fire code.

As we move forward into the new year, the White Lake Fire Authority will continue to evaluate the services we provide to the community to determine quality and effectiveness. Officer and employee development remains a priority. We are looking forward to new training programs both department and countywide. We have improved our Inspection, Pre-planning and Enforcement programs working hand and hand with local building Code Officials.

The White Lake Fire Authority, as always, is committed to preserving the life and property of our citizens and to serve the community with honor, courage and valor.

Respectfully Submitted,

Gregory M. Holman, Fire Chief

Our Mission...

It is our commitment to protect life and property through fire prevention, fire safety education, rescue and fire suppression for all who live, work, or invest in the White Lake Community.

We accomplish this through...

Prompt response to call for service

Recruitment & retention of dedicated personnel

Continuous training with the most up to date information

Public education with community involvement and interaction

Pro-active Code Enforcement in a partnership with our Building Officials

Systematic inspections of all Department equipment to insure operational readiness

Utilization of the National Incident Management System and operational use of the Unified Incident Command System.

Our Vision...

To deliver efficient and effective services by working together to maintain a progressive, caring, professional organization that remains flexible within a changing environment. We strive to be recognized for our leadership within the region by fostering cooperative working relationships.

We work to be fiscally responsible, and financially stable and secure.

Our Motto...

What is best for the Community, What is best for the Department, What is best for us

About the Department

The White Lake Fire Authority was established in 1994 by the City of Whitehall, Fruitland Township and Whitehall Township, to protect and preserve the lives and property of the citizens of the City of Whitehall, Fruitland Township and Whitehall Township from fire and to assist them in emergency situations. Originally, the Whitehall Fire Department, founded in 1885, provided fire protection to the City of Whitehall and offered contractual services to Fruitland Township and Whitehall Township prior to forming the Fire Authority. These services were provided from a single station located in the City of Whitehall. In 1988, through a DNR grant secured for the weed eater in Fruitland Township, a new facility was constructed and the assets of the Department were divided to provide a more efficient response to our Communities.

It is the duty and responsibility of the Fire Authority to enforce the laws of the State of Michigan and the ordinances of the City of Whitehall, Fruitland Township and Whitehall Township; which provide for protection of life and property against fire. It is the further duty and responsibility of the department to constantly strive for optimum efficiency in maintenance and operation of its facilities, equipment and personnel for the prevention and extinguishment of fires and to be ready to respond to any emergency whether natural or technological in nature.

The department is led by the Fire Chief whose duties are to direct and administer all operations and personnel of the department. The chief is appointed by and performs the duties of this position under the administrative guidance of the White Lake Fire Authority Board. The classified personnel of the department include the Captain, 1st Lieutenant, Lieutenants, Firefighters, Probationary Firefighters, and Recruit Firefighters.

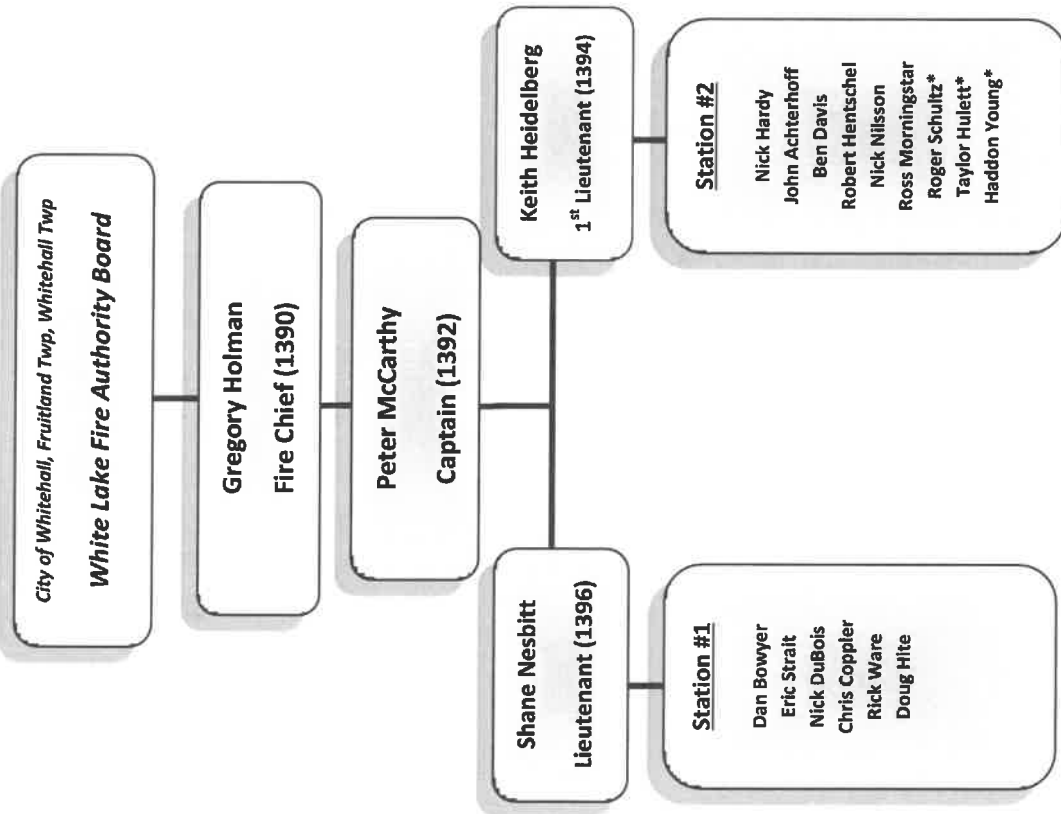
The White Lake Fire Authority is presently operating with a compliment of 20 personnel; 1 Fire Chief, 1 Captain, 1- 1st Lieutenant, 1 Lieutenant, 10 Firefighters, 3 Probationary Firefighter and 3 Recruit Firefighters.

For operational purposes, the personnel of the department are divided into 2 stations, each with a complement of personnel under the direction of a Lieutenant who is responsible to the 1st Lieutenant. The Lieutenants are responsible for the maintenance of all equipment, apparatus and facilities. The 1st Lieutenant is responsible for the code enforcement and fire inspection activities within the Community. The Captain also functions as the departments training officer, and functions as the Fire Chief in his absence.

The department serves a population of 10,100 covering an area of 54 square miles. The Fire Department continuously strives to improve the municipalities ISO rating. The City of Whitehall has an ISO rating of 5 while Fruitland Township and Whitehall Township are currently at a 5Y rating.

Achievements in 2019

- Continued open lines of communication within the Fire Department as well as with the Authority Board and its employees.
- Continued with the Muskegon Area Training Cooperative Group; this is a number of Fire Departments in Muskegon County who have chosen to begin offering and participating in joint training programs at no cost to the departments involved.
- Held a successful Fire Prevention Open House with an attendance of over 300 citizens in 3 hours.
- 3 members completed Muskegon County Fire Academy firefighter I & II certifications while 2 other members completed Muskegon County Fire Academy Medical First Responder class.
- Assisted numerous area departments with automatic/ mutual aid including but not limited to fire suppression, water rescue, and vehicle extrication.
- Continued successful enforcement of fire codes within the respective business' within the White Lake Fire Authority coverage area.
- Installed over 100 smoke detectors within the White Lake Fire Authority coverage area as part of a County wide grant program.
- Had no fire fatalities for the 2019 calendar year.
- Received \$5,000.00 grant from the Muskegon County Community Foundation towards the purchase of the departments 1st Mechanical Compression Device.



* denotes recruit FF

Type of Call Definitions

The following are Types of Calls as used in this report. These call types are based on the National Fire Incident Reporting system (NFIRS).

Fire/Explosion: All calls concerned with actual burning or explosions. This category includes fires in buildings and vehicles as well as brush fires refuse fires and fires in spilled fuel.

Rescue: Calls are related to removing people from dangerous situations including extrication from crushed vehicles or machinery, removal from the water or ice, searching for lost persons and assisting people who are locked in a structure or vehicle.

Medical: Emergency medical situations, for example heart attacks, strokes and lack of respiration or occasions where people need a medical assist such as a fall without injury but need help in getting up.

Hazardous Condition: Situations of spills or leaks without ignition, excessive heat conditions, power lines down, aircraft emergencies, chemical emergencies and overpressure situations causing pipe or container ruptures.

Service: Calls involving people being locked out of structures, removing water from structures, assisting the police, checking unauthorized burning, smoke/odor investigations and steam or other vapor mistaken for smoke.

False Alarm: Alarm calls where no emergency situation exists such as malicious mischief, a bomb scare, alarm system malfunction and unintentional alarms.

Other: Calls not otherwise classified, these are usually responses discontinued before arrival on the scene.

TYPE

<u>Fire</u>	COUNT	PCT %
Building fire	17	1.46
Working Structure Fires	7	0.60
Cooking fire, contained to container	2	0.17
Chimney or Flue fire, confined to chimney or flue	2	0.17
Fuel burner/boiler malfunction, fire contained	1	0.09
Passenger Vehicle Fire	8	1.02
Commercial Vehicle Fire	1	0.09
Water Vehicle Fire	1	0.09
Aircraft Fire	1	0.09
Self-propelled motor home or recreational vehicle	1	0.09
Forest, woods or wild-land fire	2	0.17
Brush or brush-and-grass mixture fire	3	0.26
Grass fire	6	0.28
Dumpster or other outside trash receptacle fire	1	0.09
Excessive heat, scorch burns w/ no ignition	1	0.09
TOTAL	54	4.64%

Rescue& Emergency Medical Service Incident

Medical assist, assist EMS crew	3	0.26
Medical Assist, cleared by EMS crew on Arrival	3	0.26
EMS call, excluding vehicle accident with injury	668	57.39
Motor vehicle accident with injuries	33	2.84
Motor vehicle/pedestrian accident (MV Ped)	2	0.17
Motor Vehicle Accident with no injuries	16	1.37
High-angle Rescue	2	0.17
Swimming/Recreational Water Areas Rescue	1	0.09
Ice Rescue	1	0.09
Swiftwater Rescue	1	0.09
Watercraft Rescue	1	0.28
TOTAL	731	62.80%

Hazardous condition (No Fire)

Hazardous condition, Other	3	0.26
Combustible/Flammable gas/liquid condition, other	1	0.09
Gasoline or other flammable liquid spill	1	0.09
Gas leak (natural gas or LPG)	5	0.43
Oil or combustible liquid spill	1	0.09
Chemical Spill or Leak	3	0.26
Carbon monoxide incident	5	0.43
Electrical wiring/equipment problem, other	3	0.26
Power line down	68	5.84
Cable Television Line	8	0.69
Telephone Line	5	0.43
Fiber Optic Line	1	0.09
Arcing, shorted electrical equipment	4	0.34
Cable Television Line	1	0.09
Telephone Line	1	0.09
Arcing line in Tree	16	1.37
Accident, potential accident, other	1	0.09
Building or structure weakened or collapsed	1	0.09
TOTAL	128	10.99%

Service Call

Ring or jewelry removal	1	0.09
Smoke or odor removal	1	0.09
Assist police or other governmental agency	9	0.77
Assist invalid	25	2.15
Unauthorized burning	10	0.86
Burning Complaint/illegal burn	4	0.34
TOTAL	50	4.30%

Good Intent Call

Good intent call, Other	2	0.17
Dispatched & cancelled en route	94	8.08
Dispatched & cancelled enrout by EMS on scene	5	0.43
Dispatched & cancelled enrout to Fire	1	0.09
Wrong location	1	0.09
No incident found on arrival at dispatch	25	2.15
HazMat release investigation w/no HazMat	1	0.09
TOTAL	129	11.08%

False Alarm & False Call

False Alarm or false call, other	1	0.09
False Alarm or false call, fire	2	0.17
Central Station, malicious false alarm	2	0.17
System malfunction, other	1	0.09
Smoke detector activation due to malfunction	7	0.60
Sprinkler activation due to malfunction	2	0.17
Alarm system sounded due to malfunction	5	0.43
CO detector activation due to malfunction	1	0.09
Unintentional transmission of alarm, other	5	0.43
Smoke detector activation, no fire - unintentional	12	1.03
CAD System Error no actual response	1	0.09
Detector activation, no fire	4	0.34
Alarm System Activation, no fire	24	2.06
Carbon Monoxide Detector Activation, no CO	2	0.17
TOTAL	69	5.93%

Special type of Incident, other

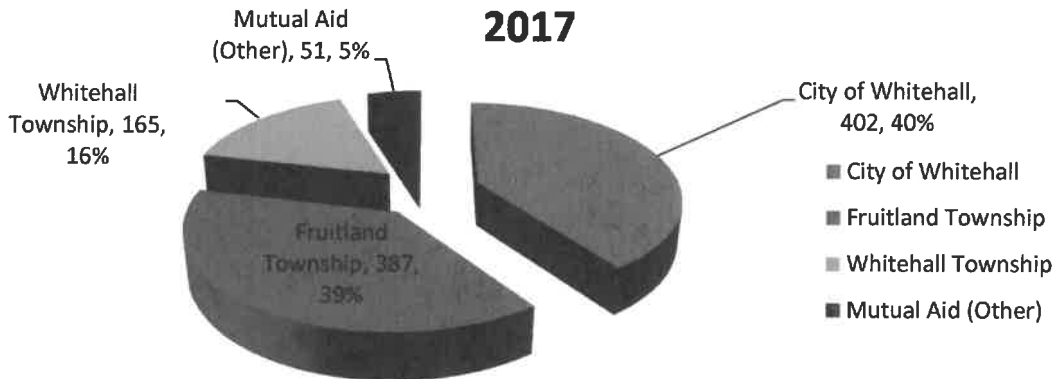
Citizen complaint	3	0.26
TOTAL	3	0.26%

GRAND TOTAL	1164	100.00%
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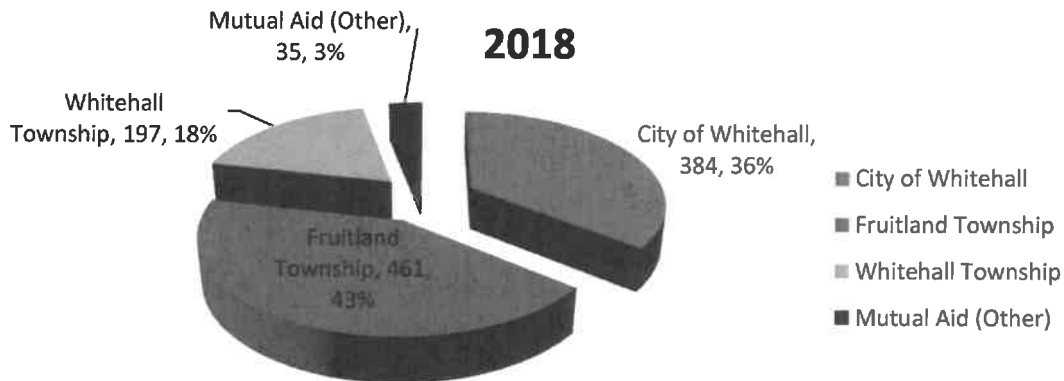
Response & Type by District 2019

District	False	Fire	Good Intent	Haz Cond	Special Incident	EMS/Rescue	Service Call	OverPress. Rupture, Explosion	Total
City of Whitehall	41	14	16	54	2	292	15	0	434
Fruitland Twp.	20	21	44	60	0	304	21	0	470
Whitehall Twp.	8	8	52	12	1	132	9	1	223
Mutual Aid	1	11	18	0	0	2	5	0	37
TOTAL	69	54	130	126	3	730	50	1	1164

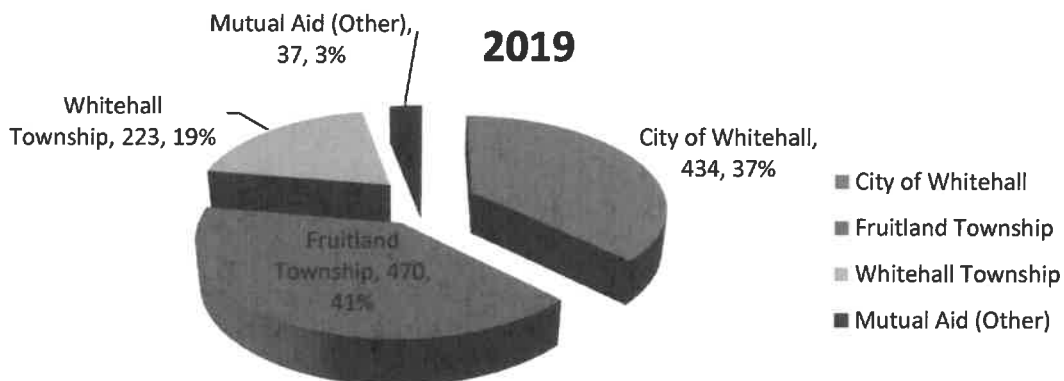
Response By District- 2017



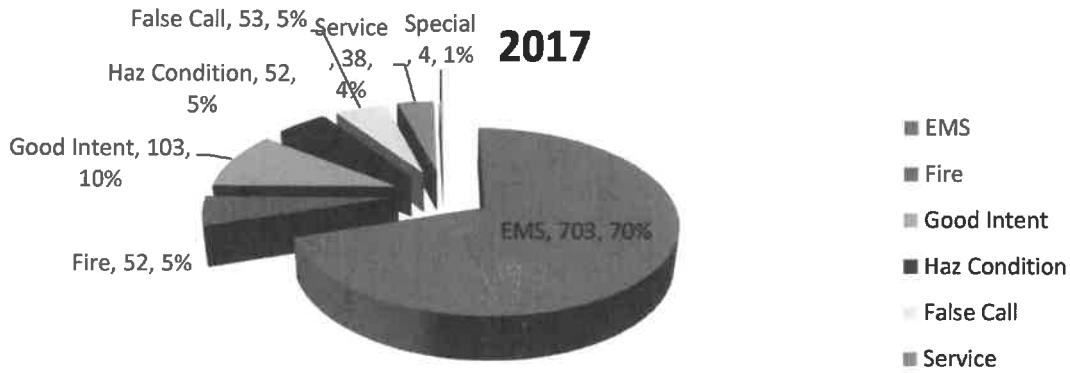
Response By District- 2018



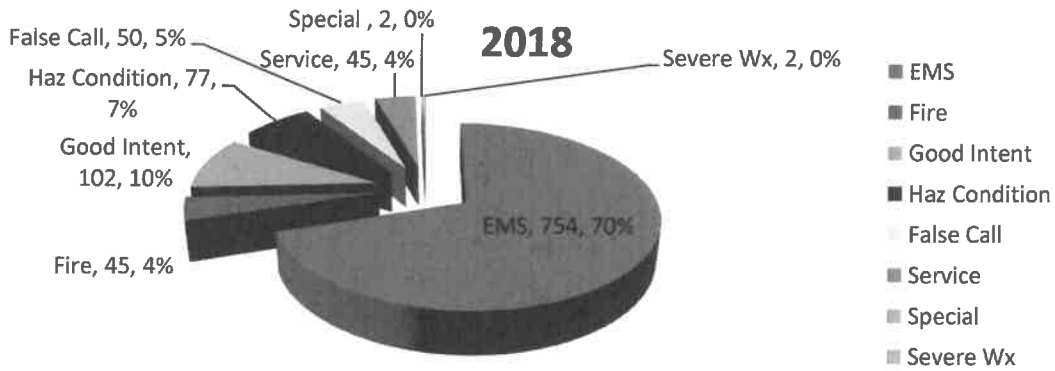
Response By District- 2019



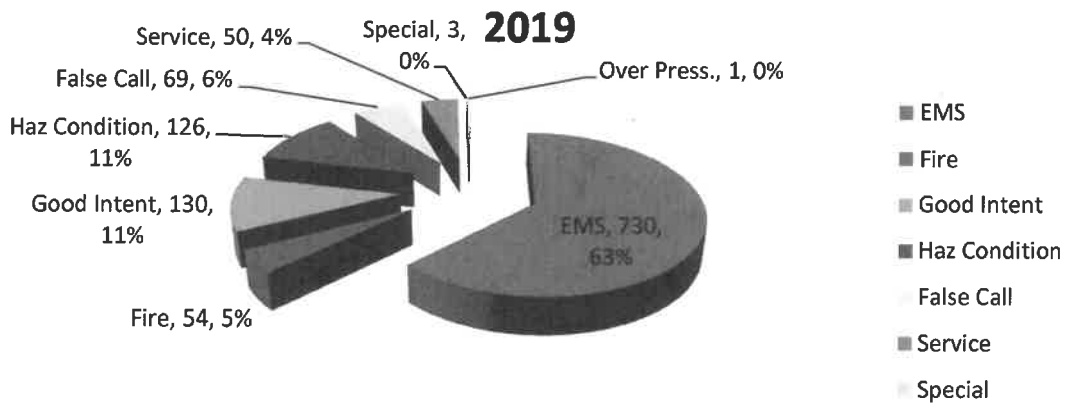
Total calls for 2017 = 1005 (2.75 calls per day)



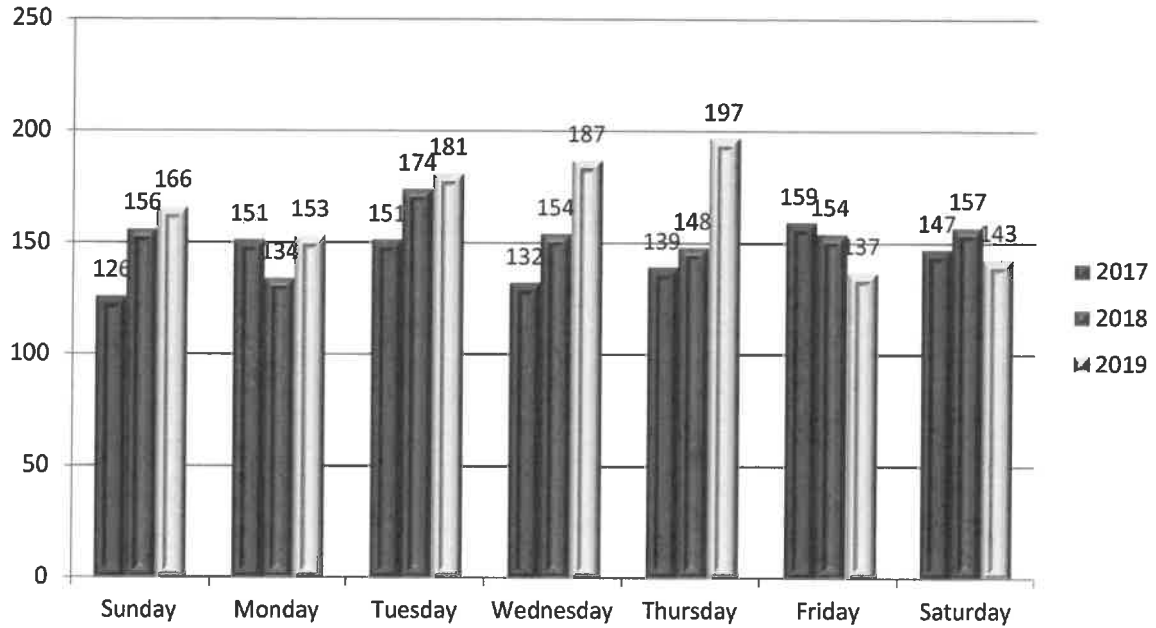
Total calls for 2018 = 1077 (2.95 calls per day)



Total calls for 2019 = 1164 (3.14 calls per day)

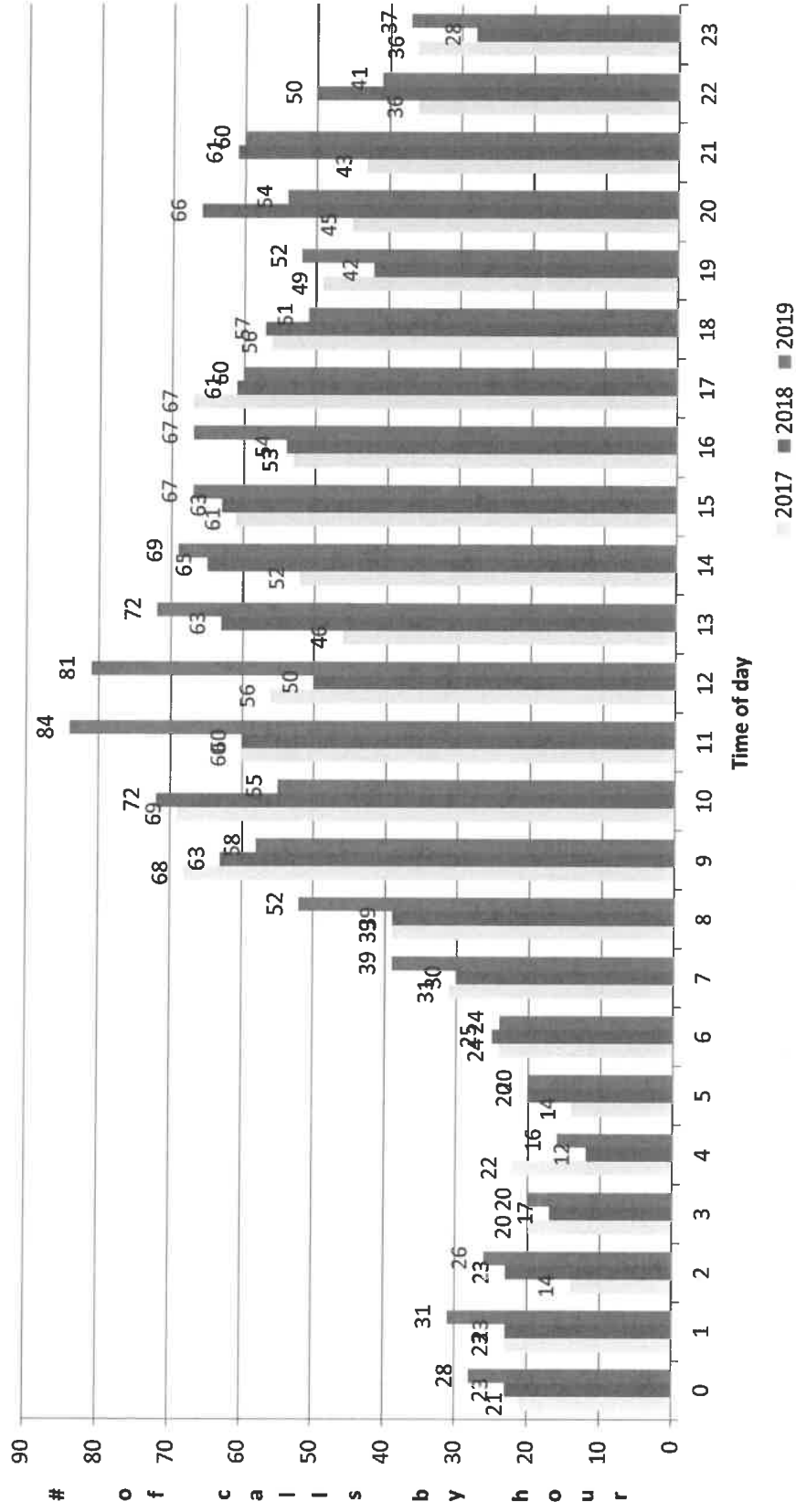


Responses by day of the week



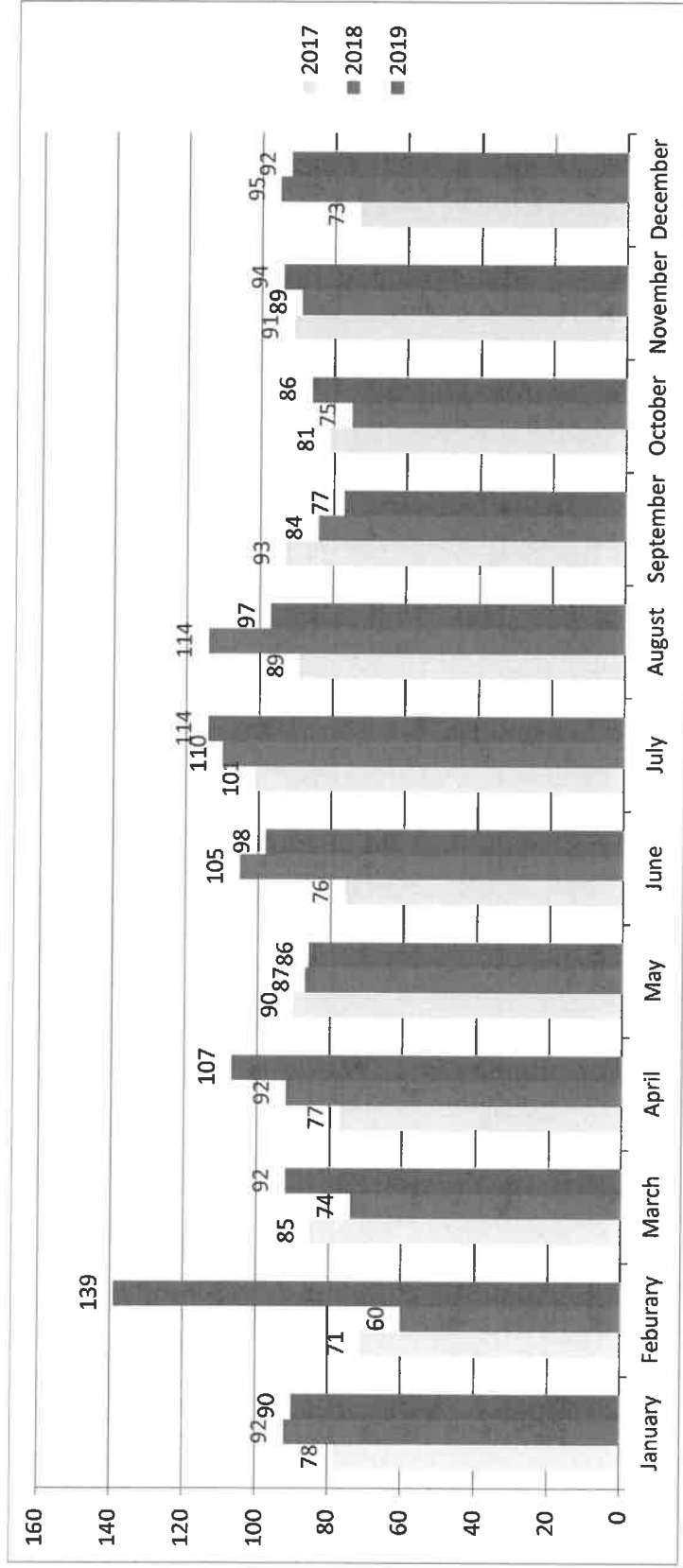
This graph represents the number of response by day of the week, per year.

Responses by time of day



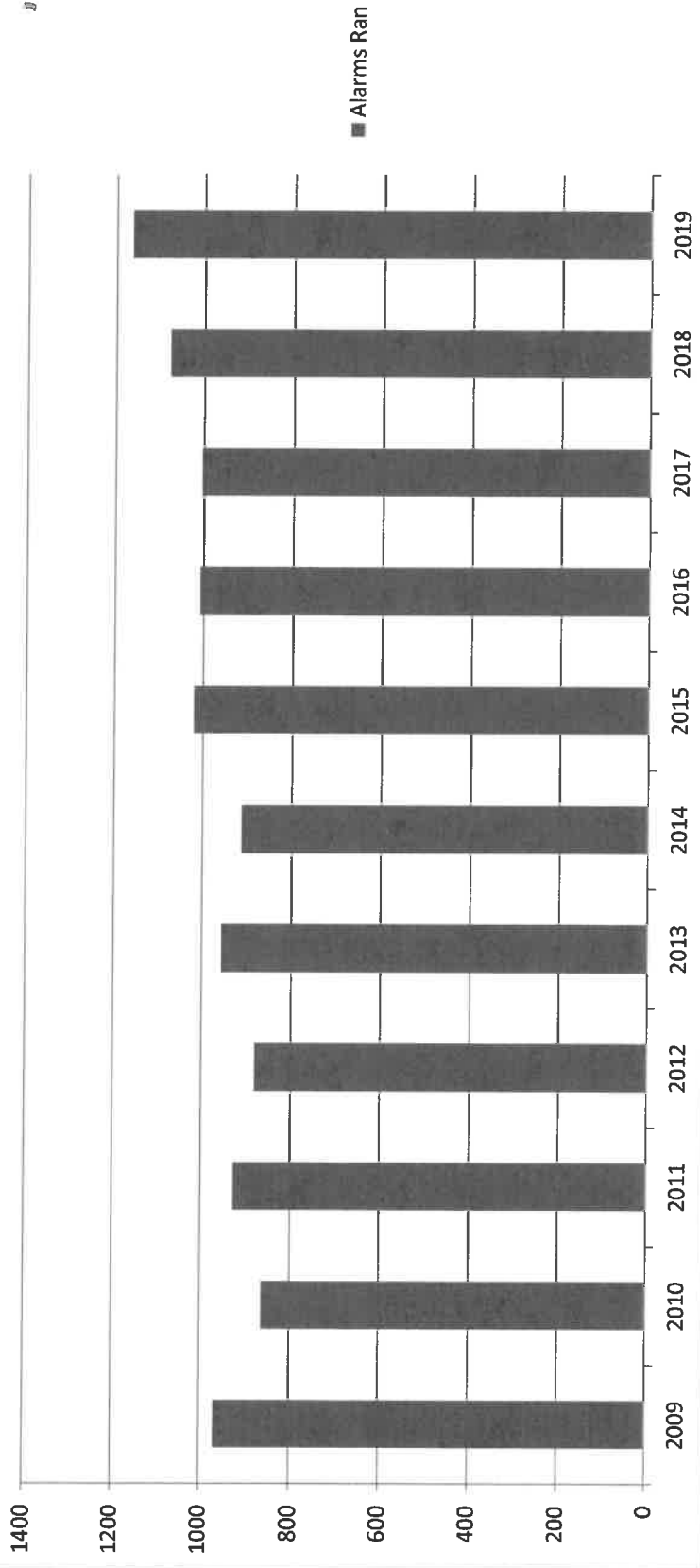
This graph represents the number of calls by time of the day, per year

Reponses by Month



This graph represents monthly responses by year

Alarms Ran Each Year (2009-2019)



This graph represents the total number of alarms ran each year from 2009-2019. From calendar year 2009, the White Lake Fire Authority has responded to an average of 955 alarms per year.

Department Apparatus

1310

2012 F-550 Mini-pumper, this vehicle is our “on duty” response vehicle that responds to 95% of initial alarms throughout our immediate response area. 1310 holds 300 gallons of water and 12 gallons of foam. This vehicle also carries necessary medical equipment for EMS response including the AED as well as the new mechanical compression device, purchased this year. Cost per hour for this unit = \$250.00. This vehicle is due for replacement in 2027 (without 3 years in reserve).

1320

1990 Grumman 2 person Engine, this is our 2nd response to all structure fires from Station #1. This vehicle holds 1000 gallons of water & all fire suppression equipment. This is our 1st response to Hazardous Materials incidents from our Station #1, carrying decontamination equipment and special splash guard suits. This vehicle also carries necessary medical equipment for EMS response including the AED. Cost per hour for this unit is \$ 230.39. This vehicle was due for replacement in 2005 (currently operating in reserve status).

Note: Vehicle has surpassed the primary and reserve status life span (currently 30 years old) for safe operation and needs to be replaced as soon as possible.

1321

2009 KME 4 person Engine, this is our 1st response on any fire, car accident and rescue type incident out of our Station #1. This vehicle holds 980 gallons of water 20 gallons of fire suppression foam, medical equipment including an AED, extrication equipment (Jaws of Life) and other speciality tools. This vehicle responds to auto/mutual aid alarms as well. Cost per hour for this unit is \$ 409.93. This vehicle is due for replacement in 2024 (without 3 years in reserve).

1342

2012 KME 4 person Quint, serves the dual purpose of an engine and a ladder truck and is our 1st response on any fire, car accident, and rescue type incident out of our Station #2. This vehicle holds 480 gallons of water, 20 gallons of firefighting foam, various pieces of rescue equipment, medical equipment including an AED, is equipped with 106' total of ground ladders and a mounted 79' aerial device. This vehicle responds to auto/mutual aid alarms as well. Cost per hour for this unit = \$537.27. This vehicle is due for replacement in 2027 (without 3 years in reserve).

1351 & 1352

2004 Honda AquaTrax Personal WaterCraft, these crafts respond to all water emergency alarms from both Stations. Department personnel train on water operations on a consistent basis due to the multiple lakes and the White River within our jurisdiction. Cost per hour for this unit = \$5.25/unit. Replacement time is based on usage.

1353

2005 Neoteric Hovercraft, this vehicle responds from our Station #1 and is 1st out for all Ice related emergencies. Again with the multiple lakes and White River in our jurisdiction, Department staff are training on a consistent basis for ice/water emergencies and flight operations. Cost per hour for this unit = \$22.50. Replacement time is based on usage.

1354

2007 American Hauler, this trailer is designed to respond 2nd out from our Station #1 on all water related emergencies. This trailer carries essential ice/water rescue suits, rope and other medical equipment. This trailer also carries unit 1353 so it is 1st out on all ice related emergencies. Cost per hour for this unit = \$6.75. Replacement time is based on usage.

1362

1994 KME Tender, this is our 2nd Vehicle responding to fires from our Station #2. It is our only tender within the White Lake Fire Authority response area. This vehicle carries 3,000 gallons of water and is most needed in areas that lack municipal water supply. This vehicle also responds to auto/mutual aid alarms as well. Cost per hour for this unit = \$108.75. Replacement of this unit is 20 years.

Note: Vehicle has surpassed the primary and reserve status life span (currently 26 years old) for safe operation and needs to be replaced as soon as possible.

1371

2020 Chevrolet 3500HD, this is our 1st medical response from our Station #1. This vehicle is equipped with all necessary medical equipment including the AED. Replacement of this unit is 8-10 years. Cost per hour per unit = \$28.98.

1372

2016 Chevrolet 3500HD, this is our 1st medical response from our Station #2. This vehicle is equipped with all necessary medical equipment including the AED. Replacement of this unit is 8-10 years. Cost per hour per unit = \$28.98.

1380, 1381 & 1382

1380 & 1381 are the MI DNR vehicles on loan through the fire department mutual aid program. 1382 was purchased through the Federal Surplus auction and acts in the same capacity as the other two. They are the initial responses for brush, grass and woods fires. They also serve as tow vehicles for the water rescue equipment. 1380 & 1381 are housed at our Station #1 while 1382 responds from our Station #2. Cost per hour for this unit = \$10.84. Brush vehicles are typically replaced in 15 years (with an additional 3 years in reserve).

1390

2015 Chevrolet Tahoe, this vehicle is assigned to the Fire Chief; it carries vital equipment for management of emergency incidents, along with basic EMS equipment, including an AED (Automated External Defibrillator). Cost per hour for this unit = \$25.18. Replacement in 5-7 years, (mileage/usage does play a factor).

Apparatus replacement plan (life expectancy definition)

Although there are no standards that give recommendations as to how long a given piece of apparatus should remain in service, but one can compare life expectancy based on other organizations. When doing so several factors were taken into account including but not limited to; frequency of use, engine hours, type of usage, preventive maintenance programs, maintenance records, odometer readings, technology changes in current apparatus, and general condition.

*****Units 1320 and 1362 are both past operational life span and are in need of desperate replacement. Unit 1320 is currently 30 years old while unit 1362 is currently 26 years old.*****

Department Facilities

WLFA Station 1

Built in 1956, the Fire Station has 7 single depth bays for storage of apparatus and equipment. There are offices for both the Fire Chief and On duty firefighter respectively. A small kitchenette to allow employees the room to eat which also serves as the meeting room. There are not sleeping quarters within this facility. During the daytime our “on-duty” staff work from this station to complete essential duties for the department.

WLFA Station 2

Built in 1988 originally to house the weed eater for Fruitland Township and later renovated to house the White Lake Fire Authority apparatus, this station has 3 single depth bays and 1 double depth bay for storage of apparatus and equipment. In 2000 the Fire Authority, with approval from Fruitland Township, renovated the inside congregation area to accommodate for sleeping and living quarters for staff. In 2016 the Fire Authority Board authorized the Department to enhance the common area of Station #2 with fresh paint on the walls, new floor covering, appliances in the kitchen area and furniture in the sleeping area and lounge area. In 2018 the Fruitland Township Board awarded ownership of the building to the White Lake Fire Authority. The White Lake Fire Authority continued improvements by replacing the aging well system, replacing interior/apparatus bay lighting to LED efficient lighting receiving rebates from Consumers Energy for the project. The White Lake Fire Authority also replaced the aging generator system for back-up power in the event of power loss. With assistance from Fruitland Township, the cistern was repaired to continue a centrally located fill-site for water shuttling operations.

This Station is also equipped with a kitchen/dining area and a report office for department staff. During the evening and night hours our “on-duty” staff respond from this station.

Goals for 2020

- ❖ Continue to maintain the highest level of service possible to those we protect. This will be accomplished through positive customer service, strong public education, training and remaining vigilant to our mission, core values and focus.
- ❖ Remain fiscally responsible with budget planning for FY 20-21, this will be accomplished with active budget planning and implementation of a balanced budget and remain within the constraints of the budget.
- ❖ Continue to find ways to maintain service on a limited budget
- ❖ Actively pursue any and all available grants to help supplement the budget.
- ❖ Continue to improve the overall operation function of the Department.
- ❖ Continue to work on a long term operational philosophy, which will include new capital purchases including but not limited to apparatus, turnout gear, station maintenance, etc.
- ❖ Maintain an open and honest communication line with the staff, Board and those we serve.

Agenda Report - Tag Day Requests

Tag Days for community nonprofit organizations require City Council approval subject to coordination with the Police Department. Tag days are limited to one per weekend, two per month, and ten per year. They may not be held on Sundays or national holidays.

Knights of Columbus have requested a tag day for Saturday, September 19, 2020.

September 19 Knights of Columbus

RECOMMENDATION

Approve the tag day as requested.

APPLICATION TO SOLICIT FUNDS
For a Non-Profit Organization
Within Public Rights-of-Way
"TAG DAYS"

Organization: White Lake Knights of Columbus

Date of Solicitation: Sept 19, 2020

My organization requests permission from the Whitehall City Council to solicit funds within public rights-of-way within the City of Whitehall on the date above. As an officer (President, Chairperson Vice President or Vice Chairperson) of the organization, I am authorized to make this request and to bind my organization to the acceptance of liability for the above activity; and in making this request, I do in fact bind my organization to accept full responsibility for the safety and well being of the persons soliciting funds on our organizations behalf. Further, our organization accepts total liability and holds the City of Whitehall harmless for accidents, injury, and /or death from this activity to any of our solicitors and/or the general public that may directly or indirectly result from this activity.

Date: January 28, 2020

[Signature] chair, MI Drive
Signature of Officer and Title

894.2184

PERMIT TO SOLICIT FUNDS
For a Non-Profit Organization
Within Public Rights-of-Way

Organization: _____

Date of Solicitation: _____

Permission is hereby granted by the City Council of Whitehall for the above-named organization to solicit funds in the public rights-of-way on the date indicated. This permit is granted in accordance with the ordinances and policies of the City and the acceptance of the application submitted. Further, your organization is encouraged to read and follow the guidelines established by the City of Whitehall Police Department when engaged in this activity.

Date of
Council Approval: _____

City Clerk for the City of Whitehall

cc: Whitehall Police Department
File