



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

AGENDA

1. Meeting called to Order
2. Approval of Agenda
3. Approval of the July 14 Council Meeting Minutes
4. Approval of Accounts Payable
5. Communications: Central Dispatch Minutes, Election Commission Meeting Minutes, Wastewater Minutes, White Lake Fire Authority Minutes, White Lake Senior Center Letter
6. Messages from the Mayor, Council, and City Manager
7. Public Comment *
8. New Business
 - A. Legal Services Agreement
 - B. EV Charging Station
9. 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
July 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: Laurie Audo, Brenda Bourdon, and Rodger Sweeting

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

APPROVAL OF THE AGENDA

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

APPROVAL OF COUNCIL MINUTES

Motion by Dennis, seconded by DeMumbrum, CARRIED, to approve the June 23 Council and Closed Session Meeting Minutes. All yeses

APPROVAL OF THE ACCOUNTS PAYABLE

Motion by Salter, seconded by Connell, CARRIED, to approve the account payables in the amount of \$534,516.96 and checks to be drawn in their several amounts.

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

COMMUNICATIONS

BLT Minutes, Manager's Response to Morningstar, Marina Advisory Minutes, Planning Commission Minutes

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

MESSAGES FROM THE MAYOR, COUNCIL, AND CITY MANAGER

Council members provided comments.

PUBLIC COMMENT

Craig Morford spoke regarding his requested refund for the seasonal marina slip he was unable to use. Lillian Morningstar commented on several issues.

NEW BUSINESS

A. Morford Refund Request

Motion by Connell, seconded by Salter, CARRIED, to authorize an early termination fee of \$500, plus the charge of transient fees for six days; with the remainder from the total (\$2,350) previously paid to be refunded, \$1,440, to Craig Morford for the inability to use his seasonal marina slip.

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

B. Playhouse Street Closure Request

Motion by Salter, seconded by DeMumbrum, CARRIED to approve the Slocum street closure request for the Playhouse event, Summer Breeze, on August 22, 3:00 pm – 9:30 pm with August 23 as a rain date. All yeses.

ADJOURNMENT

Mayor Hillebrand adjourned the Council Meeting at 6:38 pm.

Debra Hillebrand, Mayor

Brenda Bourdon, City Clerk

CITY OF WHITEHALL
ACCOUNTS PAYABLE
July 28, 2020

July 2020 Prepaids

<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>Check No.</u>
City of Whitehall-Common Cash	Payroll	\$54,760.76	Transfer
IRS	Payroll	\$17,466.19	EFT
Alerus Financial	Payroll	\$5,321.36	7331
MISDU	Payroll	\$90.34	7332
<u>Total Prepaids:</u>		\$77,638.65	

TOTAL ACCOUNTS PAYABLE

\$215,789.76

Vendor Code	Vendor Name	Description	Amount
ACTIO	ACTION FLAG CO		
	31519	AMERICAN FLAGS (8 X 12") - QTY 288	218.18
TOTAL FOR: ACTION FLAG CO			218.18
AFLAC	AFLAC		
	582734	PREMIUM - JULY-2020	969.81
TOTAL FOR: AFLAC			969.81
AICPA	AICPA		
	STATEMENT	MEMBERSHIP - AUDD	285.00
TOTAL FOR: AICPA			285.00
AIREM	AIRE-MASTER		
	13384	DEODORIZER SERVICE	87.00
TOTAL FOR: AIRE-MASTER			87.00
SEAV	ALYSSA SEAVER		
	FLEX	FLEX - JULY-2020	273.34
TOTAL FOR: ALYSSA SEAVER			273.34
AQUAT	AQUATIC DOCTORS LAKE MGT INC		
	18267	ALGAE/WEED TREATMENT	890.00
TOTAL FOR: AQUATIC DOCTORS LAKE MGT INC			890.00
MAHON	BRANDON L MAHONEY		
	FLEX	FLEX - JULY-2020	95.43
TOTAL FOR: BRANDON L MAHONEY			95.43
ARMST	BRIAN ARMSTRONG		
	FLEX	FLEX - JULY-2020	40.00
TOTAL FOR: BRIAN ARMSTRONG			40.00
SCHILLER	BROOK SCHILLER		
	FLEX	FLEX - JULY-2020	281.66
	OPTICAL	OPTICAL - BROOK	51.98
TOTAL FOR: BROOK SCHILLER			333.64
CDW	CDW GOVERNMENT INC		
	ZJF1154	LAPTOP/ELECTIONS	611.21
TOTAL FOR: CDW GOVERNMENT INC			611.21
CHART	CHARTER COMMUNICATIONS		
	0031219070120	INTERNET	114.98
	0038420070520	INTERNET	74.99
TOTAL FOR: CHARTER COMMUNICATIONS			189.97
MISC	CRAIG MORFORD		
	SLIP# 16	PARTIAL SLIP#16/2020 - REFUND	1,440.00
TOTAL FOR: CRAIG MORFORD			1,440.00
DAN	DAN FROST DBA DAN'S AUTOMOTIVE		
	7908	CRUISER MAINTENANCE	189.34
TOTAL FOR: DAN FROST DBA DAN'S AUTOMOTIVE			189.34

Vendor Code	Vendor Name	Description	Amount
KIRB	DBA / KIRBY BUILT		
	828437806	BENCH - QTY 2	2,083.76
TOTAL FOR: DBA / KIRBY BUILT			2,083.76
FRONT	FRONTIER		
	STATEMENT	TELEPHONE	113.34
TOTAL FOR: FRONTIER			113.34
GORDO	GORDON FOOD SERVICE		
	828437806	CLEANER, SUPPLIES, ETC	17.74
TOTAL FOR: GORDON FOOD SERVICE			17.74
HAVIL	HAVILAND		
	360807-CM361152	QTY 16 - 15 GAL DRUM CHLORINE	979.40
TOTAL FOR: HAVILAND			979.40
HIRES	HIRES CLEANING SERVICES INC		
	2636	CARPET CLEANING/CITY HALL	219.00
TOTAL FOR: HIRES CLEANING SERVICES INC			219.00
DAVIS	JULIE DAVIS		
	FLEX	FLEX - JULY-2020	113.00
TOTAL FOR: JULIE DAVIS			113.00
KANSLIFE	KANSAS CITY LIFE INSURANCE COMPANY		
	25617	DENTAL - AUGUST-2020	1,905.20
TOTAL FOR: KANSAS CITY LIFE INSURANCE COMPANY			1,905.20
KONICA	KONICA MINOLTA BUSINESS SOLUTIONS		
	267269651	DIGITAL SUPPORT SERVICE/COPIER	12.00
TOTAL FOR: KONICA MINOLTA BUSINESS SOLUTIONS			12.00
AUDO	LAURIE H AUDIO		
	FLEX	FLEX - JULY-2020	75.68
TOTAL FOR: LAURIE H AUDIO			75.68
MERLE	MERLE BOES INC		
	8740640	MARINA FUEL W/ADDITIVE - 3000G	7,727.47
TOTAL FOR: MERLE BOES INC			7,727.47
MUCTR	MUSKEGON CENTRAL DISPATCH		
	2000000338	AUG 2020 CENTRAL DISPATCH FEES	3,465.00
TOTAL FOR: MUSKEGON CENTRAL DISPATCH			3,465.00
MUCC	MUSKEGON COUNTY CLERK		
	STATEMENT	NOTARY - FILING, OATH	10.00
TOTAL FOR: MUSKEGON COUNTY CLERK			10.00
MUTRE	MUSKEGON COUNTY TREASURER'S		
	0000179589	ASSESSMENT ADMIN SVCS - JULY THRU SEPT-2020	8,160.00
	0000179651	DOG TAGS - MAY & JUNE-2020	306.00
	STATEMENT	WASTE WATER & HAULED WASTE	77,328.05
TOTAL FOR: MUSKEGON COUNTY TREASURER'S			85,794.05

Vendor Code	Vendor Name	Description	Amount
PARS	PARSONS SMALL STATEMENT	ENGINE SERVICE TORO ZERO TURN MOWER REPAIRS	2,014.50
TOTAL FOR: PARSONS SMALL ENGINE SERVICE			2,014.50
YOUNG	PAUL YOUNG FLEX OPTICAL	FLEX - JULY-2020 OPTICAL - YOUNG, TIFFANY	85.66 211.96
TOTAL FOR: PAUL YOUNG			297.62
SQUI	ROGER SQUIERS FLEX	FLEX - JULY-2020	30.07
TOTAL FOR: ROGER SQUIERS			30.07
SAF	SAF-GARD IN-1866614	SAFETY SHOES - BISSON & YOUNG	285.00
TOTAL FOR: SAF-GARD			285.00
SAMS	SAM'S CLUB/GECF STATEMENT	PAPER PRODUCTS, CLEANER, ETC	123.58
TOTAL FOR: SAM'S CLUB/GECF			123.58
SBAM	SBAM PLAN AUG-2020	MEDICAL - AUG-2020	20,658.22
TOTAL FOR: SBAM PLAN			20,658.22
HUEBL	SCOTT HUEBLER FLEX	FLEX - JULY-2020	30.00
TOTAL FOR: SCOTT HUEBLER			30.00
MI	STATE OF MICHIGAN STATEMENT	NOTARY - FILING/SOM	10.00
TOTAL FOR: STATE OF MICHIGAN			10.00
UNI	UNITED GROUP PROGRAMS, INC. AUG-2020	WRAP - AUG-2020	4,472.44
TOTAL FOR: UNITED GROUP PROGRAMS, INC.			4,472.44
USPOS	UNITED STATES POSTMASTER STATEMENT	POSTCARD STAMPS - QTY 100	35.00
TOTAL FOR: UNITED STATES POSTMASTER			35.00
WHIVE	WHITEHALL VENTURES INC JUL-2020	LEASE - JUL-2020	145.00
TOTAL FOR: WHITEHALL VENTURES INC			145.00
MAN	WILLIAM MANN STATEMENT	DIRECTOR - PHOTOGRAPHY/CAMERA OPERATOR	500.00
TOTAL FOR: WILLIAM MANN			500.00
WORKBOX	WORKBOX STAFFING 12515-12639	TEMPORARY SERVICES - CLEMENT	1,183.12
TOTAL FOR: WORKBOX STAFFING			1,183.12

07/22/2020 02:16 PM
User: ALYSSA
DB: Whitehall

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF WHITEHALL
EXP CHECK RUN DATES 07/22/2020 - 07/22/2020
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID
CITY OF WHITEHALL ACCOUNTS PAYABLE
COUNCIL MEETING OF JULY 28, 2020

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Vendor Code	Vendor Name	Description	Amount
	Invoice		
WORKP	WORKPLACE HEALTH MUSKEGON		
	224556	PHYSICAL/SCREENING - ROBART	228.00
TOTAL FOR: WORKPLACE HEALTH MUSKEGON			228.00
TOTAL - ALL VENDORS			138,151.11

BOTH OPEN AND PAID
 CITY OF WHITEHALL ACCOUNTS PAYABLE
 COUNCIL MEETING OF JULY 28, 2020

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 101 GENERAL OPERATING FUND					
Dept 000 648					
101-000-259.004	FLEX - ARMSTRONG	BRIAN ARMSTRONG	07/21/20	FLEX	40.00
101-000-259.004	FLEX - AUDIO	LAURIE H AUDIO	07/21/20	FLEX	75.68
101-000-259.004	FLEX - DAVIS	JULIE DAVIS	07/21/20	FLEX	113.00
101-000-259.004	FLEX - HUEBLER	SCOTT HUEBLER	07/21/20	FLEX	30.00
101-000-259.004	FLEX - MAHONEY, B	BRANDON L MAHONEY	07/21/20	FLEX	95.43
101-000-259.004	FLEX - SCHILLER	BROOK SCHILLER	07/21/20	FLEX	281.66
101-000-259.004	FLEX - SEAVER	ALYSSA SEAVER	07/21/20	FLEX	273.34
101-000-259.004	FLEX - SQUIERS	ROGER SQUIERS	07/21/20	FLEX	30.07
101-000-259.004	FLEX - YOUNG	PAUL YOUNG	07/21/20	FLEX	85.66
101-000-259.005	DUE TO ALFAC	AFLAC	07/12/20	582734	969.81
101-000-259.007	DOG TAGS - MAY & JUNE-2020	MUSKEGON COUNTY TREASURER	07/15/20	0000179651	306.00
		Total For Dept 000 648			2,300.65
Dept 172 ADMINISTRATION					
101-172-818.000	DIGITAL SUPPORT SERVICE/COPIER	KONICA MINOLTA BUSINESS	07/16/20	267269651	12.00
101-172-958.000	MEMBERSHIPS & DUES	AICPA	07/21/20	STATEMENT	285.00
101-172-962.000	NOTARY - FILING/SOM	STATE OF MICHIGAN	07/21/20	STATEMENT	10.00
101-172-962.000	NOTARY - FILING, OATH	MUSKEGON COUNTY CLERK	07/21/20	STATEMENT	10.00
		Total For Dept 172 ADMINISTRATION			317.00
Dept 195 ELECTIONS					
101-195-728.000	POSTCARD STAMPS - QTY 100	UNITED STATES POSTMASTER	07/21/20	STATEMENT	35.00
101-195-962.000	OTHER EXPENSES	CDW GOVERNMENT INC	07/07/20	ZJF1154	611.21
		Total For Dept 195 ELECTIONS			646.21
Dept 209 ASSESSOR					
101-209-818.000	ASSESSMENT ADM SVCS-JUL-AUG 202	MUSKEGON COUNTY TREASURER	07/15/20	0000179589	8,160.00
		Total For Dept 209 ASSESSOR			8,160.00
Dept 265 CITY HALL BLDG & GROUNDS					
101-265-757.000	OPERATING SUPPLIES	GORDON FOOD SERVICE	07/15/20	828437806	0.99
101-265-757.000	PAPER PRODUCTS, SUPPLIES	SAM'S CLUB/GEFC	07/15/20	STATEMENT	43.44
101-265-818.000	CARPET CLEANING/CITY HALL	HIRES CLEANING SERVICES	07/17/20	2636	219.00
		Total For Dept 265 CITY HALL BLDG & GROUNDS			263.43
Dept 276 CEMETERY					
101-276-757.000	AMERICAN FLAGS - QTY 288	ACTION FLAG CO	07/21/20	31519	218.18
101-276-818.700	CONTRACTUAL SERVICES-TEMPORARY	WORKBOX STAFFING	07/12/20	12515-12639	591.56
101-276-933.000	MOWER REPAIRS	PARSONS SMALL ENGINE SER	07/09/20	STATEMENT	1,007.25
		Total For Dept 276 CEMETERY			1,816.99
Dept 301 POLICE					
101-301-850.000	AUG 2020 CENTRAL DISPATCH FEES	MUSKEGON CENTRAL DISPATCH	07/16/20	2000000338	3,465.00
101-301-933.000	CRUISER MAINTENANCE	DAN FROST DBA DAN'S AUTO	06/10/20	7908	189.34
101-301-962.300	PHYSICAL/SCREENING - ROBART	WORKPLACE HEALTH MUSKEGO	07/13/20	224556	228.00
		Total For Dept 301 POLICE			3,882.34
Dept 751 PARKS DEPARTMENT					
101-751-757.000	OPERATING SUPPLIES	GORDON FOOD SERVICE	07/15/20	828437806	8.97
101-751-775.000	BENCH - QTY 2	DBA / KIRBY BUILT	07/09/20	SOKSA6349	2,083.76
101-751-818.700	CONTRACTUAL SERVICES-TEMPORARY	WORKBOX STAFFING	07/12/20	12515-12639	591.56
101-751-933.000	MOWER REPAIRS	PARSONS SMALL ENGINE SER	07/09/20	STATEMENT	1,007.25

INVOICE GL DISTRIBUTION REPORT FOR CITY OF WHITEHALL
 EXP CHECK RUN DATES 07/22/2020 - 07/22/2020
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID
 CITY OF WHITEHALL ACCOUNTS PAYABLE
 COUNCIL MEETING OF JULY 28, 2020

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 101 GENERAL OPERATING FUND					
Dept 751 PARKS DEPARTMENT					
Total For Dept 751 PARKS DEPARTMENT					
Dept 851 FRINGE BENEFITS					3,691.54
101-851-719.450	SAFETY SHOES - BISSON	SAF-GARD	07/19/20	IN-18666614	285.00
101-851-719.600	FRINGE-HEALTH INS	SBAM PLAN	07/16/20	AUG-2020	19,052.89
101-851-719.601	FRINGE BENEFITS-RETIREE HEALTH	SBAM PLAN	07/16/20	AUG-2020	1,605.33
101-851-719.603	WRAP - AUG-2020	UNITED GROUP PROGRAMS, I	07/20/20	AUG-2020	4,472.44
101-851-719.605	DENTAL INSURANCE - AUG-2020	KANSAS CITY LIFE INSURAN	07/20/20	25617	1,905.20
101-851-719.650	FRINGE-OPTICAL - BROOK	BROOK SCHILLER	07/10/20	OPTICAL	51.98
101-851-719.650	OPTICAL - YOUNG, TIFFANY	PAUL YOUNG	07/21/20	OPTICAL	211.96
Total For Dept 851 FRINGE BENEFITS					
Total For Fund 101 GENERAL OPERATING FUND					
Fund 245 TAX INCREMENT FINANCE AUTHORITY #3					145.00
Dept 000 648					145.00
245-000-818.400	CONTRACTUAL SERVICES-DOWNTOWN R	WHITEHALL VENTURES INC	07/31/20	JUL-2020	145.00
Total For Dept 000 648					
Total For Fund 245 TAX INCREMENT FINANCE AUTHORITY					
Fund 580 PLAYHOUSE					500.00
Dept 000 648					7.78
580-000-708.100	DIRECTOR-PHOTO/CAMERA	WILLIAM MANN	07/21/20	STATEMENT	500.00
580-000-757.000	OPERATING SUPPLIES	GORDON FOOD SERVICE	07/15/20	828437806	7.78
580-000-757.000	PAPER PRODUCTS, CLEANING SUPPLI	SAM'S CLUB/GEFC	07/15/20	STATEMENT	80.14
Total For Dept 000 648					
Total For Fund 580 PLAYHOUSE					
Fund 590 SEWER FUND					57.49
Dept 562 SEWER CUSTOMER ACCOUNTS					57.49
590-562-850.000	TELEPHONE	CHARTER COMMUNICATIONS	07/01/20	0031219070120	57.49
Total For Dept 562 SEWER CUSTOMER ACCOUNTS					
Dept 564 SEWER PUMPING					28.91
590-564-818.000	HAULED WASTE	MUSKEGON COUNTY TREASURE	06/30/20	STATEMENT	28.91
Total For Dept 564 SEWER PUMPING					
Dept 566 WASTEWATER SYSTEM-GALLONAGE					50,159.73
590-566-951.000	WASTEWATER SYSTEM-GALLONAGE	MUSKEGON COUNTY TREASURE	06/30/20	STATEMENT	50,159.73
590-566-951.100	WASTEWATER SYS-GALLONAGE - BOND	MUSKEGON COUNTY TREASURE	06/30/20	STATEMENT	27,139.41
Total For Dept 566 WASTEWATER SYSTEM-GALLONAGE					
Total For Fund 590 SEWER FUND					
Fund 591 WATER FUND					57.49
Dept 542 WATER CUSTOMER ACCOUNTS					57.49
591-542-850.000	TELEPHONE	CHARTER COMMUNICATIONS	07/01/20	0031219070120	57.49
Total For Dept 542 WATER CUSTOMER ACCOUNTS					
Dept 546 WATER SOURCE PLANT					979.40
591-546-757.000	QTY 16 - 15 GAL DRUM CHLORINE	HAVILAND	07/11/20	360807-CM361152	979.40

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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 591 WATER FUND					
Dept 546 WATER SOURCE PLANT					
			Total For Dept 546 WATER SOURCE PLANT		979.40
Fund 594 MARINA FUND					
Dept 000 648					
594-000-645.000	2020 SEASONAL SLIP# 16 - REFUND	CRAIG MORFORD	06/30/20	SLIP# 16	1,440.00
594-000-818.000	CONTRACTUAL SERVICES	AIRE-MASTER	07/03/20	13384	87.00
594-000-818.000	ALGAE/WEED TREATMENT	AQUATIC DOCTORS LAKE MGT	07/06/20	18267	890.00
594-000-850.000	TELEPHONE	FRONTIER	07/04/20	STATEMENT	52.97
594-000-850.000	TELEPHONE	CHARTER COMMUNICATIONS	07/05/20	0038420070520	74.99
594-000-955.100	UNLEADED - 3000G	MERLE BOES INC	07/15/20	8740640	7,727.47
			Total For Dept 000 648		10,272.43
Fund 661 MOTOR POOL FUND					
Dept 000 648					
661-000-850.000	TELEPHONE	FRONTIER	07/04/20	STATEMENT	60.37
			Total For Dept 000 648		60.37
			Total For Fund 661 MOTOR POOL FUND		60.37

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	Fund Totals:				
	Fund 101 GENERAL OPERATING FUND				48,662.96
	Fund 245 TAX INCREMENT FINANCE				145.00
	Fund 580 PLAYHOUSE				587.92
	Fund 590 SEWER FUND				77,385.54
	Fund 591 WATER FUND				1,036.89
	Fund 594 MARINA FUND				10,272.43
	Fund 661 MOTOR POOL FUND				60.37
	Total For All Funds:				138,151.11

Muskegon Central Dispatch 9-1-1
BOARD OF DIRECTORS
MEETING MINUTES
June 10, 2020

The June 10, 2020 Muskegon Central Dispatch 9-1-1 Board of Directors meeting held via WebEx was called to order at 1:33 p.m. by Vice-Chairman Peterson.

Members present: Frank Peterson, City Manager, City of Muskegon
Scott Huebler, City Manager, City of Whitehall
Jared Olson, City Manager, City of Roosevelt Park
Jennifer Hodges, Township Supervisor, Muskegon Charter Township
Mark Eisenbarth, Administrator, County of Muskegon
Ed Viverette, Chief of Police, City of North Muskegon
Heidi Tice, Supervisor, Fruitport Township
Lori Doody, Finance Director, City of Muskegon Heights
Jeff Auch, City Manager, City of Montague

Absent: Anthony Chandler, Dir. Admin Services/Asst to City Admin, City of Norton Shores
Chris McIntire, Lieutenant, Michigan State Police

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

Others present: None

APPROVAL OF THE AGENDA

Moved by Ms. Hodges, seconded by Mr. Eisenbarth to approve the June 10, 2020 agenda.
Motion carried.

MINUTES OF THE MAY 13, 2020 MEETING

Moved by Mr. Huebler, seconded by Mr. Olson to approve the May 13, 2020 meeting minutes. Motion carried.

REPORTS

DIRECTOR'S REPORT

As submitted. Director Wolford commented on dispatch workload during recent storms and Coronavirus. Director Wolford advised that the Fire Station has been reopened but all visitors will need to comply with Covid-19 distancing and masking requirements per Governor Whitmer. Mr. Peterson advised the group that he preferred to continue Webex meetings in the future.

800 MHz PROJECT

wTower is currently being constructed at dispatch. Montague Zoning Board of Appeals is scheduled to meet on June 29.

MCT COMMITTEE

Ordering process. No further update.

SOFTWARE PROJECT (CAD / RMS / JMS)

On hold. No further update.

OLD BUSINESS

ADMIN DESKTOP / LAPTOP INSTALL STATUS

To date, all police department installations are complete and fire department installations are underway. Agencies with any issues are advised to contact help desk.

NEW BUSINESS

TOWER SITE LEASE AGREEMENT

Moved by Ms. Hodges, seconded by Ms. Doody, to approve the Tower Site Lease Agreement as presented and authorize Director Wolford to proceed with agencies involved. Motion carried.

STEBBINS PARCEL PURCHASE AGREEMENT

Moved by Ms. Doody, seconded by Mr. Eisenbarth, to approve the purchase of the Stebbins Parcel with Muskegon Charter Township as presented. Motion carried.

COMMENT

ADMINISTRATIVE

Director Wolford commended MCD staff as they continue to work hard throughout the Covid-19 pandemic.

Mr. Huebler thanked community entities that are working with MCD on agreements for tower locations.

PUBLIC

None.

NEXT MEETING

The next meeting will be held on Wednesday, July 15, 2020 at 1:30 at Muskegon Heights City Hall.

ADJOURNMENT

The meeting adjourned at 1:40 p.m.

Respectfully submitted,

Rebecca Injerd, Administrative Assistant

Date

Anthony Chandler, Chairman

Date

CITY OF WHITEHALL
ELECTION COMMISSION
July 14, 2020

PRESENT: Clerk Bourdon, Deputy Clerk A. Seaver, Mayor Hillebrand

ABSENT: None

The meeting was called to order at 11:01 a.m. via ZOOM.

APPROVAL OF MINUTES

Motion by Hillebrand, seconded by Seaver, CARRIED, to approve the minutes of the February 18, 2020 meeting. All yeses.

UNFINISHED BUSINESS

NEW BUSINESS

A. Appointment of Election Inspectors

Motion by Seaver, seconded by Hillebrand, CARRIED, to appoint the following as election inspectors: Penny Reid (D) (Co-Chair), Deborah Elliott (Co-chair) (D), Val Barnes (D), Brook Schiller (D), Caroline Mayberry (D), MaryAnn Correll (D), Ann Beishuizen (R), Robert Wagner (R), Coni Gafford (R), Alyssa Seaver (R), Livia Seaver (R), and Seaver and Reid (if absent substituting appropriate party Election Inspectors from above) as the Receiving Board for the August 4, 2020 Election. All yeses.

B. Public Accuracy Test

Motion by Hillebrand, seconded by Seaver, CARRIED, to set Thursday, July 30, 2020 at 10 a.m. as the Public Accuracy Test. All yeses.

PUBLIC COMMENT

None

ADJOURNMENT

With no further business, the meeting was adjourned at 11:05 am.

Brenda Bourdon, City Clerk

Muskegon Municipal Wastewater Management Committee
Meeting Minutes
January 16, 2020
Muskegon Charter Township

Members Present

Jennifer Hodges- Muskegon Township
Jerry Bartoszek - Norton Shores
Steve Biesiada, Fruitport Township
Sam Janson - City of North Muskegon
Tony Barnes, Dalton Township
Heidi Tice, Fruitport Township
Leigh Ann Mikesell, City of Muskegon

Jeff Auch, City of Montague
Scott Huebler - City of Whitehall
Marcia Jeske - Fruitland Township
Linda Aerts, Cedar Creek Township
Chris Hall, Laketon Township
Ben VanHoeven, City of Roosevelt Park

Others Present

David Johnson, Muskegon County

Mike Ortega, Attorney

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

1. Appointment of Chairperson – Three Year Term

Motion by Tony Barnes, seconded by Jennifer Hodges to appoint Scott Huebler to another three-year term expiring January, 2023. Motion Carried.

2. Approval of Minutes of the December 19, 2019 Meeting

Motion by Jennifer Hodges, seconded by Tony Barnes to approve the December 19, 2019 meeting minutes as presented. Motion Carried.

3. Directors Report – David Johnson, Wastewater Director

Director Johnson summarized the December Monthly Report:

- Financial Report – For the first two months of the 2020 fiscal year, revenues are at 9.6% and expenditures are at 8.2%
- Farm Report – Harvest 2019 is finished. The yields were a little less due to the delay in harvesting.
- Infrastructure
 1. The low bid for the C Station Odor Control Renovation recommendation was sent to the Board of Public Works to award the bid to L.D. Docsa, a Kalamazoo contractor, in the amount of \$395,000.
 2. Grease continues to be a problem in our hauled waste. The auger/compactor struggled to handle the grease so it was replaced with a shaftless screw auger which seems to be working better. Due to varying rates that grease is captured by the screen and wind conditions, it may require more than one pick up per day and the dumpster may be too full for pickup. Employee Mike Chupailo suggested we discontinue the dumpster service and build our own dumpster. The employees fabricated a three-sided bin and since that time the bar screen has not needed to be shut down and expenses were cut by discontinuing the dumpster pickup service.

3. Phase I of the laboratory renovation is complete and staff has been pleased with the Contractor Skye Contracting.
- Statistical Comparisons – December average daily wastewater and hauled waste flows were higher than last year as was the volume of water in the storage lagoons.

Member Tice questioned if the amount charged for grease customers was high enough. Director Johnson responded that rates have been recently increased for grease haulers.

4. Muskegon Area First Reports -- Jim Edmonson, President/CEO

- a. December President/CEO Report
- b. 2019 Annual Report

5. Communications

6. Unfinished Business

7. New Business

8. Community Updates/Information/Public Comment

a. Brightmark Energy – Beaver Creek Farm Digester

Director Johnson noted that the meeting was at Polkton Township and the board seemed very receptive. A draft resolution was presented but was not voted on and Director Johnson read it into the minutes. Tom Berdinski, DEQ, noted that an intergovernmental agreement would be required giving the County the right to enforce the Sewer Use Ordinance in Polkton Township. Polkton Township's attorney will put it in the resolution.

Den Dulk Dairy wants to put in a force main to pump their manure waist directly to the digester. Brightmark will pay for the line but an issue came up that the Road Commission would not allow it in the road right-of-way. Den Dulk and Director Johnson met with the Muskegon County Road Commission (MCRC) who will take it to their board. Ottawa County Road Commission has not yet been contacted.

Attorney Ortega asked who's line it would be. Director Johnson responded that it would be a private line. Attorney Ortega asked if Mr. Berdinski had read the Master Contract. With respect to the MC and the Power Point presentation, it appears they plan on paying the debt and secure it with a reserve account. He questioned the security of a reserve account and the possibility of it getting sucked up with a bankruptcy proceeding.

Attorney Ortega stated as we move forward, he would like to see the numbers on the remaining BOD capacity and any other limiting factors. Director Johnson offered a report based on the numbers he has received from them and what capacities would look like.

Chair Huebler questioned information in the power point regarding their operational time frame.

Director Johnson stated they discussed that after the meeting and it was a little optimistic. Chair Huebler continued that in the MAF report, Brightmark agreed to pay \$20 mil. Director Johnson agreed that Brightmark is willing to pay for it. Attorney Ortega added that sounds like a contract and in some point in time, a promise to pay. We have to avoid contractual entitlement.

9. Adjournment

Chairman Huebler adjourned the meeting at 1:55 p.m.

Respectfully submitted,

Marcia Jeske, Secretary

DRAFT

WHITE LAKE FIRE AUTHORITY
June 16, 2020 at 5:00 p.m.
MINUTES

The meeting was called to order at 5:00 p.m. by Chairperson Beegle.

Present: Melissa Beegle, Jeff Holmstrom, Marcia Jeske, Norm Kittleson, Denny Kroll and Judy Marcinkowski

Absent: None

Also: Chief Pete McCarthy, Attorney David Bossenbroek and 2 interested parties

AGENDA

Motion by Board Member Marcinkowski, seconded by Board Member Jeske to approve the agenda as presented. Motion Carried

ROLL CALL VOTE:

Ayes: Marcinkowski, Jeske, Kroll, Beegle, Holmstrom and Kittleson

Nays: None

Motion Carried

COMMUNICATION

a. Captain's Report

Captain McCarthy noted that the graph is not attached to his report. While the Covid-19 numbers are decreasing, the WLFA runs are up by 20 from May 2019 and things are returning to normal.

CONSENT AGENDA

a. Minutes – May 19, 2020

b. June Financial Reports – General Fund Total \$22,103.53, Equipment Total \$130,906.72 and Facilities Fund \$59,016.04

Motion by Board Member Jeske, seconded by Board Member Holmstrom, CARRIED to approve the May 19, 2020 meeting minutes as submitted and June Financial Reports.

ROLL CALL VOTE:

Ayes: Jeske, Holmstrom, Kroll, Marcinkowski, Kittleson and Beegle

Nays: None

Motion Carried

STATION PROGRESS

a. Financing Contract and Resolution #1

Attorney Bossenbroek noted that this resolution was prepared by Roger Swets, Attorney for the Authority's General Obligation Tax Note. The resolution authorizes up to \$2,800,000 and can be prepaid. The WLFA will be able to draw as needed. The note's interest rate is 1.95% and there are no other expenses.

Board Member Kittleson moved, seconded by Board Member Holmstrom to approve Resolution #1 authorizing the issuance of General Obligation Limited Tax Note, Series 2020 as presented.

ROLL CALL VOTE:

Ayes: Kittleson, Holmstrom, Kroll, Marcinkowski, Beegle and Jeske

Nays: None

Motion Carried

b. Planning Commission Approvals

Chief McCarthy noted that the City of Whitehall Planning Commission has approved the special use and site plan for the new building.

c. Property Purchase Resolution

Motion by Chairman Beegle, seconded by Board Member Holmstrom to approve the Resolution authorizing Interim Chief McCarthy to sign a Real Estate Purchase Agreement between the Local Development Finance Authority and the White Lake Fire Authority.

ROLL CALL VOTE:

Ayes: Beegle, Holmstrom, Kittleson, Kroll, Marcinkowski and Jeske

Nays: None

Motion Carried

OLD BUSINESS:

a. HSA and Retirement Policies

Motion by Board Member Holmstrom, seconded by Board Member Marcinkowski to approve the HSA and Retirement Policies as presented.

ROLL CALL VOTE:

Ayes: Holmstrom, Marcinkowski, Kittleson, Kroll, Beegle and Jeske

Nays: None

Motion Carried

NEW BUSINESS

a. Chief Offer

Chairman Beegle prepared a proposed offer of employment for Chief McCarthy. Questions were asked and expectations discussed with the use of the Fire Authority

Vehicle. Chief McCarthy provided an explanation of his intentions for the vehicle and continued that the Command Vehicle belongs and is used to help the community and as such he would consider all uses for it.

Board Member Holmstrom moved, seconded by Board Member Marcinkowski to approve the offer as presented.

ROLL CALL VOTE:

Ayes: Holmstrom, Marcinkowski, Kroll, Kittleson, Jeske and Beegle

Nays: None

Motion Carried

Chief McCarthy accepted the offer of employment and thanked the board for the opportunity.

b. Audit Approval

Chief McCarthy explained that due to Covid-19 the auditors are not in attendance this evening. Chairperson Beegle questioned if we received the deficiency letter. The Chief responded he did not have it but there was one deficiency and it's the same one we have every year. Chairperson Beegle asked that we get a copy of the letter to keep on file with the audit.

Board Member Beegle moved, seconded by Board Member Holmstrom to approve the audit and to place on file.

ROLL CALL VOTE:

Ayes: Beegle, Holmstrom, Kittleson, Kroll, Marcinkowski and Jeske

Nays: None

Motion Carried

c. FOIA Policy

Motion by Board Member Marcinkowski, seconded by Board Member Kittleson to approve the FOIA Policy as submitted. Motion Carried

d. Promotions/Equipment

Captain McCarthy requested that First Lieutenant Heidelberg and Lieutenant Nesbit be promoted. Lieutenant Heidelberg to Deputy Chief and Lieutenant Nesbit to Captain and explained why he felt they deserve the promotion. He continued that with the promotions helmet colors, badge colors and shields change with the rank and for under \$1,500 he can order replacement of those items. This cost could come out of \$8,000 previously approved to replace missing equipment.

Chairperson Beegle asked with regard to the promotions, if they will have additional responsibilities? Chief McCarthy replied yes, especially by assisting me with administrative duties and training.

Motion by Board Member Holmstrom, seconded by Board Member Marcinkowski to approve the promotions for Lieutenants Heidelberg and Nesbit and to increase their wages to \$16 hour for Heidelberg and \$15 hour for Nesbit.

ROLL CALL VOTE:

Ayes: Holmstrom, Marcinkowski, Kittleson, Jeske and Beegle

Nays: Kroll

Motion Carried

e. Command Car Identification

Chief McCarthy explained that the Command Car does not have WLFA identification. He requested that up to \$1,200 be spent to have the vehicle outfitted with the appropriate identification decals.

Motion by Board Member Jeske, seconded by Board Member Kittleson to approve an amount not to exceed \$1,200 to outfit the command car with appropriate identification.

ROLL CALL VOTE:

Ayes: Jeske, Kittleson, Holmstrom, Kroll, Marcinkowski, and Beegle

Nays: None

Motion Carried

f. Station #2 Repairs

Chief McCarthy presented quotes to replace the garage doors and he provided pictures of the current condition at Fire Station #2. The cost to replace the doors from Quality Door is \$11,984 and this door has failed several times in the last couple of months. He also provided an estimate from Winberg Construction outlining improvements that would coincide with the door replacement as well as improve Station #2 functionality, safety and freshen the building up.

Board Member Kroll questioned number of bids required by the Authority for improvements. The Board members extensively discussed quoted items with the Chief and concluded that the doors are a safety issue. Chairman Beegle provided the budget balance for the Facilities Fund and the board requested that the project be trimmed as much as possible.

Motion by Chairperson Beegle, seconded by Board Member Jeske to approve up to \$36,000 for Station #2 repairs.

ROLL CALL VOTE:

Ayes: Beegle, Jeske, Holmstrom, Kroll, Marcinkowski and Kittleson

Nays: None

Motion Carried

Chief McCarthy offered to seek alternative quotes and to work within the \$36,000 as approved.

g. July Meeting Date Change

Motion by Chairperson Beegle, seconded by Board Member Marcinkowski to move the July meeting date to Thursday July 23, 2020 at 5:00 p.m. Motion Carried

h. New Full-time Employee

Chief McCarthy explained that he received five applications for the open Kelly Shift position. Interviews will be conducted and he hopes to have an appointment by July 1st to the full-time position.

PUBLIC COMMENT

City Council Member Steve Salter thanked the board for their wisdom of offering Pete the position of Chief and congratulated the Lieutenants on their promotions.

BOARD COMMENT

Board Member Holmstrom thanked staff for a positive audit opinion. He also noted that in front of the City of Whitehall City Hall is a bell that commemorates Whitehall fire fighters that are deceased. The bell is planned to be relocated to the front of the new station once it is completed.

Chairperson Beegle noted that budget amendments will be prepared for the July meeting.

Board Member Marcinkowski expressed her pleasure with the direction that Captain McCarthy is taking the WLFA to.

Board Member Kittleson congratulated those that received promotions this evening.

ADJOURNMENT

Board Member Holmstrom moved, seconded by Board Member Marcinkowski to adjourn the meeting at 6:28 p.m. Motion Carried.

Respectfully Submitted,

Marcia Jeske, Board Member

White Lake Senior Center
8741 Ferry St.
Montague, MI 49437
231-894-9493

July 13, 2020

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

Dear City Council:

I would like to take this opportunity to thank you for your continued support of the White Lake Senior Center over the years.

Because of the Covid-19 pandemic the Senior Center was closed for over 3 months this Spring. Because of the shut downs state wide we have lost all of our major fundraisers. We were unable to host 2 poker events and we were not able to hold our annual golf outing. Those 3 events have been a huge lose to our overall budget. While it is true that we receive some funding from Muskegon County Senior Millage (currently \$4,000/year) it is not enough for our overall annual budget. With the MCSM we have been able to take a group of senior citizens to the theater and out to dinner. MCSM is a great opportunity for us to receive a donation but it not an option for us to get the kind of money we need to keep the Senior Center open year-round. You have generously given us \$2,400 a year for several years. We need your help this year more than ever! Can we count on your support again in the 2020 year?

We are open four days a week for 6 hours a day. We are offering daily coffee with fresh donuts. Our most popular activity is card games such as pinochle, bridge and cribbage. Monday you will find line-dancing or exercise class and later in the week we offer woodcarving. Throughout the month we offer specials such as blood pressure clinic, free movie and pedicures. Most of our services are back up and running. There is something for everyone at the White Lake Senior Center.

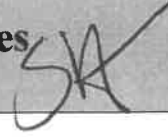
Again, thank you for your financial support and we look forward to hearing from you soon!

Sincerely,



Christi Marsh
Executive Director

**Whitehall City Council
Agenda Report - Legal Services**

A handwritten signature in black ink, appearing to be 'SA', is written over the right side of the title box.

City Charter §6.6 requires the appointment of a city attorney by the Council. The contract for legal services with Rodger I. Sweeting expires this fall. Rodger has served as our City Attorney since 2008 and served as Assistant City Attorney for six years prior. He has developed an excellent working relationship with the Council and staff demonstrating the highest levels of professionalism and representation.

RECOMMENDATION

Authorize execution of the attached Agreement for Legal Services.

AGREEMENT FOR LEGAL SERVICES

AGREEMENT made this ____ of _____, 2020, by and between the City of Whitehall, a Michigan municipal corporation (City), 405 E. Colby St., Whitehall, Michigan, 49461, and Rodger I Sweeting, PLC., 110 W. Colby St., Whitehall MI 49461; and

WHEREAS, Rodger I. Sweeting has been designated the City Attorney, for the City and for all the officers and departments thereof, and

WHEREAS, the parties desire to define the scope of the legal services to be performed by the Attorney pursuant to this Agreement, and to fix the compensation to be paid, therefore.

NOW THEREFORE, it is agreed as follows:

1. Terms of Office: It is understood and agreed the Rodger I. Sweeting will hold the office of City Attorney, at the pleasure of the City Council as provided in Chapter VI, Section 6.6(a) of the City Charter.
2. Terms of Agreement: This Agreement shall be deemed effective as of the 1st day of November 2020, and end at midnight on the 31st day of October 2023. The Attorney's performance shall be evaluated by the City Manager between July 1 and October 1, 2023, or at other mutually agreed upon times. The purpose of said evaluation is to establish mutually agreed upon goals and objectives for legal services and to measure performance in meeting these objectives.
3. Scope of Services: The Attorney shall provide the following services to the City:
 - a. Prepare and/or review all ordinances, regulations, contracts and other such instruments as may be required by Charter, the Council, or the City Manager.

- b. Prosecute ordinance violations and represent the City in cases before the courts and other tribunals.
- c. Provide legal counsel and prepare and/or review all contracts, plans, legal documents and other such instruments as needed or requested by the various economic development boards established by the City such as TIFA, LDFA, DDA and Brownfield Authority.
- d. Provide legal counsel, when requested, to the Planning Commission and the Board of Zoning Appeals.
- e. In instances where directed by City Council, defend officers and employees of the City in actions arising out of the performance of their official duties.
- f. Perform such other duties in connection with the office as may be prescribed by Charter, the Council, or the City Manager.

4. Compensation. Compensation for services rendered shall be as follows:

- a. First Year. A retainer of \$5,750 and \$160 per hour.
- b. Second Year: A retainer of \$6,000 and \$170 per hour.
- c. Third Year: A retainer of \$6,250 and \$180 per hour.
- d. Retainer: The retainer shall be based on fiscal year of July 1 to June 30, payable in equal semi-annual installments, i.e. January 1 and July 1 and shall cover up to four hours per month for attendance at regular Council meetings.
- e. Travel: Travel time outside of Muskegon County which shall be paid at 50% of the hourly rate.

f. Cost Reimbursement. In addition to the compensation set forth above, Attorney shall be entitled to reimbursement for actual costs expended for the proper functioning and operation of the services rendered including LEIN fees, parking, tolls, postage, toll calls, document copies, filing fees, service of process fees, expert witness fees, court report and transcription charges, recording of documents, title insurance company's charges, and other related costs.

g. Billing: Attorney shall provide detailed monthly invoices describing the services performed, costs incurred, and time spent on each service.

5. Additional Duties: The Attorney shall serve as legal advisor to the City personnel, Council and Mayor on all matters of City business and shall always be on call for rendering of legal services.

6. It is further understood that City Attorney, is considered an employee of the City solely for the purpose of the Open Meetings Act.

Dated: _____, 2020

Debi Hillebrand, Mayor

Dated: _____, 2020

Rodger I. Sweeting, Attorney

**Whitehall City Council
Agenda Report – EV Charging Stations**

The Tax Increment Finance Authority included electric vehicle charging stations as part of the North Mears parking lot improvements. The City was awarded a \$10,000 rebate from Consumers Energy under their PowerMiDrive program for the installation of two dual cord Level 2 electric vehicle charging stations. Staff solicited for and received the following bids;

Hage Auto	\$23,074
Westside Solutions	\$36,450 to \$41,450 (three year maintenance plan)
	\$37,136 to \$42,136 (five year maintenance plan)

Westside's bid was much more comprehensive. An on-site visit with a representative from Hage allowed staff to better compare the two bids. By accepting one of the above bids, the City would own and maintain the stations covering all future costs with an initial expense of no less than \$13,074 (Hage's bid of \$23,074 - \$10,000 rebate). Both bidders provided the option where the City simply becomes the host. They would purchase, install, own, and maintain the stations at no cost to the City. Westside would allow the City to add a fee. Hage proposes a revenue sharing plan. The rebate approved for the City would be transferred to the contractor awarded the project.

RECOMMENDATION

Assume the role as host and grant Hage Auto permission to install up to two electric vehicle charging stations.