



CITY COUNCIL MEETING
405 E. COLBY STREET, WHITEHALL, MI
REMOTE VIA ZOOM
April 28, 2020
6:00 p.m.

AGENDA

1. Meeting called to Order
2. Approval of Agenda
3. Approval of the April 14 Council Meeting Minutes
4. Approval of Accounts Payable
5. Messages from the Mayor, Council, and City Manager
6. Public Comment *
7. Adjournment

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.

CITY OF WHITEHALL
COUNCIL MEETING MINUTES
April 14, 2020
REMOTE VIA ZOOM

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

ABSENT: None

ALSO PRESENT: Brenda Bourdon, Rodger Sweeting, Scott Huebler, and Roger Squiers

Mayor Hillebrand called the meeting to order at 6:00 p.m. via remote conference

Clerk Bourdon conducted roll call.

APPROVAL OF THE AGENDA

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

APPROVAL OF COUNCIL MINUTES

Motion by Mullally, seconded by DeMumbrum, CARRIED, to approve the March 10 Work Session and Council Meeting Minutes. All yeses

APPROVAL OF THE ACCOUNTS PAYABLE

Motion by Connell, seconded by Mullally, CARRIED, to approve the account payables in the amount of \$269,519.14 and checks to be drawn in their several amounts.

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

COMMUNICATIONS

None

MESSAGES FROM THE MAYOR, COUNCIL, AND CITY MANAGER

Council member Salter provided comments.

NEW BUSINESS

A. Resolution 20-13 Street Improvement Bids

Motion by Salter, seconded by Dennis, CARRIED, to award the 2020 Street Improvement Project to Milbocker & Sons for the low qualified bid of \$774,064 and further approve the budget amendment to allocate \$36,000 from TIFA, \$122,040 from Water, and \$88,960 from Capital Fund Balance to cover additional portions of Alice and Baldwin along with Carlton, Mohawk, and West Collier.

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

PUBLIC COMMENT

None

ADJOURNMENT

Mayor Hillebrand adjourned the Council Meeting at 6:14 pm.

Debra Hillebrand, Mayor

Brenda Bourdon, City Clerk

CITY OF WHITEHALL
ACCOUNTS PAYABLE
April 28, 2020

April 2020 Prepays

<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>Check No.</u>
City of Whitehall-Common Cash	Payroll	\$44,727.12	Transfer
IRS	Payroll	\$13,924.47	EFT
Alerus Financial	Payroll	\$5,271.27	7301
MISDU	Payroll	\$90.34	7302
Alerus Financial	Payroll	\$670.08	7303
City of Whitehall-Common Cash	Payroll	\$1,015.72	Transfer
IRS	Payroll	\$247.21	EFT
Alerus Financial	Payroll	\$206.53	7304
Alerus Financial	Payroll	\$43.48	7305

Total Prepays: \$66,196.22

TOTAL ACCOUNTS PAYABLE

\$136,430.02

Vendor Code	Vendor Name	Description	Amount
	Invoice		
AFLAC	AFLAC 349294	PREMIUM - APR-2020	646.54
TOTAL FOR: AFLAC			646.54
SEAV	ALYSSA SEAVER APR-2020	FLEX - APR-2020	83.00
TOTAL FOR: ALYSSA SEAVER			83.00
ARIS	ARISTA TRUCK SYSTEMS W20871	3/4" GRADE 8 BOLT	22.50
TOTAL FOR: ARISTA TRUCK SYSTEMS			22.50
MAHON	BRANDON L MAHONEY APR-2020	FLEX - APR-2020	81.84
TOTAL FOR: BRANDON L MAHONEY			81.84
ARMST	BRIAN ARMSTRONG APR-2020	FLEX - APR-2020	444.85
TOTAL FOR: BRIAN ARMSTRONG			444.85
SCHILLER	BROOK SCHILLER APR-2020	FLEX - APR-2020	242.05
TOTAL FOR: BROOK SCHILLER			242.05
CHART	CHARTER COMMUNICATIONS 0038420040520	INTERNET	74.99
TOTAL FOR: CHARTER COMMUNICATIONS			74.99
EMERS	EMERGENCY SERVICES LLC 14844	CRUISER PARTS/ACCESSORIES	487.81
TOTAL FOR: EMERGENCY SERVICES LLC			487.81
FRONT	FRONTIER STATEMENT	TELEPHONE	146.89
TOTAL FOR: FRONTIER			146.89
GALLS	GALL'S, LLC 015443288	POLICE UNIFORMS	840.20
TOTAL FOR: GALL'S, LLC			840.20
GORDO	GORDON FOOD SERVICE 828432595-82843	CLEANING SUPPLIES & TOILET PAPER	188.46
TOTAL FOR: GORDON FOOD SERVICE			188.46
J&H OIL	J&H OIL COMPANY 8684278	FUEL - GASOLINE/5,002G & DIESEL/3,001G	5,581.96
TOTAL FOR: J&H OIL COMPANY			5,581.96
JJ'S ELEC	JJ'S ELECTRIC LLC MAR-2020	ELECTRICAL INSPECTIONS - MAR-2020	648.00
TOTAL FOR: JJ'S ELECTRIC LLC			648.00

Vendor Code	Vendor Name	Description	Amount
KANSLIFE	KANSAS CITY LIFE INSURANCE COMPANY		
	25617	DENTAL - MAY-2020	1,904.93
TOTAL FOR: KANSAS CITY LIFE INSURANCE COMPANY			1,904.93
KONICA	KONICA MINOLTA BUSINESS SOLUTIONS		
	265564555	COPIER	12.00
TOTAL FOR: KONICA MINOLTA BUSINESS SOLUTIONS			12.00
MDEQ	MI DEPT OF ENVIRONMENTAL QUALITY		
	761-10506904	WATER TESTING	282.00
TOTAL FOR: MI DEPT OF ENVIRONMENTAL QUALITY			282.00
MUCTR	MUSKEGON CENTRAL DISPATCH		
	2000000242	CENTRAL DISPATCH FEES - MAY-2020	3,465.00
TOTAL FOR: MUSKEGON CENTRAL DISPATCH			3,465.00
MUTRE	MUSKEGON COUNTY TREASURER'S		
	0000178442	ASSMNT ADMIN SVCS	8,160.00
TOTAL FOR: MUSKEGON COUNTY TREASURER'S			8,160.00
PREIN	PREIN & NEWHOF, PC		
	54698-54766	ENGINEERING FEES - W. COLLIER & N. MEARS PARK	12,036.95
TOTAL FOR: PREIN & NEWHOF, PC			12,036.95
REP	REPUBLIC SERVICES #240		
	0240-007904951	WASTE REMOVAL - DPW, CITY HALL & PLAYHOUSE	306.00
TOTAL FOR: REPUBLIC SERVICES #240			306.00
TUFT	ROBERT E TUFTS JR		
	MAR-2020	BUILDING INSPECTIONS - MAR-2020	4,269.67
TOTAL FOR: ROBERT E TUFTS JR			4,269.67
SAMS	SAM'S CLUB/GECF		
	STATEMENT	CLEANING SUPPLIES, HAND SOAP, ETC	70.60
TOTAL FOR: SAM'S CLUB/GECF			70.60
SBAM	SBAM PLAN		
	MAY-2020	HEALTH INSURANCE - MAY-2020	20,880.29
TOTAL FOR: SBAM PLAN			20,880.29
HUEBL	SCOTT HUEBLER		
	APR-2020	FLEX - APR-2020	163.00
TOTAL FOR: SCOTT HUEBLER			163.00
SHO	SHORELINE INSPECTION SERVICE LLC		
	MAR-2020	PLUMBING & MECHANICAL INSPECTIONS - MAR-2020	821.40
TOTAL FOR: SHORELINE INSPECTION SERVICE LLC			821.40
SIGNS	SIGNS BY BRIAN LLC		
	121817	CRUISER LETTERING	690.00
TOTAL FOR: SIGNS BY BRIAN LLC			690.00

Vendor Code	Vendor Name	Description	Amount
STANI	THE STANDARD INSURANCE		
	INVOICE MAY-2020	LIFE & DISABILITY INSURANCE - MAY-2020	1,094.17
TOTAL FOR: THE STANDARD INSURANCE			<u>1,094.17</u>
UNI	UNITED GROUP PROGRAMS, INC.		
	INVOICE MAY-2020	WRAP - MAY-2020	4,472.44
TOTAL FOR: UNITED GROUP PROGRAMS, INC.			<u>4,472.44</u>
USPOSTAL	US POSTAL SERVICE		
	E87304624	NON-WINDOW ENVELOPES - QTY 3 BOXES	985.30
TOTAL FOR: US POSTAL SERVICE			<u>985.30</u>
WLFIR	WHITE LAKE FIRE AUTHORITY		
	INVOICE MAR-2020	MECHANICAL/FIRE SUPPRESSION INSPECTIONS - MAR	869.65
TOTAL FOR: WHITE LAKE FIRE AUTHORITY			<u>869.65</u>
WHIVE	WHITEHALL VENTURES INC		
	INVOICE APR-2020	LEASE - APR-2020	145.00
TOTAL FOR: WHITEHALL VENTURES INC			<u>145.00</u>
WORKBOX	WORKBOX STAFFING		
	INVOICE 11247	TEMPORARY SERVICES - CLEMENT	116.31
TOTAL FOR: WORKBOX STAFFING			<u>116.31</u>
TOTAL - ALL VENDORS			70,233.80

INVOICE GL DISTRIBUTION REPORT FOR CITY OF WHITEHALL
 EXP CHECK RUN DATES 04/24/2020 - 04/24/2020
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID
 CITY OF WHITEHALL ACCOUNTS PAYABLE
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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 101 GENERAL OPERATING FUND					
Dept 000 648	SEEVER-FLEX	ALYSSA SEEVER	04/30/20	APR-2020	83.00
101-000-259.004	MAHONEY, B-FLEX	BRANDON L MAHONEY	04/30/20	APR-2020	81.84
101-000-259.004	FLEX-ARMSTRONG	BRIAN ARMSTRONG	04/30/20	APR-2020	444.85
101-000-259.004	SCHILLER-FLEX	BROOK SCHILLER	04/30/20	APR-2020	242.05
101-000-259.004	HUEBLER-FLEX	SCOTT HUEBLER	04/30/20	APR-2020	163.00
101-000-259.005	DUE TO ALFAC	ALFAC	04/30/20	349294	646.54
		Total For Dept 000 648			1,661.28
Dept 172 ADMINISTRATION					
101-172-935.000	COPIER MAINTENANCE	KONICA MINOLTA BUSINESS	04/16/20	265564555	12.00
		Total For Dept 172 ADMINISTRATION			12.00
Dept 209 ASSESSOR					
101-209-818.000	ASSMNT ADMIN SVCS	MUSKEGON COUNTY TREASURE	04/15/20	0000178442	8,160.00
		Total For Dept 209 ASSESSOR			8,160.00
Dept 265 CITY HALL BLDG & GROUNDS					
101-265-757.000	CLEANING SUPPLIES	GORDON FOOD SERVICE	04/07/20	828432595-828432592	45.96
101-265-757.000	OPERATING SUPPLIES	SAM'S CLUB/GEFC	04/08/20	STATEMENT	70.60
		Total For Dept 265 CITY HALL BLDG & GROUNDS			116.56
Dept 276 CEMETERY					
101-276-818.700	CONTRACTUAL SERVICES-TEMPORARY	WORKBOX STAFFING	04/12/20	11247	58.15
		Total For Dept 276 CEMETERY			58.15
Dept 301 POLICE					
101-301-759.000	UNIFORMS	GALL'S, LLC	04/10/20	015443288	840.20
101-301-850.000	TELEPHONE	MUSKEGON CENTRAL DISPATCH	04/16/20	2000000242	3,465.00
101-301-981.000	VEHICLES	EMERGENCY SERVICES LLC	04/15/20	14844	487.81
101-301-981.000	CRUISER LETTERING	SIGNS BY BRIAN LLC	04/16/20	121817	690.00
		Total For Dept 301 POLICE			5,483.01
Dept 525 SANITATION					
101-525-818.000	WASTE REMOVAL	REPUBLIC SERVICES #240	03/31/20	0240-007904951	60.00
		Total For Dept 525 SANITATION			60.00
Dept 751 PARKS DEPARTMENT					
101-751-818.700	CONTRACTUAL SERVICES-TEMPORARY	WORKBOX STAFFING	04/12/20	11247	58.16
		Total For Dept 751 PARKS DEPARTMENT			58.16
Dept 851 FRINGE BENEFITS					
101-851-719.600	FRINGE-HEALTH INS	SBAM PLAN	04/13/20	MAY-2020	19,274.96
101-851-719.601	FRINGE BENEFITS-RETIREE HEALTH	SBAM PLAN	04/13/20	MAY-2020	1,605.33
101-851-719.603	FRINGE-HEALTH INS WRAP - MAY-20	UNITED GROUP PROGRAMS, I	04/20/20	MAY-2020	4,472.44
101-851-719.605	DENTAL INSURANCE - MAY-2020	KANSAS CITY LIFE INSURAN	04/22/20	25617	1,904.93
101-851-719.680	FRINGE-LIFE INS	THE STANDARD INSURANCE	04/14/20	MAY-2020	210.47
101-851-719.690	FRINGE-DISABILITY INS	THE STANDARD INSURANCE	04/14/20	MAY-2020	883.70
		Total For Dept 851 FRINGE BENEFITS			28,351.83
Fund 245 TAX INCREMENT FINANCE AUTHORITY #3					
		Total For Fund 101 GENERAL OPERATING FUND			43,960.99

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Fund 245 TAX INCREMENT FINANCE AUTHORITY #3					
Dept 000 648					
245-000-818.400	CONTRACTUAL SERVICES-DOWNTOWN R	WHITEHALL VENTURES INC	04/30/20	APR-2020	145.00
245-000-820.300	ENGINEERING FEES - N. MEARS PAR	PREIN & NEWHOF, PC	04/06/20	54698-54766	7,278.75
			Total For Dept 000 648		7,423.75
			Total For Fund 245 TAX INCREMENT FINANCE AUTHOR		7,423.75
Fund 249 BUILDING INSPECTION DEPARTMENT					
Dept 000 648					
249-000-818.000	ELECTRICAL INSPECTIONS	JJ'S ELECTRIC LLC	03/31/20	MAR-2020	648.00
249-000-818.000	BUILDING INSPECTIONS - MAR-2020	ROBERT E TUFTS JR	03/31/20	MAR-2020	4,269.67
249-000-818.000	PLUMBING INSPECTIONS	SHORELINE INSPECTION SER	03/31/20	MAR-2020	821.40
249-000-818.000	MECH/FIRE SUPP INSPECTIONS - MA	WHITE LAKE FIRE AUTHORIT	03/31/20	MAR-2020	869.65
			Total For Dept 000 648		6,608.72
			Total For Fund 249 BUILDING INSPECTION DEPARTME		6,608.72
Fund 402 CAPITAL PROJECT FUND					
Dept 000 648					
402-000-820.000	ENGINEERING FEES - W. COLLIER	PREIN & NEWHOF, PC	04/06/20	54698-54766	4,758.20
			Total For Dept 000 648		4,758.20
			Total For Fund 402 CAPITAL PROJECT FUND		4,758.20
Fund 580 PLAYHOUSE					
Dept 000 648					
580-000-757.000	NON-WINDOW ENVELOPES - QTY 3 BO	US POSTAL SERVICE	04/22/20	E87304624	985.30
580-000-818.000	WASTE REMOVAL	REPUBLIC SERVICES #240	03/31/20	0240-007904951	50.00
			Total For Dept 000 648		1,035.30
			Total For Fund 580 PLAYHOUSE		1,035.30
Fund 591 WATER FUND					
Dept 000 648					
591-546-801.000	WATER TESTING	MI DEPT OF ENVIRONMENTAL FRONTIER	03/16/20	761-10506904	282.00
591-546-920.000	PUBLIC UTILITIES		04/10/20	STATEMENT	38.68
			Total For Dept 546 WATER SOURCE PLANT		320.68
			Total For Fund 591 WATER FUND		320.68
Fund 594 MARINA FUND					
Dept 000 648					
594-000-850.000	TELEPHONE	CHARTER COMMUNICATIONS FRONTIER	04/05/20	0038420040520	74.99
594-000-850.000	TELEPHONE		04/10/20	STATEMENT	47.75
			Total For Dept 000 648		122.74
			Total For Fund 594 MARINA FUND		122.74
Fund 661 MOTOR POOL FUND					
Dept 000 648					
661-000-111.000	INVENTORY-GASOLINE - 5,002G	J&H OIL COMPANY	04/07/20	8684278	2,152.00
661-000-112.000	INVENTORY-DIESEL - 3,001G	J&H OIL COMPANY	04/07/20	8684278	3,429.96
661-000-757.000	TOILET PAPER	GORDON FOOD SERVICE	04/07/20	828432595-828432592	142.50
661-000-818.000	WASTE REMOVAL	REPUBLIC SERVICES #240	03/31/20	0240-007904951	196.00

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Fund 661 MOTOR POOL FUND					
Dept 000 648	TELEPHONE	FRONTIER	04/10/20	STATEMENT	60.46
661-000-850.000	EQUIPMENT	ARISTA TRUCK SYSTEMS	03/16/20	W20871	22.50
661-000-976.000			Total For Dept 000 648		6,003.42
			Total For Fund 661 MOTOR POOL FUND		6,003.42

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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
	Fund Totals:				
	Fund 101	GENERAL OPERATING FUND			43,960.99
	Fund 245	TAX INCREMENT FINANCE			7,423.75
	Fund 249	BUILDING INSPECTION DE			6,608.72
	Fund 402	CAPITAL PROJECT FUND			4,758.20
	Fund 580	PLAYHOUSE			1,035.30
	Fund 591	WATER FUND			320.68
	Fund 594	MARINA FUND			122.74
	Fund 661	MOTOR POOL FUND			6,003.42
	Total For All Funds:				70,233.80