



CITY COUNCIL MEETING  
405 E. COLBY STREET, WHITEHALL, MI  
REMOTE VIA ZOOM  
August 25, 2020  
6:00 p.m.

AGENDA

1. Meeting called to Order
2. Approval of Agenda
3. Approval of the August 11 Work Session and Council Meeting Minutes
4. Approval of Accounts Payable
5. Communications: Day of Caring, Central Dispatch Minutes, Central Dispatch Proposed Budget, Central Dispatch Update, Lexie Brown Thank You
6. Messages from the Mayor, Council, and City Manager
7. Public Comment \*
8. New Business
  - A. Tag Day Request – Knights of Columbus
  - B. Resolution 20-25 Utility Rates
  - C. Legal Services
9. Public Comment \*
10. Adjournment

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

\* **PUBLIC COMMENT:** Citizens wishing to speak on any subject matter or with regard to items on the agenda should use this opportunity. As a courtesy to the council, come to the podium, state your name, and direct your comments to the board. Please limit comments to three minutes. If you have questions or issues that need to be addressed, contact City Hall during regular business hours.

CITY OF WHITEHALL  
CITY COUNCIL WORK SESSION MINUTES  
August 11, 2020  
5:00 p.m.

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

**ABSENT:** None

**ALSO PRESENT:** Brenda Bourdon, Roger Squiers, and Rodger Sweeting

Mayor Hillebrand called the meeting to order at 5:00 p.m. via Zoom.

**DISCUSSION ITEMS**

- A. Legal Services – Opportunity was given to discuss viewpoints on legal services to date. Discussion included looking into other possibilities for legal services; another suggestion was to alter the contract renewal process to include Council review/feedback prior to contract renewals.
- B. Senior Funding – Ken Mahoney was on hand to clarify that only programming is covered by the Senior Millage for the Senior Center and that there would be a reduction this year. Other discussion included putting restrictions on the City's contribution with others disagreeing; they felt that the Senior Center Board should determine where the money is needed.

**PUBLIC COMMENT:**

Jerry Rowe commented on Legal Services.  
Lillian Morningstar commented Senior Center.

**MEETING ADJOURNED AT 5:56 P.M.**

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Debra Hillebrand, Mayor

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Brenda Bourdon, City Clerk

CITY OF WHITEHALL  
CITY COUNCIL MEETING MINUTES  
AUGUST 11, 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, Roger Squiers, 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 DeMumbrum, CARRIED, to approve the agenda. All yeses

#### APPROVAL OF COUNCIL MINUTES

Motion by DeMumbrum, seconded by Dennis, CARRIED, to approve the July 28 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 \$117,763.29 and checks to be drawn in their several amounts.

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

#### COMMUNICATIONS

Muskegon Area First Report, MML Convention Voting Delegate

Motion by DeMumbrum, seconded by Dennis, CARRIED, to select Huebler as the MML Voting Delegate and Hillebrand as alternate. All yeses

Motion by Dennis, 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

Ken Mahoney and Lillian Morningstar provided comments.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENT

None

ADJOURNMENT

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

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Debra Hillebrand, Mayor

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Brenda Bourdon, City Clerk

CITY OF WHITEHALL  
ACCOUNTS PAYABLE  
August 25, 2020

**August 2020 Prepays**

<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>Check No.</u>
City of Whitehall-Common Cash	Payroll	\$53,926.75	Transfer
IRS	Payroll	\$16,362.40	EFT
Alerus Financial	Payroll	\$5,321.36	7351
MISDU	Payroll	\$90.34	7352
FOP-CD Hammond #99	Payroll	\$69.39	7353
Teamsters Local 214	Payroll	\$341.00	7354
<b><u>Total Prepays:</u></b>		\$76,111.24	

**TOTAL ACCOUNTS PAYABLE**

**\$1,044,582.79**

Vendor Code	Vendor Name	Description	Amount
AFLAC	AFLAC		
	997766	PREMIUM - AUG-2020	646.54
TOTAL FOR: AFLAC			646.54
AIREM	AIRE-MASTER		
	13590	DEODORIZER SERVICE/DISINFECTING - MARINA	87.00
TOTAL FOR: AIRE-MASTER			87.00
SEAV	ALYSSA SEAVER		
	FLEX	FLEX - AUG-2020	297.06
TOTAL FOR: ALYSSA SEAVER			297.06
MISC	AMAZON.COM		
	112-0336521-377	FACE MASKS - QTY 100	29.98
	112-1429890-136	FACE MASKS - QTY 150	44.95
	112-9882739-983	FLAGPOLE MOUNTING RINGS - QTY 25	324.75
	113-3792812-278	SCANNER/ELECTIONS	125.55
TOTAL FOR: AMAZON.COM			525.23
BEAM	BETH BEAMAN		
	STATEMENT	REIMBURSEMENT - COSTUMING	76.28
TOTAL FOR: BETH BEAMAN			76.28
MAHON	BRANDON L MAHONEY		
	FLEX	FLEX - AUG-2020	331.00
TOTAL FOR: BRANDON L MAHONEY			331.00
BOU	BRENDA BOURDON		
	FLEX	FLEX - AUG-2020	28.59
TOTAL FOR: BRENDA BOURDON			28.59
ARMST	BRIAN ARMSTRONG		
	FLEX	FLEX - AUG-2020	370.00
TOTAL FOR: BRIAN ARMSTRONG			370.00
SCHILLER	BROOK SCHILLER		
	FLEX	FLEX - AUG-2020	160.00
TOTAL FOR: BROOK SCHILLER			160.00
CHART	CHARTER COMMUNICATIONS		
	0031219080120	INTERNET	189.97
TOTAL FOR: CHARTER COMMUNICATIONS			189.97
CONSU	CONSUMER'S ENERGY		
	STATEMENT	UTILITIES	4,855.19
TOTAL FOR: CONSUMER'S ENERGY			4,855.19
DAN	DAN FROST DBA DAN'S AUTOMOTIVE		
	8060-8081-8120-	CRUISER MAINTENANCE	710.48
TOTAL FOR: DAN FROST DBA DAN'S AUTOMOTIVE			710.48

Vendor Code	Vendor Name	Description	Amount
MISC	DEE JASICK		
	STATEMENT	REFUNDED PLAYHOUSE SHOW	30.00
TOTAL FOR: DEE JASICK			30.00
DERBY	DERBY DESIGN		
	20200813	ANNUAL WEBSITE HOSTING	119.40
TOTAL FOR: DERBY DESIGN			119.40
EPS	ENGINEERED PROTECTION SYSTEMS INC.		
	S709068	SMOKE HEAD MAINTENANCE	192.50
TOTAL FOR: ENGINEERED PROTECTION SYSTEMS INC.			192.50
FRONT	FRONTIER		
	STATEMENT	TELEPHONE	99.43
TOTAL FOR: FRONTIER			99.43
GORDO	GORDON FOOD SERVICE		
	828439773	TOILET TISSUE	110.70
TOTAL FOR: GORDON FOOD SERVICE			110.70
HIRES	HIRES CLEANING SERVICES INC		
	2646	CITY HALL - CARPET CLEANING	99.00
TOTAL FOR: HIRES CLEANING SERVICES INC			99.00
MISC	JIM WANGERIN		
	STATEMENT	REFUND - BRITISH INVASION	250.00
TOTAL FOR: JIM WANGERIN			250.00
JJ'S ELEC	JJ'S ELECTRIC LLC		
	JULY-2020	ELECTRICAL PERMITS - JULY-2020	419.20
TOTAL FOR: JJ'S ELECTRIC LLC			419.20
JOHN S	JOHN S HYATT AND ASSOCIATES		
	126766	GAFF TAPE	28.79
TOTAL FOR: JOHN S HYATT AND ASSOCIATES			28.79
VANDER	JOSHUA VANDERPUTTE		
	STATEMENT	WORK WEAR	59.33
TOTAL FOR: JOSHUA VANDERPUTTE			59.33
KANSLIFE	KANSAS CITY LIFE INSURANCE COMPANY		
	SEPT-2020	DENTAL - SEPT-2020	1,905.20
TOTAL FOR: KANSAS CITY LIFE INSURANCE COMPANY			1,905.20
KONICA	KONICA MINOLTA BUSINESS SOLUTIONS		
	267581240	COPIER - DPW	2,964.09
TOTAL FOR: KONICA MINOLTA BUSINESS SOLUTIONS			2,964.09
MERLE	MERLE BOES INC		
	8513810	MARINA FUEL W/ ADDITIVE - 4000G	10,447.30
TOTAL FOR: MERLE BOES INC			10,447.30

Vendor Code	Vendor Name	Invoice	Description	Amount
MMRMA	MI MUNICIPAL RISK MGNT AUTH	STATEMENT	SEWER DEDUCTIBLE - LOSS #2000789	10,000.00
TOTAL FOR: MI MUNICIPAL RISK MGNT AUTH				10,000.00
MILB	MILBOCKER & SONS, INC	2190596	2020 STREET IMPROV - PAYMENT 2 - W. COLLIER,	412,561.54
TOTAL FOR: MILBOCKER & SONS, INC				412,561.54
MAISD	MUSKEGON AREA INTERMEDIATE SCHOOLS	12335	PRINTING - FROM OUR HOUSE, ADVERTISING	107.85
TOTAL FOR: MUSKEGON AREA INTERMEDIATE SCHOOLS				107.85
MUCTR	MUSKEGON CENTRAL DISPATCH	2000000272	JUNE 2020 CENTRAL DISPATCH FEES	3,465.00
		2000000369	SEPT 2020 CENTRAL DISPATCH FEES	3,465.00
TOTAL FOR: MUSKEGON CENTRAL DISPATCH				6,930.00
MISC	MUSKEGON COUNTY REGISTER OF DEEDS	28978879	DOCUMENT REGISTRATION	124.00
TOTAL FOR: MUSKEGON COUNTY REGISTER OF DEEDS				124.00
MUTRE	MUSKEGON COUNTY TREASURER'S	STATEMENT	WASTE WATER & BONDS	68,951.10
TOTAL FOR: MUSKEGON COUNTY TREASURER'S				68,951.10
OCEAN	OCEANA GLASS & PAINT CO INC	39869	PLEXIGLASS - GARDEN ROOM/ELECTIONS	70.31
TOTAL FOR: OCEANA GLASS & PAINT CO INC				70.31
ED	OGBORN ENTERPRISES, INC.	JULY-2020	OFFICE CLEANING - CITY HALL & DPW	587.71
TOTAL FOR: OGBORN ENTERPRISES, INC.				587.71
PARS	PARSONS SMALL ENGINE SERVICE	STATEMENT	OIL & FILTER	22.49
TOTAL FOR: PARSONS SMALL ENGINE SERVICE				22.49
YOUNG	PAUL YOUNG	FLEX	FLEX - AUG-2020	1,072.31
TOTAL FOR: PAUL YOUNG				1,072.31
MISC	PAULA O'CONNELL	STATEMENT	REFUND - MIND THE GAP SHOW	20.00
TOTAL FOR: PAULA O'CONNELL				20.00
MISC	PRESTIGE WINDOW CLEANING	04001200724	WINDOW CLEANING - PLAYHOUSE	225.00
TOTAL FOR: PRESTIGE WINDOW CLEANING				225.00
PSYCH	PSYCHOLOGICAL RESOURCES	2007114	PSYCHOLOGICAL EVALUATION	270.00
TOTAL FOR: PSYCHOLOGICAL RESOURCES				270.00



Vendor Code	Vendor Name	Invoice	Description	Amount
REP	REPUBLIC SERVICES #240	0240-008040185	WASTE REMOVAL - CITY HALL, PLAYHOUSE & DPW	306.00
TOTAL FOR: REPUBLIC SERVICES #240				306.00
TUFT	ROBERT E TUFTS JR	JULY-2020	BUILDING PERMITS - JULY-2020	3,785.36
TOTAL FOR: ROBERT E TUFTS JR				3,785.36
SQUI	ROGER SQUIERS	FLEX	FLEX - AUG-2020	69.44
TOTAL FOR: ROGER SQUIERS				69.44
FARR	SAMANTHA FARRAR	STATEMENT	CHOREOGRAPHER - LOVE	300.00
TOTAL FOR: SAMANTHA FARRAR				300.00
SBAM	SBAM PLAN	SEPT-2020	MEDICAL - SEPT-2020	20,658.22
TOTAL FOR: SBAM PLAN				20,658.22
HUEBL	SCOTT HUEBLER	FLEX	FLEX - AUG-2020	249.20
TOTAL FOR: SCOTT HUEBLER				249.20
SHO	SHORELINE INSPECTION SERVICE LLC	JULY-2020	MECHANICAL PERMITS - JULY-2020	758.48
TOTAL FOR: SHORELINE INSPECTION SERVICE LLC				758.48
MISC	SPECTRUM PRINTERS	64044	TEST DECK - 8.4.20 ELECTION	105.10
TOTAL FOR: SPECTRUM PRINTERS				105.10
MISC	TARGET	5592183509	COSTUMING	78.41
TOTAL FOR: TARGET				78.41
TWIN	TWIN CITIES AUTO PARTS	119245	HUBCAP	70.19
TOTAL FOR: TWIN CITIES AUTO PARTS				70.19
UNI	UNITED GROUP PROGRAMS, INC.	SEPT-2020	WRAP - SEPT-2020	4,472.44
TOTAL FOR: UNITED GROUP PROGRAMS, INC.				4,472.44
USPOS	UNITED STATES POSTMASTER	STATEMENT	STAMPS - FOREVER - QTY 200 & EXTRA OUNCE - QT	140.00
TOTAL FOR: UNITED STATES POSTMASTER				140.00
USBANK	US BANK	1639296	BOND PAYMENT & INTEREST	404,778.75
TOTAL FOR: US BANK				404,778.75

Vendor Code	Vendor Name	Description	Amount
	Invoice		
VERMEER	VERMEER OF MICHIGAN, INC.		
	W02415	MOLE - 3" MCLAUGHLIN	4,726.00
TOTAL FOR: VERMEER OF MICHIGAN, INC.			4,726.00
MISC	WATERDOG OUTFITTERS		
	002975	BIKE REPAIR/POLICE	40.00
TOTAL FOR: WATERDOG OUTFITTERS			40.00
WLEXC	WHITE LAKE EXCAVATING		
	62379	SCREEN BLACK DIRT - 21.89 TONS & PEA STONE -	263.74
TOTAL FOR: WHITE LAKE EXCAVATING			263.74
WHIVE	WHITEHALL VENTURES INC		
	AUG-2020	LEASE - AUG-2020	145.00
TOTAL FOR: WHITEHALL VENTURES INC			145.00
WOLVE	WOLVERINE POWER SYSTEMS INC		
	0194663-IN	GENERATOR MAINTENANCE/LS# 2	266.05
TOTAL FOR: WOLVERINE POWER SYSTEMS INC			266.05
WORKBOX	WORKBOX STAFFING		
	13049	TEMPORARY SERVICES - CLEMENT	1,314.58
TOTAL FOR: WORKBOX STAFFING			1,314.58
TOTAL - ALL VENDORS			968,471.55

INVOICE GL DISTRIBUTION REPORT FOR CITY OF WHITEHALL  
EXP CHECK RUN DATES 08/21/2020 - 08/21/2020  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID  
CITY OF WHITEHALL ACCOUNTS PAYABLE  
COUNCIL MEETING OF AUGUST 25, 2020

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
<b>Fund 101 GENERAL OPERATING FUND</b>					
Dept 000 648					
101-000-259.004	FLEX - ARMSTRONG	BRIAN ARMSTRONG	08/31/20	FLEX	370.00
101-000-259.004	FLEX - BOURDON	BRENDA BOURDON	08/31/20	FLEX	28.59
101-000-259.004	FLEX - HUEBLER	SCOTT HUEBLER	08/31/20	FLEX	249.20
101-000-259.004	FLEX - B. MAHONEY	BRANDON L MAHONEY	08/31/20	FLEX	331.00
101-000-259.004	FLEX - SCHILLER	BROOK SCHILLER	08/31/20	FLEX	160.00
101-000-259.004	FLEX - SEAVER	ALYSSA SEAVER	08/31/20	FLEX	297.06
101-000-259.004	FLEX - SQUIERS	ROGER SQUIERS	08/31/20	FLEX	69.44
101-000-259.004	FLEX - YOUNG	PAUL YOUNG	08/31/20	FLEX	1,072.31
101-000-259.005	DUE TO ALFAC	ALFAC	08/31/20	997766	646.54
Total For Dept 000 648					3,224.14
Dept 172 ADMINISTRATION					
101-172-728.000	STAMPS - FOREVER/QTY 200	UNITED STATES POSTMASTER	08/18/20	STATEMENT	140.00
101-172-818.000	ANNUAL WEBSITE HOSTING	DERBY DESIGN	08/13/20	20200813	119.40
Total For Dept 172 ADMINISTRATION					259.40
Dept 195 ELECTIONS					
101-195-727.000	TEST DECK	SPECTRUM PRINTERS	07/30/20	64044	105.10
101-195-962.000	PLEXIGLASS - ELECTIONS	OCEANA GLASS & PAINT CO	08/07/20	39869	70.31
101-195-962.000	SCANNER	AMAZON.COM	07/07/20	113-3792812-2789044	125.55
Total For Dept 195 ELECTIONS					300.96
Dept 265 CITY HALL BLDG & GROUNDS					
101-265-775.000	BLACK DIRT - 7.24 TONS	WHITE LAKE EXCAVATING	08/13/20	62379	85.58
101-265-818.700	CITY HALL OFFICE CLEANING	OGBORN ENTERPRISES, INC.	08/03/20	JULY-2020	350.53
101-265-931.000	CITY HALL - CARPET CLEANING	HIRS CLEANING SERVICES	08/12/20	2646	99.00
Total For Dept 265 CITY HALL BLDG & GROUNDS					535.11
Dept 276 CEMETERY					
101-276-818.700	CONTRACTUAL SERVICES-TEMPORARY	WORKBOX STAFFING	08/09/20	13049	657.29
Total For Dept 276 CEMETERY					657.29
Dept 301 POLICE					
101-301-757.000	FACE MASKS - QTY 100	AMAZON.COM	07/22/20	112-0336521-3773027	29.98
101-301-850.000	JUNE 2020 CENTRAL DISPATCH FEES	MUSKEGON CENTRAL DISPATCH	05/18/20	2000000272	3,465.00
101-301-850.000	SEPT 2020 CENTRAL DISPATCH FEES	MUSKEGON CENTRAL DISPATCH	08/19/20	2000000369	3,465.00
101-301-933.000	CRUISER MAINTENANCE	DAN FROST DBA DAN'S AUTO	07/23/20	8060-8081-8120-8049	710.48
101-301-933.000	BIKE REPAIR/POLICE	WATERDOG OUTFITTERS	08/21/20	002975	40.00
101-301-933.000	HUBCAP	TWIN CITIES AUTO PARTS	08/13/20	119245	70.19
101-301-962.300	PSYCHOLOGICAL EVALUATION	PSYCHOLOGICAL RESOURCES	08/06/20	2007114	270.00
Total For Dept 301 POLICE					8,050.65
Dept 525 SANITATION					
101-525-818.000	WASTE REMOVAL - CITY HALL	REPUBLIC SERVICES #240	07/31/20	0240-008040185	60.00
Total For Dept 525 SANITATION					60.00
Dept 751 PARKS DEPARTMENT					
101-751-757.000	OPERATING SUPPLIES	GORDON FOOD SERVICE	08/18/20	828439773	110.70
101-751-818.700	CONTRACTUAL SERVICES-TEMPORARY	WORKBOX STAFFING	08/09/20	13049	657.29
Total For Dept 751 PARKS DEPARTMENT					767.99
Dept 851 FRINGE BENEFITS					

INVOICE GL DISTRIBUTION REPORT FOR CITY OF WHITEHALL  
 EXP CHECK RUN DATES 08/21/2020 - 08/21/2020  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID  
 CITY OF WHITEHALL ACCOUNTS PAYABLE  
 COUNCIL MEETING OF AUGUST 25, 2020

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
<b>Fund 101 GENERAL OPERATING FUND</b>					
Dept 851 FRINGE BENEFITS					
101-851-719.450	WORK WEAR - VANDERPUTTE	JOSHUA VANDERPUTTE	08/08/20	STATEMENT	59.33
101-851-719.600	FRINGE-HEALTH INS	SBAM PLAN	08/14/20	SEPT-2020	19,052.89
101-851-719.601	FRINGE BENEFITS-RETIREE HEALTH	SBAM PLAN	08/14/20	SEPT-2020	1,605.33
101-851-719.603	WRAP - SEPT-2020	UNITED GROUP PROGRAMS, I	08/20/20	SEPT-2020	4,472.44
101-851-719.605	DENTAL - SEPT-2020	KANSAS CITY LIFE INSURAN	08/11/20	SEPT-2020	1,905.20
		Total For Dept 851 FRINGE BENEFITS			27,095.19
<b>Fund 245 TAX INCREMENT FINANCE AUTHORITY #3</b>					
Dept 000 648					
245-000-818.400	CONTRACTUAL SERVICES-DOWNTOWN R	WHITEHALL VENTURES INC	08/18/20	AUG-2020	145.00
		Total For Dept 000 648			145.00
<b>Dept 300 DOWNTOWN STREETScape</b>					
245-300-757.000	FLAGPOLE MOUNTING RINGS - QTY 2	AMAZON.COM	08/12/20	112-9882739-9832251	324.75
245-300-757.000	PEA STONE - BUCKET	WHITE LAKE EXCAVATING	08/13/20	62379	5.00
		Total For Dept 300 DOWNTOWN STREETScape			329.75
<b>Fund 249 BUILDING INSPECTION DEPARTMENT</b>					
Dept 000 648					
249-000-727.000	COPIER	KONICA MINOLTA BUSINESS	08/02/20	267581240	2,964.09
249-000-818.000	ELECTRICAL PERMITS - JULY-2020	JJ'S ELECTRIC LLC	07/31/20	JULY-2020	419.20
249-000-818.000	MECHANICAL PERMITS - JULY-2020	SHORELINE INSPECTION SER	07/31/20	JULY-2020	758.48
249-000-818.000	BUILDING PERMITS - JULY-2020	ROBERT E TUFTS JR	07/31/20	JULY-2020	3,785.36
		Total For Dept 000 648			7,927.13
<b>Fund 402 CAPITAL PROJECT FUND</b>					
Dept 000 648					
402-000-818.000	W COLLIER, COUNTRY CLUB, CARLET	MILBOCKER & SONS, INC	08/11/20	2190596	412,561.54
402-000-962.000	DOCUMENT REGISTRATION	MUSKOGON COUNTY REGISTER	07/15/20	28978879	124.00
		Total For Dept 000 648			412,685.54
<b>Fund 580 PLAYHOUSE</b>					
Dept 000 648					
580-000-300.000	BONDS PAYABLE	US BANK	08/12/20	1639296	383,000.00
580-000-342.000	REFUNDED PLAYHOUSE SHOW	DEE JASICK	08/18/20	STATEMENT	30.00
580-000-342.000	REFUND - BRITISH INVASION	JIM WANGERIN	08/18/20	STATEMENT	250.00
580-000-645.000	REFUND - MIND THE GAP SHOW	PAULA O'CONNELL	08/10/20	STATEMENT	20.00
580-000-708.100	CHOREOGRAPHER - LOVE	SAMANTHA FARRAR	07/26/20	STATEMENT	300.00
580-000-757.000	GAFF TAPE	JOHN S HYATT AND ASSOCIA	08/12/20	126766	28.79
580-000-757.200	OPERATING-S.S. COSTUMING	BETH BEAMAN	07/16/20	STATEMENT	76.28
580-000-757.200	OPERATING-S.S. COSTUMING	TARGET	08/12/20	5592183509	78.41
580-000-805.000	MARKETING/PRINTING - FROM OUR H	MUSKOGON AREA INTERMEDIA	08/05/20	12335	107.85
580-000-818.000	SMOKE HEAD MAINTENANCE	ENGINEERED PROTECTION SY	08/05/20	S709068	192.50
580-000-818.000	WINDOW CLEANING - PLAYHOUSE	PRESTIGE WINDOW CLEANING	07/24/20	04001200724	225.00
		Total For Fund 402 CAPITAL PROJECT FUND			412,685.54

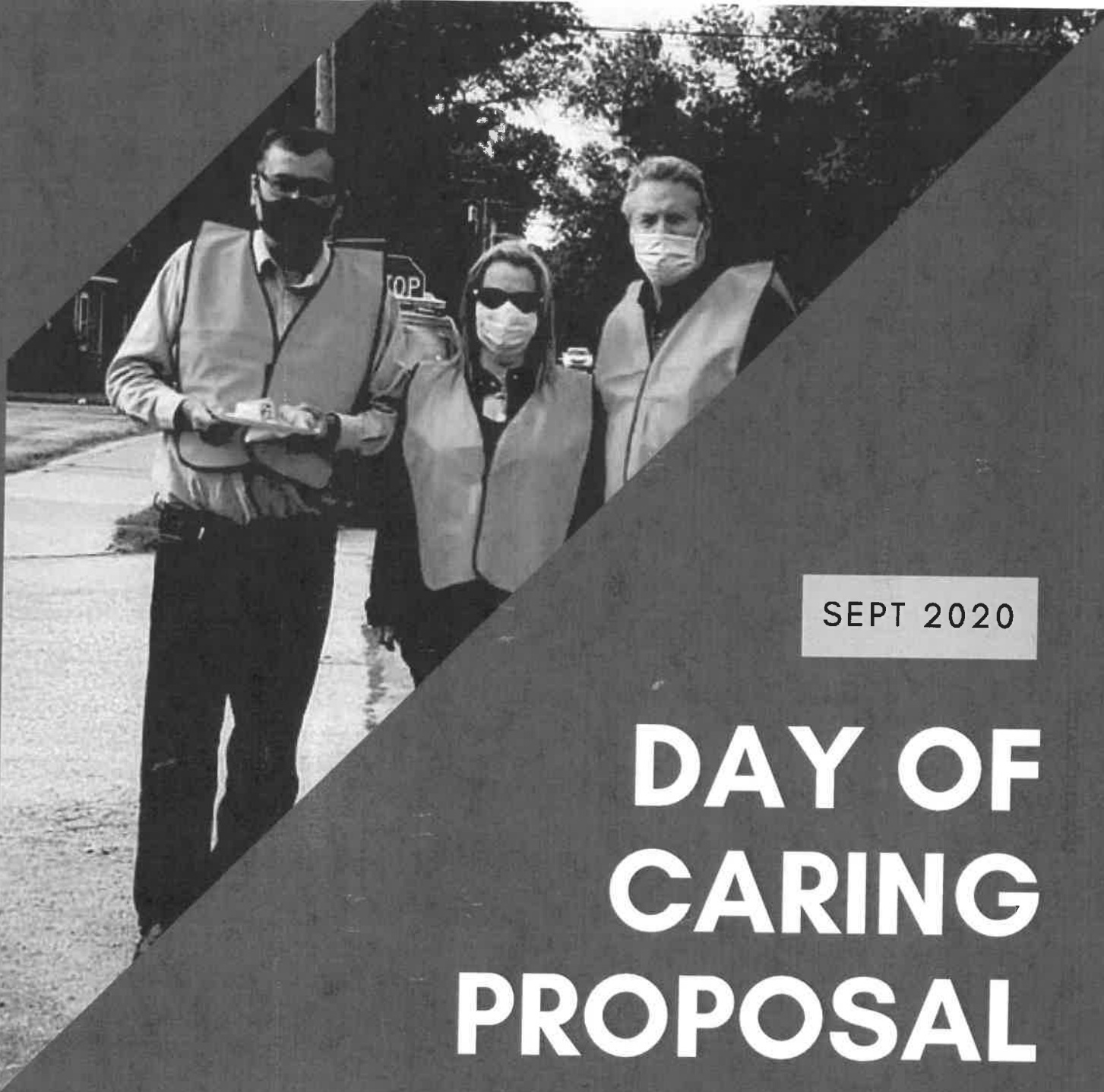
GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 580 PLAYHOUSE					
Dept 000 648					
580-000-818.000	WASTE REMOVAL - PLAYHOUSE	REPUBLIC SERVICES #240	07/31/20	0240-008040185	50.00
580-000-995.000	INTEREST	US BANK	08/12/20	1639296	21,778.75
			Total For Dept 000 648		406,137.58
			Total For Fund 580 PLAYHOUSE		406,137.58
Fund 590 SEWER FUND					
Dept 560 SEWER ADMINISTRATION					
590-560-815.000	SEWER DEDUCTIBLE - LOSS #200078	MI MUNICIPAL RISK MGNT A	08/04/20	STATEMENT	10,000.00
Dept 562 SEWER CUSTOMER ACCOUNTS			Total For Dept 560 SEWER ADMINISTRATION		10,000.00
590-562-850.000	TELEPHONE	CHARTER COMMUNICATIONS	08/01/20	0031219080120	57.49
			Total For Dept 562 SEWER CUSTOMER ACCOUNTS		57.49
Dept 564 SEWER PUMPING					
590-564-818.000	GENERATOR MAINTENANCE/LS #2	WOLVERINE POWER SYSTEMS	08/14/20	0194663-IN	266.05
590-564-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	07/26/20	STATEMENT	532.07
590-564-920.000	PUBLIC UTILITIES	FRONTIER	08/01/20	STATEMENT	39.06
			Total For Dept 564 SEWER PUMPING		837.18
Dept 566 WASTEWATER SYSTEM-GALLONAGE					
590-566-951.000	WASTEWATER SYSTEM-GALLONAGE	MUSKEGON COUNTY TREASURE	08/15/20	STATEMENT	44,742.65
590-566-951.100	WASTEWATER SYS-GALLONAGE - BOND	MUSKEGON COUNTY TREASURE	08/15/20	STATEMENT	24,208.45
			Total For Dept 566 WASTEWATER SYSTEM-GALLONAGE		68,951.10
Fund 591 WATER FUND					
Dept 542 WATER CUSTOMER ACCOUNTS					
591-542-850.000	TELEPHONE	CHARTER COMMUNICATIONS	08/01/20	0031219080120	79,845.77
Dept 546 WATER SOURCE PLANT			Total For Dept 542 WATER CUSTOMER ACCOUNTS		57.49
591-546-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	07/26/20	STATEMENT	57.49
			Total For Dept 546 WATER SOURCE PLANT		4,323.12
			Total For Fund 591 WATER FUND		4,323.12
Fund 594 MARINA FUND					
Dept 000 648					
594-000-818.000	DEDORTZER SERVICE/DISINFECTING	AIRE-MASTER	07/31/20	13590	87.00
594-000-850.000	TELEPHONE	CHARTER COMMUNICATIONS	08/01/20	0031219080120	74.99
594-000-955.100	UNLEADED - 4000G	MERLE BOES INC	08/11/20	8513810	10,447.30
			Total For Dept 000 648		10,609.29
			Total For Fund 594 MARINA FUND		10,609.29
Fund 661 MOTOR POOL FUND					
Dept 000 648					
661-000-757.000	FACE MASKS - QTY 150	AMAZON.COM	07/13/20	112-1429890-1365830	44.95
661-000-781.000	OIL & FILTER	PARSONS SMALL ENGINE SER	07/30/20	STATEMENT	22.49
661-000-781.000	BLACK DIRT - 14.65 TONS	WHITE LAKE EXCAVATING	08/13/20	62379	173.16

INVOICE GL DISTRIBUTION REPORT FOR CITY OF WHITEHALL  
 EXP CHECK RUN DATES 08/21/2020 - 08/21/2020  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID  
 CITY OF WHITEHALL ACCOUNTS PAYABLE  
 COUNCIL MEETING OF AUGUST 25, 2020

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 661 MOTOR POOL FUND					
Dept 000 648					
661-000-818.000	WASTE REMOVAL - DPW	REPUBLIC SERVICES #240	07/31/20	0240-008040185	196.00
661-000-818.700	DPW OFFICE CLEANING	OGBORN ENTERPRISES, INC.	08/03/20	JULY-2020	237.18
661-000-850.000	TELEPHONE	FRONTIER	08/01/20	STATEMENT	60.37
661-000-976.000	MOLE - 3" MCCLAUGHLIN	VERMEER OF MICHIGAN, INC	08/13/20	W02415	4,726.00
		Total For Dept 000 648			5,460.15
		Total For Fund 661 MOTOR POOL FUND			5,460.15

INVOICE GL DISTRIBUTION REPORT FOR CITY OF WHITEHALL  
 EXP CHECK RUN DATES 08/21/2020 - 08/21/2020  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID  
 CITY OF WHITEHALL ACCOUNTS PAYABLE  
 COUNCIL MEETING OF AUGUST 25, 2020

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
<b>Fund Totals:</b>					
	Fund 101	GENERAL OPERATING FUND			40,950.73
	Fund 245	TAX INCREMENT FINANCE			474.75
	Fund 249	BUILDING INSPECTION DE			7,927.13
	Fund 402	CAPITAL PROJECT FUND			412,685.54
	Fund 580	PLAYHOUSE			406,137.58
	Fund 590	SEWER FUND			79,845.77
	Fund 591	WATER FUND			4,380.61
	Fund 594	MARINA FUND			10,609.29
	Fund 661	MOTOR POOL FUND			5,460.15
<b>Total For All Funds:</b>					<b>968,471.55</b>



SEPT 2020

# DAY OF CARING PROPOSAL

Adjusting to COVID-19 speculations



United Way  
of the Lakeshore

Dominique Bunker  
Community Engagement Manager  
United Way of the Lakeshore



# HISTORY OF DAY OF CARING

Traditionally, Day of Caring has brought hundreds of volunteers together to complete a day of service for our community. In the past volunteers come together for a morning rally and then disbursed to their projects. Projects have been made up of large teams, to work on a wide variety of things including parks, renovating organizations, and fixing individuals homes. After volunteering, everyone would congregate again for a celebration lunch.

With the COVID-19 Pandemic, Day of Caring planning has been drastically changed and altered to keep our community and volunteers safe, while still creating waves of impact across our community. This proposal will be the outlines and plan of how we hope to achieve this while still following the recommendations by our Public Health Office, the CDC, and our Governor's orders.

## HOW WE ARE ADAPTING

This proposal will walk through how we plan to adapt "Day of Caring" so that it's safe for all volunteers, staff, and community members involved. Some key changes are:

- The "Day of Caring" will actually be a "Month of Caring" offering several days to do the activities to minimize large groupings
- Micro Teams of **up to 10 volunteers only**
- All projects will be outdoors in large areas\*
- Shifts will be staggered - if teams will be working on similar or the same projects, these teams will work in shifts with breaks in between to ensure no contact
- Before they can start, each volunteer will be asked health screening questions
- Masks will be required and provided on site. Along with hand sanitizer and wipes
- No large gatherings before or after service - a kickoff video will be sent virtually
- Meals will not be provided, instead prepackaged snacks will be available
- There will be designated break areas with chairs 6 feet a part, and lines clearly marked for social distancing up to the water coolers (bottled water)
- Travel routes will be clearly defined

*\*If there is a project that is indoors, it must meet a large space requirement and we will only allow teams sizes to be up to 5. This is only under very special circumstances, and volunteers must be able to remain 6 feet a part at all times.*

# MAIN DAY OF CARING PROJECT OVERVIEW

United In Our Hearts - Veteran Cemetery Clean Up



## HONORING OUR FALLEN VETERANS & FIRST RESPONDERS ON 9/11.

The "kick-off" for our Day of Caring will be on September 11th. For the past 4 years, Day of Caring has honored and served our greatest heroes in our community, our veterans. This year we would like to continue to pay tribute to them and focus on our fallen veterans and first responders. We plan to do this by hosting cemetery cleanups with our municipalities. Teams will be given a map that highlights the plots of fallen veterans and proper tools to clean off headstones and its surrounding area. Later, a secondary wave of volunteers will come and place flags at the freshly cleared grave sites.

By working with local municipalities, we will be able to spread teams out across the county. We are also able to lay quadrants out at the different cemeteries to ensure that teams do not overlap or come close to one another. Diagram on later page.

# HOW THIS PROJECT WOULD WORK:

## ARRIVAL

Each team will be already assigned a team leader (included in the 10) who will have been prepped ahead of time on the maps & procedures. Tools and snacks will be either upon arrival, or the team leader will bring them to to site.

Break areas will already be sectioned off that morning.

## HEALTH SCREENING & WALK THROUGH

Teams will be instructed to go directly to their designated area. This will prevent multiple teams from congregating. Each team leader will then ask each volunteer health screening questions before beginning.

Team leader will then provide a walk through of the safety rules, and procedures to follow during the clean up.

## VETERAN TESTIMONY

It is our hope, that before a team begins, we will be able to find enough veterans to join them in not only thanking them for being there that day, but to also tell a story of why this project is so important.

*This does mean at the beginning of the event there will be essentially 11 people at a site. Because this is outside and people will be masked and 6 feet a part, this shouldn't be an issue. This vet will only be there for the introduction of the event and the wrap up of the event.*



# HOW THIS PROJECT WOULD WORK CONT.

## VOLUNTEERING BEGINS

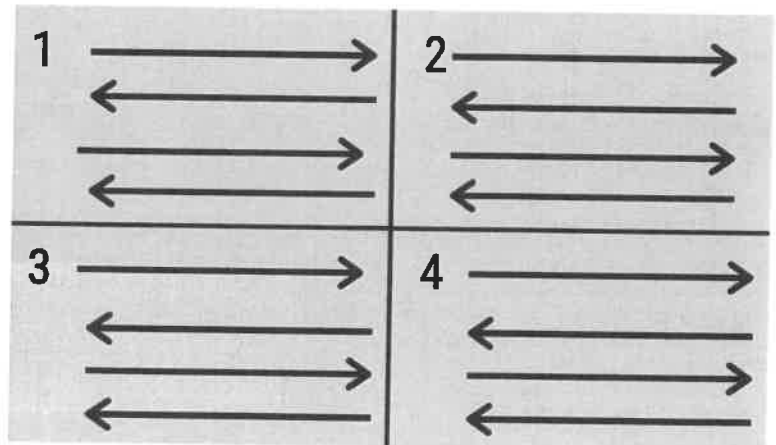
Volunteers will then begin (spread out) to clean off headstones and clear away grave sites. All debris will be piled into a designated area (marked with stakes for line separation), and break areas will be pre-spaced out of chairs 6 feet apart. This shift will go on for 2 hours.

## SECOND TEAM

After the team is finished, a 15 minute gap will be in place to allow room for the next team to arrive. This team will be placing flags at each headstone in a similar fashion that the cleaning crew accomplished. This second team will have the same introductions as the first, and go through health screenings.

### Route Diagram Example

In theory, each team would be given a designated area. Each cemetery will have its own layout, but in this example we will say it has 4 zones. Each team will start in the upper left corner of their zone, and then work down in a zigzag form as shown here to ensure that there is not crossing of paths.



# OTHER POSSIBLE OPPORTUNITIES:

## On other days of the Month of Caring

We will be offering teams to be allowed to volunteer at any day of the month of September to work on the veteran cemetery project. Traditionally, this event has over 800 volunteers. We are **not anticipating** this number of volunteers. However, with smaller teams, the amount of projects may need to increase.

As a back-up to the cemetery project, we will be also reaching out to local organizations to see if they have any OUTSIDE projects needed for their organization. These projects must fall under the same requirements as stated on page 2, and allow for social distancing at all times. If there is an agency project, only 1 team may be at that site during the 2 hour volunteer shift. The only exception to this rule is if there is over 100 yards of space between teams to utilize the space, and if the previously stated requirements are followed. Some anticipated projects may be:

- Working on the Veterans Memorial Park
- Working out in the gardens with Mission For Area People or Community enCompass
- Painting at the USS Silversides or LST
- Park clean ups with the CCD or lot clean ups with the Urban Safety Corps
- Food packing for seniors (outdoors)

*These projects are all hypothetical and have not been confirmed or suggested by the above listed agencies.*

Muskegon Central Dispatch 9-1-1  
BOARD OF DIRECTORS  
MEETING MINUTES  
July 15, 2020

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The July 15, 2020 Muskegon Central Dispatch 9-1-1 Board of Directors meeting held via WebEx was called to order at 1:31 p.m. by Chairman Chandler.

Members present: Anthony Chandler, Dir. Admin Services/Asst to City Admin, City of Norton Shores  
Frank Peterson, City Manager, City of Muskegon  
Roger Squires, Chief of Police, 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: 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: Jeff Salowitz, Partner, Construction Simplified

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### **APPROVAL OF THE AGENDA**

Moved by Mr. Peterson, seconded by Ms. Doody to approve the July 15, 2020 agenda.  
Motion carried.

### **MINUTES OF THE JUNE 10, 2020 MEETING**

Moved by Ms. Doody, seconded by Mr. Olson to approve the June 10, 2020 meeting minutes. Motion carried.

### **REPORTS**

#### **MAY / JUNE 2020 MONTHLY FINANCIALS**

Moved by Ms. Hodges, seconded by Mr. Eisenbarth to approve the May and June 2020 Monthly Financials. Motion carried.

#### DIRECTOR'S REPORT

As submitted. Director Wolford updated the group on the status of the supervisor interviews scheduled for July 24. Congratulations to Dispatcher Summers who assisted with a childbirth on June 10<sup>th</sup>, earning her the highly regarded "Stork Award".

#### 800 MHz PROJECT

Director Wolford briefed the group on tower projects stating all towers now stacked with the exception of Montague which is schedule for approval on July 20<sup>th</sup>. Radio templating continues with MPSCS. Stebbins property closing to be held next week.

#### MCT COMMITTEE

Expecting MCT's to be delivered by end of month.

#### SOFTWARE PROJECT (CAD / RMS / JMS)

On hold. No further update.

#### **OLD BUSINESS**

None.

#### **NEW BUSINESS**

##### MID-YEAR BUDGET REVISIONS

Moved by Ms. Doody, seconded by Ms. Hodges, to approve the Mid-Year Budget Revisions as presented. Motion carried.

##### PUBLIC SAFETY AGENCY ASSESSMENTS

Director Wolford requested that the group anticipate a 3% increase across the board for the FY2021 budget year.

##### BUILDING PROJECT FINANCING

Moved by Mr. Peterson, seconded by Ms. Tice to proceed with building renovation for an amount up to \$3.7 million, contingent on executing successful financing / lease terms with the City of Muskegon. Motion carried.

##### EXECUTIVE DIRECTOR ANNUAL REVIEW

Mr. Chandler explained the review process to the group, presenting the following averages from the 8 returned Board review surveys on a 1-5 scale: Board Relations 4.3 – Public Relations

4.1 – Employee Relations 4.0 – Fiscal Mgmt 3.9 – Community Relations 4.4 – Board Prep 4.2 – Leadership 3.8. – Overall Mean Score of 4.1. Mr. Chandler explained that the surveys offered comments which he anticipates sharing with Director Wolford in the next few weeks.

**COMMENT**

**ADMINISTRATIVE**

Ms. Doody asked what would be happening to the old radio equipment on the Muskegon Heights Fire Department roof. It was explained that, for the time being, it would remain.

**PUBLIC**

None.

**NEXT MEETING**

The next meeting will be held on Wednesday, August 12, 2020 at 1:30 via Webex.

**ADJOURNMENT**

The meeting adjourned at 1:56 p.m.

Respectfully submitted,

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Rebecca Injerd, Administrative Assistant Date

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Anthony Chandler, Chairman Date



FY2021  
Muskegon Central Dispatch  
9-1-1  
Proposed Budget



# Budget Narrative

Account	Description	FY2020 Approved	FY2020 Revised	FY2021 Proposed
<b><u>REVENUE</u></b>				
403000	<b>Property Taxes - Millage .30</b>	\$1,335,738	\$1,370,000	\$1,410,390
<p>The County of Muskegon Budget Manager annually provides a report which represents the anticipated revenues from the MCD millage which is used in developing the budget for our operations. Historically the projections made in that report provide an excellent budgeting figure.</p>				
573000	<b>Local Community Stabilization Share</b>	\$50,000	\$59,654	\$59,654
<p>The LCSA was established in 2014. The Authority levies the local community stabilization share tax under the Use Tax Act, 1937 PA 94 and distributes the revenue generated to local and Intergovernmental units of government.</p>				
606010	<b>Dispatch Assessments - Fire &amp; Police fees</b>	\$1,182,162	\$1,182,162	\$1,217,627
<p>The amount charged to each department is based on a 3% increase from the FY2020 budget figure. The assessment formula will be evaluated and a recommendation made to the BOD prior to the FY 2022 budget meeting.</p>				
607070	<b>E-911 Local Surcharge (2.75)</b>	\$4,236,000	\$4,345,000	\$4,350,000
<p>The Muskegon County 9-1-1 Operational Surcharge, authorized by State Law and approved by voters in May 2019, provides for an up to amount. The County Commissioners approved a two dollar and seventy-five cents (\$2.75) per month charge on all access lines in Muskegon County for the period of July 1 through June 30.</p>				
607071	<b>Wireless State Surcharge (.25)</b>	\$432,000	\$360,000	\$360,000
<p>The state surcharge distribution continues as modified by Senate Bills 410 and 411 to all access devices at 25 cents.</p>				
607072	<b>Wireless Training funds</b>	\$38,000	\$38,000	\$37,000
<p>Public Act 78 of 1999 included a provision for a portion of the wireless surcharge to be set aside to establish a training fund for personnel assigned to 9-1-1 centers. Distribution is biannual for use towards State 9-1-1 Committee approved courses.</p>				
626000	<b>Charges for Services (WLAA) - Split w/ 627000</b>	\$42,000	\$23,310	\$24,010
<p>This line item reflects the White Lake Ambulance contract for dispatch services.</p>				
626050	<b>FOIA Requests</b>	\$800	\$600	\$800
<p>This is revenue received for processing FOIA requests.</p>				
627000	<b>IT Services (Local Units of Gov't)</b>	\$0	\$24,850	\$23,610
<p>MCD's IT department provides contract services to: Roosevelt Park, Dalton, Fruitport, Whitehall</p>				
665000	<b>Interest Earned</b>	\$45,000	\$33,000	\$37,500
<p>Since 2003 Central Dispatch was able to preserve cash in the bank.</p>				
665010	<b>Interest Past Due Accounts</b>	\$0	\$0	\$0
<p>This account reflects the interest the served agencies pay when they are not able to make assessment payments in a timely fashion.</p>				
669000	<b>Rents / Revenue</b>	\$4,200	\$4,200	\$4,200
<p>This amount represents the tower rental paid by Arialink for space on the Creston tower.</p>				
673020	<b>Sale of Assets</b>	\$0	\$0	\$0
<p>When an asset no longer is of use to MCD 9-1-1 it is desirable to achieve some residual value of the asset in question through reselling, auctioning, donation, or reassignment to a less-critical function. There are no anticipated sale of assets.</p>				
680010	<b>Shared Service Reimbursement</b>	\$20,000	\$35,000	\$20,000
<p>This revenue account is reserved for reimbursements to our agency for items purchased under cooperative cost sharing, such as printers, laptops, etc.</p>				
690000	<b>VOIP Revenue</b>	\$88,000	\$104,935	\$88,000
<p>Service fees collected from served agencies for annual VOIP service</p>				
977000	<b>Capital - Transfer from Fund Balance</b>		\$753,100	
<b>Total Revenues</b>		<b>\$7,473,900</b>	<b>\$8,333,811</b>	<b>\$7,632,791</b>

Account	Description	FY2020 Approved	FY2020 Revised	FY2021 Proposed
<b><u>EXPENDITURES</u></b>				
706000	Salary & Wages	\$1,875,500	\$1,650,000	\$2,075,000
Contractually required step increases of 2.25% are provided for with the current union contract. Both Union contracts expire December 2020. For FY2021, this includes the addition of 1 FT Training / QA Specialist, 1 FT Telecomm, and removing 2 PT Telecomm. The NENA Staffing Study revealed the need for 7 more FT personnel, based on current volume of work. (1 Admin, 1 Trn / QA, 4 Telecomm, 1 Various Duties)				
706001	Overtime	\$85,000	\$150,000	\$65,000
Staffing is a common issue in 9-1-1 centers across the county, however, we are working to be proactive by updating our manning table. This account is used primarily to maintain minimum staffing levels by means of necessary overtime. This budget amount includes mandatory training for staff, which typically is overtime.				
706002	Holiday Pay	\$82,000	\$70,000	\$90,000
This account represents an estimate of the of the cost of providing Holiday pay as provided for in the contracts. There are ten paid holidays in the fiscal year. An average of five holidays are paid at straight time for scheduled days off and five holidays are figured at the rate of time and one half for scheduled hours.				
715000	Employer FICA	\$152,000	\$140,000	\$170,000
This is the required employer contribution for Social Security.				
716000	Medical Insurance	\$491,000	\$515,000	\$525,000
The employees currently have a high deductible health insurance plan and pay a percentage of these cost. The new rates go into effect Dec. 1, with a 2% increase in rates anticipated. Employees are paying 19% towards health care cost.				
717000	Life Insurance	\$2,650	\$2,830	\$3,000
Term life insurance on all full-time employees in the amount of \$30,000 is a contractually required benefit.				
718000	Retirement	\$181,000	\$165,000	\$190,000
The figure is based on the expected employer contribution per the annual actuarial valuation. This figure does not include any additional funds towards the required 100% funding status required in the future. This budget is paying the high no phase in costs.				
718010	Benefit Option Plan (457 DC)	\$28,000	\$40,000	\$42,500
Under the terms of the bargaining/contract agreements, Central Dispatch provides a matching contribution to an approved deferred compensation plan for members of the bargaining and non-bargaining unit personnel. The Telecommunicators match is up to \$500 and the Supervisory unit & MPT staff is up to \$1,000. This also includes payments to employees not taking MCD's medical insurance. Not all employees take advantage of this benefit.				
719010	Dental Insurance	\$37,500	\$31,000	\$38,000
Dental insurance for employees and eligible dependents is contractually required.				
719030	Optical Insurance	\$8,750	\$8,750	\$9,750
The employees have a contractual optical benefit of \$400 for single, \$500 for two person and \$600 for a family every two years for employees and eligible dependents.				
721000	Longevity	\$11,350	\$11,550	\$12,500
Longevity payments are contractually required and non-represented employees receive the same benefit.				
723000	Unemployment	\$1,000	\$1,000	\$1,000
Central Dispatch is a reimbursing employer and claims usually result only when an employee is terminated.				
724000	Workers Compensation	\$7,500	\$6,000	\$8,000
Workers Compensation Insurance is provided through the Michigan Municipal League's Workers' Compensation Fund.				
<b>Total Personnel Services</b>		<b>\$2,963,250</b>	<b>\$2,791,130</b>	<b>\$3,229,750</b>

### **MAINTENANCE AND OPERATIONS**

728000	Printing	\$1,100	\$1,200	\$1,100
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<b>Account</b>	<b>Description</b>	<b>FY2020 Approved</b>	<b>FY2020 Revised</b>	<b>FY2021 Proposed</b>
	This account covers printing costs and related items.			
<b>729000</b>	<b>Paper &amp; Supplies</b>	<b>\$3,500</b>	<b>\$6,400</b>	<b>\$4,000</b>
	This account covers copy paper plus all office and cleaning supplies.			
<b>729010</b>	<b>Office Equipment &lt; \$1000</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$2,500</b>
	This account is used for small items for office equipment.			
<b>730000</b>	<b>Postage</b>	<b>\$250</b>	<b>\$150</b>	<b>\$200</b>
	This account covers postage including shipping fees as needed.			
<b>801000</b>	<b>Contractual Services</b>	<b>\$600,000</b>	<b>\$600,000</b>	<b>\$625,000</b>
	This account has been restructured to show many of the service contracts that are necessary to the operation. This includes but is not limited to the CentralSquare, language interpreter services, Verizon Government Wireless for MCT connectivity, Star Communication, Midcom radio service, Alpine, MAISD fiber, Frontier and several other vendors with contracts effecting the network or operations.			
<b>801011</b>	<b>Training Costs</b>	<b>\$4,500</b>	<b>\$2,500</b>	<b>\$6,500</b>
	Mileage, meals and lodging costs related to approved training.			
<b>807000</b>	<b>Memberships &amp; Dues</b>	<b>\$500</b>	<b>\$1,400</b>	<b>\$1,500</b>
	In addition to memberships, this account includes updates of reference materials used in the dispatch center.			
<b>828000</b>	<b>Audit Fees</b>	<b>\$9,000</b>	<b>\$10,585</b>	<b>\$10,900</b>
	This is the amount for our independent audit related to the business of Central Dispatch.			
<b>829000</b>	<b>Legal Fees</b>	<b>\$3,000</b>	<b>\$14,000</b>	<b>\$3,500</b>
	Anticipated fees included here are for both corporate and labor counsel.			
<b>850000</b>	<b>Communications / Connectivity</b>	<b>\$23,000</b>	<b>\$18,000</b>	<b>\$21,000</b>
	Fees paid to the Michigan State Police for LEIN access for Dispatch and all served police agencies.			
<b>851000</b>	<b>Telephone</b>	<b>\$25,000</b>	<b>\$21,000</b>	<b>\$22,000</b>
	This figure includes telephone service for Central Dispatch lines as well as cellular phones for management and technical staff.			
<b>864000</b>	<b>Conference &amp; Seminars</b>	<b>\$3,000</b>	<b>\$2,000</b>	<b>\$5,000</b>
	It is planned for various staff members to attend conferences and other seminars as they become available and staffing levels allow. Fees under this account are not be eligible for funds under the Wireless Training Fund.			
<b>871000</b>	<b>Other Travel Expenses</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$6,000</b>
	This covers mileage and other travel expenses in conjunction with authorized travel for staff members.			
<b>902000</b>	<b>Hiring/Pre-employment/Advertisement</b>	<b>\$4,000</b>	<b>\$4,300</b>	<b>\$4,000</b>
	This is account is for cost related to hiring new employees. It includes fees for advertising, physicals, psychological and credit checks will fall into this account.			
<b>912000</b>	<b>Liability Insurance</b>	<b>\$50,000</b>	<b>\$47,750</b>	<b>\$55,000</b>
	Liability insurance is purchased through the Michigan Municipal League.			
<b>921000</b>	<b>Tower Utilities (Gas / Electricity)</b>	<b>\$11,000</b>	<b>\$13,000</b>	<b>\$15,000</b>
	This account covers the cost of electricity and back-up generator fuel at the three remote transmitter sites. All other utility costs for the dispatch center are included in the building rental account.			
<b>931000</b>	<b>Building Maintenance - Janitorial</b>	<b>\$8,000</b>	<b>\$8,000</b>	<b>\$9,000</b>
	Contractual amount was increased for cleaning services in the dispatch facility.			
<b>936000</b>	<b>Equipment Repair &amp; Maintenance</b>	<b>\$50,000</b>	<b>\$30,000</b>	<b>\$40,000</b>
	This cost is for actual repair and maintenance of radio equipment, dispatch console and equipment. These costs not covered under contractual Services.			
<b>941000</b>	<b>Building Rental</b>	<b>\$59,275</b>	<b>\$79,000</b>	<b>\$59,275</b>
	This is the lease with the City of Muskegon for the space being utilized by Central Dispatch in the new fire station. Central Dispatch pays for a portion of the utilities based on the amount of square footage occupied.			
<b>945000</b>	<b>Equipment Lease</b>	<b>\$3,500</b>	<b>\$3,900</b>	<b>\$4,000</b>
	The lease payment for the copier is included in this account.			

Account	Description	FY2020 Approved	FY2020 Revised	FY2021 Proposed
947000	Software	\$5,000	\$19,000	\$5,000
This figure represents the purchase of various auxiliary software products.				
957000	Education & Training - Wireless	\$22,000	\$15,000	\$22,000
Training funds will be used for various approved programs for dispatch and administrative personnel. These funds are a result of the distribution of training funds collected as part Public Act 78 of 1999 specifically set-aside for the training of dispatch center personnel. Dollars received from this fund must be tracked and accounted for separately and will be audited annually. Funds must be exhausted two years after the receipt in order to qualify for future allocations. Not all training will qualify for use under the established guidelines so non-qualifying training courses, conferences and seminars will also be paid for here.				
959000	Shared Services Purchases	\$20,000	\$20,000	\$20,000
This revenue account is reserved for reimbursements to our agency for items purchased under cooperative cost sharing, such as printer , laptops, etc.				
959020	Miscellaneous	\$3,500	\$10,000	\$5,000
This account is used for small items not budgeted elsewhere.				
959100	Administrative Expenses	\$21,320	\$21,320	\$21,750
This account are fees associated with Muskegon Charter Township providing some accounting services to Muskegon Central Dispatch.				
976130	VOIP Phones	\$40,000	\$30,000	\$32,500
VOIP phone operational expenses.				
<b>Total Maintenance &amp; Operations</b>		<b>\$977,945</b>	<b>\$986,005</b>	<b>\$1,001,725</b>
<b><u>Capital Outlay</u></b>				
977000	Equipment	\$0	\$753,100	\$200,000
FY2020 Dell and Getac Purchase. FY2021 primary and backup server room equipment payment (Year 1 of 5)				
980000	****Office Equipment	\$5,000	\$5,000	\$5,000
Included in this account are funds for replacement of chairs, office furniture and equipment.				
984000	***Communications Equipment	\$2,500	\$2,500	\$2,500
This amount reflects costs for communication equipment expenses.				
<b>Total Capital Outlay</b>		<b>\$7,500</b>	<b>\$760,600</b>	<b>\$207,500</b>
<b><u>Debt Service</u></b>				
990000	Debt Retirement	\$0	\$0	\$1,221,294
City of Muskegon (building project) / Motorola (radio project)				
996000	Interest Expense	\$0	\$0	\$1,184,704
Motorola (radio project)				
<b>Total Debt Service</b>		<b>\$0</b>	<b>\$0</b>	<b>\$2,405,998</b>

## FY2021 Muskegon Central Dispatch 9-1-1 Proposed Budget

Account	Description	FY2020 Approved	FY2020 Approved Revisions	FY2021 Proposed	% Change from FY2020 adopted
<b>Revenue</b>					
403000	Property Taxes - Millage .30	\$1,335,738	\$1,370,000	\$1,410,390	5.59%
573000	Local Community Stabilization Share	\$50,000	\$59,654	\$59,654	19.31%
606010	Dispatch Assessments - Fire & Police fees	\$1,182,162	\$1,182,162	\$1,217,627	3.00%
607070	E-911 Local Surcharge (2.75)	\$4,236,000	\$4,345,000	\$4,350,000	2.69%
607071	Wireless State Surcharge (.25)	\$432,000	\$360,000	\$360,000	-16.67%
607072	Wireless Training funds	\$38,000	\$38,000	\$37,000	-2.63%
626000	Charges for Services (WLAA) - Split w/ 627000	\$42,000	\$23,310	\$24,010	-42.83%
626050	FOIA Requests	\$800	\$600	\$800	0.00%
627000	IT Services (Local Units of Gov't)	\$0	\$24,850	\$23,610	100.00%
665000	Interest Earned	\$45,000	\$33,000	\$37,500	-16.67%
669000	Rents / Revenue	\$4,200	\$4,200	\$4,200	0.00%
680010	Shared Service Reimbursement	\$20,000	\$35,000	\$20,000	0.00%
690000	VOIP Revenue	\$88,000	\$104,935	\$88,000	0.00%
<b>Total Revenue</b>		<b>\$ 7,473,900</b>	<b>\$ 7,580,711</b>	<b>\$ 7,632,791</b>	<b>2.13%</b>
<b>Personnel Services</b>					
706000	Salaries & Wages	\$1,875,500	\$1,650,000	\$2,075,000	10.64%
706001	Overtime	\$85,000	\$150,000	\$65,000	-23.53%
706002	Holiday Pay	\$82,000	\$70,000	\$90,000	9.76%
715000	Employers FICA	\$152,000	\$140,000	\$170,000	11.84%
716000	Medical Insurance	\$491,000	\$515,000	\$525,000	6.92%
717000	Life Insurance	\$2,650	\$2,830	\$3,000	13.21%
718000	Retirement	\$181,000	\$165,000	\$190,000	4.97%
718010	Benefit Option Plans	\$28,000	\$40,000	\$42,500	51.79%
719010	Dental Insurance	\$37,500	\$31,000	\$38,000	1.33%
719030	Optical Insurance	\$8,750	\$8,750	\$9,750	11.43%
721000	Longevity	\$11,350	\$11,550	\$12,500	10.13%
723000	Unemployment	\$1,000	\$1,000	\$1,000	0.00%
724000	Workers Compensation	\$7,500	\$6,000	\$8,000	6.67%
<b>Total Personnel Services</b>		<b>\$ 2,963,250</b>	<b>\$ 2,791,130</b>	<b>\$ 3,229,750</b>	<b>8.99%</b>
<b>Maintenance &amp; Operations</b>					
728000	Printing	\$1,100	\$1,200	\$1,100	0.00%
729000	Paper & Supplies	\$3,500	\$6,400	\$4,000	14.29%
729010	Office Equip < \$1000	\$2,500	\$2,500	\$2,500	0.00%
730000	Postage	\$250	\$150	\$200	-20.00%
801000	Contractual Services	\$600,000	\$600,000	\$625,000	4.17%
801011	Training Costs - all other	\$4,500	\$2,500	\$6,500	44.44%
807000	Membership & Dues	\$500	\$1,400	\$1,500	200.00%
828000	Audit Fees	\$9,000	\$10,585	\$10,900	21.11%
829000	Legal Fees	\$3,000	\$14,000	\$3,500	16.67%
850000	Communications / Connectivity	\$23,000	\$18,000	\$21,000	-8.70%
851000	Telephone	\$25,000	\$21,000	\$22,000	-12.00%
864000	Conference & Seminars	\$3,000	\$2,000	\$5,000	66.67%
871000	Other Travel Expense	\$5,000	\$5,000	\$6,000	20.00%
902000	Hiring / Pre-employment (Advertising)	\$4,000	\$4,300	\$4,000	0.00%
912000	Liability Insurance - MML	\$50,000	\$47,750	\$55,000	10.00%
921000	Utilities / Gas -Electricity	\$11,000	\$13,000	\$15,000	36.36%
931000	Building Maintenance (Office Cleaning)	\$8,000	\$8,000	\$9,000	12.50%
936000	Equipment Repairs & Maintenance	\$50,000	\$30,000	\$40,000	-20.00%
941000	Building Rental	\$59,275	\$79,000	\$59,275	0.00%
945000	Equipment Lease	\$3,500	\$3,900	\$4,000	14.29%
947000	Software	\$5,000	\$19,000	\$5,000	0.00%
957000	Wireless Education & Training	\$22,000	\$15,000	\$22,000	0.00%
959000	Shared Services Purchases	\$20,000	\$20,000	\$20,000	0.00%
959020	Miscellaneous	\$3,500	\$10,000	\$5,000	42.86%
959100	Administrative Expense	\$21,320	\$21,320	\$21,750	2.02%
976130	VOIP Phone	\$40,000	\$30,000	\$32,500	-18.75%

### FY2021 Muskegon Central Dispatch 9-1-1 Proposed Budget

980000	** Office Equipment (Annual Capital Outlay)	\$ 5,000	\$ 5,000	\$ 5,000	0.00%
984000	** Communications Equipment (Annual Capital Outlay)	\$ 2,500	\$ 2,500	\$ 2,500	0.00%
	<b>* Total Annual Operational Expenditures</b>	<b>\$ 3,948,695</b>	<b>\$ 3,784,635</b>	<b>\$ 4,238,975</b>	<b>7.35%</b>
	Revenue Exceeding Expenditures (Balance)	\$ 3,525,205	\$ 3,796,076	\$ 787,818	
<b>Capital Outlay **</b>					
977000	Equipment	\$ -	\$ 753,100	\$ 200,000	100.00%
	<i>Total Capital Outlay</i>	\$ -		\$ 200,000	100.00%
		\$ 7,500	\$ 760,600	\$ 200,000	
	<b>Appropriation from Reserved Capital Improvements</b>	<b>\$ -</b>	<b>\$ 753,100</b>	<b>\$ -</b>	
<b>Debt Service</b>					
990000	Debt Retirement (Building / Motorola)			\$ 1,221,294	100.00%
996000	Interest Expense (Motorola Amoritization)			\$ 1,184,704	100.00%
	<i>Total Debt Service</i>			\$ 2,405,998	0.00%
<b>Total Expenditures with Capital Improvements &amp; Debt Service</b>		<b>\$ 3,948,695</b>	<b>\$ 4,537,735</b>	<b>\$ 6,844,973</b>	<b>73.35%</b>

**Revenue**

Adjusted Decrease	
Adjusted Increase	

**Expenditures**

Adjusted Decrease	
Adjusted Increase	

**FY2021 Muskegon Central Dispatch 9-1-1  
Police and Fire Assessments**

<b>Police Agencies</b>	<b>2020 Assessment Amount</b>	<b>2021 Proposed Assessment</b>
City of Muskegon	\$256,558	\$264,255
Muskegon Township	\$88,146	\$90,790
Whitehall	\$41,580	\$42,827
Norton Shores	\$134,674	\$138,714
North Muskegon	\$41,580	\$42,827
Roosevelt Park	\$41,580	\$42,827
Muskegon Heights	\$76,885	\$79,192
Muskegon County	\$254,840	\$262,486
Montague	\$41,580	\$42,827
Fruitport	\$74,700	\$76,941
<b>Total</b>	<b>\$1,052,124</b>	<b>\$1,083,688</b>

<b>Fire Departments</b>	<b>2020 Assessment Amount</b>	<b>2021 Proposed Assessment</b>
Muskegon	\$26,630	\$27,429
Muskegon Heights	\$8,402	\$8,654
Muskegon Township	\$15,549	\$16,015
Casnovia Township	\$4,841	\$4,986
Norton Shores	\$17,733	\$18,265
Fruitport Township	\$9,937	\$10,235
Egelston Township	\$5,329	\$5,489
North Muskegon	\$4,841	\$4,986
Montague Fire Dist.	\$4,841	\$4,986
Dalton Township	\$5,238	\$5,395
White Lake Fire Auth.	\$7,334	\$7,554
Blue Lake Township	\$4,841	\$4,986
Ravenna Township	\$4,841	\$4,986
Holton Township	\$4,841	\$4,986
Moorland Township	\$4,841	\$4,986
<b>Total</b>	<b>\$130,038</b>	<b>\$133,939</b>

**\*\*\* The above assessments are reflective of a 3% increase from the FY 2020 budget \*\*\***



## Revenue, Expenditure & Capital Outlay Overview

<b>Total Revenue</b>	\$7,473,900	\$8,333,811	\$7,632,791
<b>Expenditures</b>			
<b>** Operational Expenditures</b> <i>(This number includes annual Capital Outlay 980000 &amp; 984000)</i>	\$3,948,695	\$3,784,635	\$4,238,975
<b>** Capital Improvements Expenditures</b> <i>(This number includes Capital outlay is 977000 Equipment)</i>	\$0	\$753,100	\$200,000
<b>** Debt Service Expenditures</b> <i>(This number includes 990000 &amp; 996000)</i>	\$0	\$0	\$2,405,998
<b>Total Expenditures Inc. Capital / Debt Service</b>	<b>\$3,948,695</b>	<b>\$4,537,735</b>	<b>\$6,844,973</b>
<b>Balance - Revenues Exceeding Expenditures</b>	<b>\$3,525,205</b>	<b>\$3,796,076</b>	<b>\$787,818</b>
<b>Nonspendable - Prepaid Items</b>	<b>\$28,910</b>	<b>\$28,910</b>	<b>\$28,910</b>
<b>Restricted for Wireless Training</b>	<b>\$58,539</b>	<b>\$58,539</b>	<b>\$58,539</b>
<b>Unassigned Operating (25%)</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>
<b>Assigned Local Capital - Prior to 10/1/20</b>	<b>\$1,354,207</b>	<b>\$601,107</b>	<b>\$601,107</b>
<b>\$2.33 Surcharge - Capital Projects</b>	<b>\$3,525,205</b>	<b>\$3,796,076</b>	<b>\$4,583,894</b>
<b>Total Fund Balance</b>	<b>\$5,966,861</b>	<b>\$5,484,632</b>	<b>\$6,272,450</b>

Capital Project Expenditures	FY2022	FY2023	FY2024	FY2025	FY2026
Motorola Radio Project	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
Radio Maintenance	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000
Building Project Debt Service	\$415,000	\$415,000	\$415,000	\$415,000	\$415,000
Capital Equipment Replacement	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000
Year 2 of 5 - Server Room Project	\$200,000	\$200,000	\$200,000	\$200,000	\$212,500
<b>Total</b>	<b>\$3,080,000</b>	<b>\$3,080,000</b>	<b>\$3,080,000</b>	<b>\$3,080,000</b>	<b>\$3,092,500</b>

Muskegon Central  
Dispatch 9-1-1  
Update  
July 2020



MUSKEGON  
CENTRAL DISPATCH  
9-1-1  
*When Seconds Count*

# 2019 / 20 Executive Board Members

Anthony Chandler, Chairman

- City of Norton Shores (Dir of Admin Svcs)

Frank Peterson, Vice Chairman

- City of Muskegon (City Manager)

Troy Bell, City Manager

- City of Muskegon Heights

Jennifer Hodges, Township Supervisor

- Muskegon Charter Township

Scott Huebler, City Manager

- City of Whitehall

Heidi Tice, Township Supervisor

- Fruitport Township

Sam Janson, City Manager

- City of North Muskegon

Jeff Auch, City Manager

- City of Montague

Jared Olson, City Manager

- City of Roosevelt Park

Mark Eisenbarth, County Administrator

- County of Muskegon

Chris McIntire, Post Commander

- Michigan State Police - Rockford Post



MUSKEGON  
CENTRAL DISPATCH

When Seconds Count

# 2019 / 20 Coordinating Committee Members

## Law Enforcement Representatives

Jeff Lewis, Director

- City of Muskegon Public Safety

Ed Viverette, Chief of Police

- City of North Muskegon Police Dept.

## Fire / Rescue Representatives

David Glotzbach, Fire Chief (Chair)

- Muskegon Charter Township Fire Dept.

Bob Gagnon, Fire Chief

- City of Norton Shores Fire Dept.

## Executive Board Representatives

Anthony Chandler, Dir. Of Admin Services (Vice Chair)

- City of Norton Shores

Sam Janson, City Manager

- City of North Muskegon



MUSKEGON  
CENTRAL DISPATCH

*When Seconds Count*

# 800 MHz Radio Project Update

The voter approved surcharge in May 2019 provides funding to complete the transition to the Michigan Public Safety Communications System (MPSCS) 800 MHz radio network. Muskegon County will see the following as a result:

- 7 tower site simulcast solution with 12 channels at each site
  - 5 new tower sites
  - 2 existing MPSCS tower sites
    - Wolf Lake
    - Blue Lake
- 4 new tower shelters
- 1,300 portable and mobile radios + 425 pagers for fire / EMS
- Motorola MCC 7500 dispatch consoles

# Radio Equipment

## Portable Radios

- Used by emergency services personnel in the field, while outside of their vehicle / apparatus



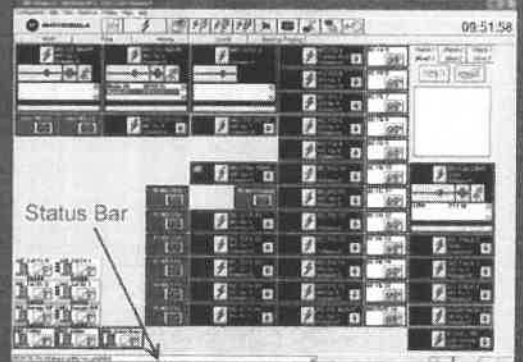
## Mobile Radios

- Used by emergency services personnel in the field, while inside their vehicle / apparatus



## Central Dispatch Radio Consoles

- Used by MCD 9-1-1 staff to interact with field units.
- Direct connection to MPSCS provides priority transmit services
- Statewide interoperability radio network (24/7 monitoring by NCC)



# Project Timeline



**MUSKEGON  
CENTRAL DISPATCH**

*When Seconds Count*

Spring 2019

Summer 2019

Fall 2019

Winter 2019 / Spring  
2020

Summer 2020

Fall / Winter 2020

## Surcharge Vote

Muskegon County voters approve surcharge up to \$2.75 to support 800 MHz radio project and capital infrastructure upgrades

## Implementation Committee

800 MHz implementation committee established with representation from law, fire, EMS, medical control, 9-1-1 Authority Board, emergency management to assist MCD with moving the process forward in the most efficient manner possible

## Equipment Allocation

Motorola equipment shipped to MCD after completing staging event. Warranty agreement does not begin until devices are active on the MPSCS network.

## Site Acquisition

Tower site locations were previously identified by Motorola engineers to provide the best coverage for Muskegon County agencies. MCD personnel worked with these municipalities to firm up specific details about the sites and review sample lease agreements.

## Site Construction / Radio Templating

Site work began on towers in Norton Shores, City of Muskegon, and Muskegon Charter Township. City Council approval from Montague occurred on July 20<sup>th</sup> and work will begin there ASAP.

Radio templates drafted for work with MPSCS

## Mobile Radio Installs

Once templates are approved by MPSCS, public safety agencies will be provided with information on getting their mobile radios installed in patrol cars, fire apparatus, ambulances, and applicable buildings. This is included as part of the project.

# New Tower Sites

## Montague (Fire Station)

- 300' Self Supporting Tower

## City of Muskegon (Dispatch)

- 195' Monopole Tower

## City of Norton Shores (Old DPW)

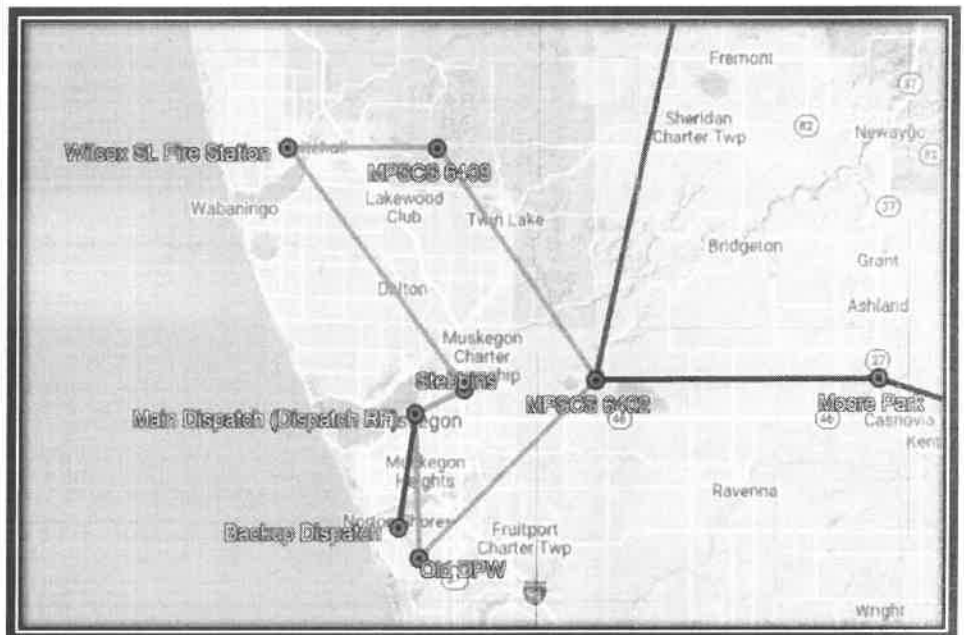
- 160' Self Supporting Tower

## Muskegon Charter Township (Stebbins Rd)

- 300' Self Supporting Tower

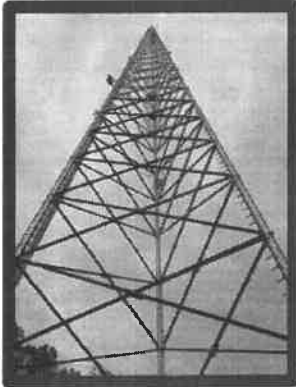
## Casnovia Township (Moore Park)

- 475' Self Supporting Tower
- Partnership with Kent County  
9-1-1 and MPSCS



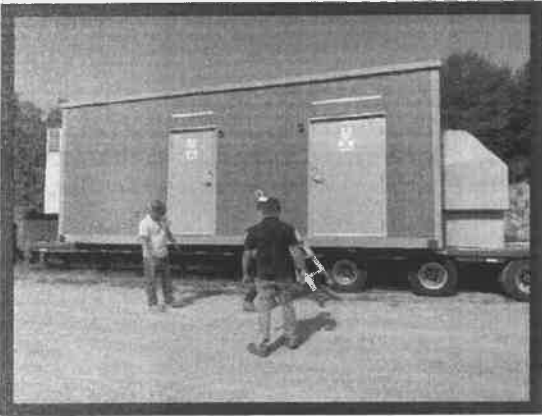
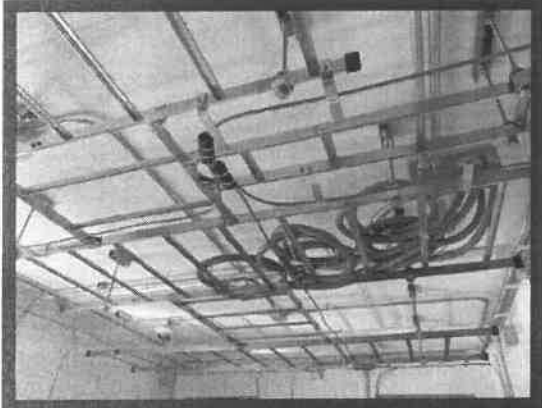


# Tower Construction

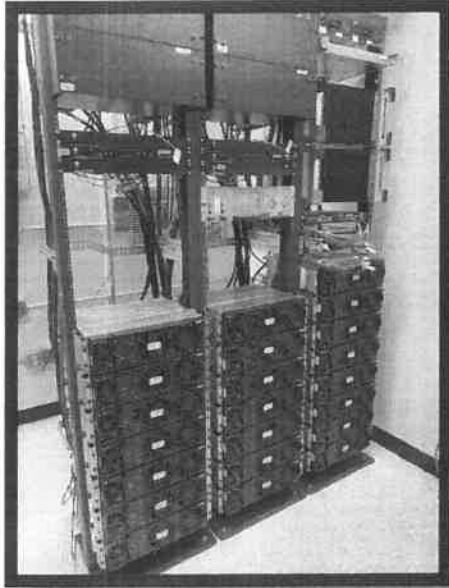


# Tower Site Work

Structured Wiring Ladder



Shelter Being Delivered



Server and Rack Equipment

## Financial Status

### October 2019 – April 2020 Revenue (\$1.8M)

Surcharge revenues are on track with previous projections. Deposits vary based on telephone carrier with some occurring monthly, but most quarterly. These deposits are typically one full month behind (Ex. June received end of July). Due to the fluctuation in the amount of devices, it will be more efficient to predict future revenue after analyzing one full year of data.

## Future Budgeting

It is our goal to decrease the surcharge amount in the coming years as indicated in past surcharge presentations. Our first payment to Motorola for the radio system will take place in January 2021 in the amount of \$1.99 M.

# Mobile Computer Terminal (MCT) Project

The MCT Committee is comprised of representatives from local and county law enforcement, fire / rescue, and Muskegon Central Dispatch personnel (including leadership and IS Manager). This committee reviewed various products with congruent features and completed background reviews with other agencies that are currently using the devices.



Getac A140 Fully Rugged  
Tablet Device



The device shown was selected to be utilized by law enforcement personnel throughout the county. It is fully rugged and provides a platform to run all applicable software appropriately. Additionally, Getac has a superb maintenance program where most devices are returned within a few business days. All devices have a full five year warranty.

## 2019 Calls for Service (556,956)

260,035



Computer Aided Dispatch  
(CAD) Tickets

296,921



Telephone Calls  
9-1-1 and Administrative

# Thanks for your time and support!

Contact Information:

Jason Wolford, Executive Director

[Jason.Wolford@mc911.net](mailto:Jason.Wolford@mc911.net) or 231-722-3524



MUSKEGON  
CENTRAL DISPATCH  
9-1-1  
*When Seconds Count*

Thank you so much for the opportunity to sit with the City Council during meetings. Even though it was cut short I enjoyed the meetings I was able to attend. My scholarship money will be put toward books, as I have a long way to go. I'm starting my journey at MCC then transferring to a Pre-Med program, & soon after that to Med school in hopes to one day become a surgeon. Once again, thank you so much for this opportunity.

Sincerely, Alexis Brown

THANK YOU

## 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, March 27, 2021.

March 27

Knights of Columbus

### RECOMMENDATION

Approve the tag day as requested.





City of Whitehall

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

Organization: Knights of Columbus Council 12985

Date of Solicitation: March 27, 2020 2021

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.

Print name Gary Greiner

Address 6250 Blank Road

Signature Gary Greiner

Whitehall, MA 01946

Date July 29, 2020

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

cc: Whitehall Police Department

CITY OF WHITEHALL  
RESOLUTION 20-25  
Utility Rates

- WHEREAS, the City operates municipal sewer and water systems.
- WHEREAS, the current sewer rate is \$5.19 per 1,000 gallons and the water rate is \$2.22.
- WHEREAS, staff is recommending a 5% increase in the sewer rate to minimize a five year draw down on fund reserves totaling \$891,000 including a decrease in cash of \$204,310 in the current fiscal year.
- WHEREAS, staff is recommending a 5% increase in the water rate to minimize a five year draw down on fund reserves totaling \$1,083,000 including a decrease in cash of \$248,580 in the current year.
- WHEREAS, the current fiscal year budget was adopted anticipating the approval of both rates.
- WHEREAS, the average residential household using 21,000 gallons of water per quarter will see a combined annual utility cost increase of \$31.08.

NOW, THEREFORE, BE IT RESOLVED

That the Whitehall City Council hereby sets the sewer rate at \$5.45 per 1,000 gallons; the water rate at \$2.33 per 1,000 gallons; and the non-metered sewer only quarterly charge at \$114.38 effective January 1, 2021.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, and thereafter adopted by the City Council for the City of Whitehall, at a regular meeting held Tuesday, August 25, 2020, at 6:00 pm (\_\_\_ yes, \_\_\_ no, \_\_\_ absent).

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

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

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

Council appoints an attorney to serve as legal advisor and counsel for the city and all the officers and departments. Rodger Sweeting has provided legal services to the City for the last eighteen years. City staff recommended continuation of this relationship with a renewal of a three year contract. Council moved this topic for discussion at a work session. Without a consensus for renewal of a contract with Rodger, a majority of council members expressed support for seeking proposals.

### **ACTION**

Motion to authorize staff to seek proposals for legal services with the appointment of Council Members Brown, DeMumbrum, and Mullally to a committee to review the proposals and make a recommendation to the full council.