



CITY COUNCIL WORK SESSION
304 S. MEARS, WHITEHALL, MI
VIA ZOOM
November 10, 2020
5:00 p.m.

AGENDA

1. Meeting Called to Order
2. Discussion Items
 - Designated Assessor
 - Meeting Organization
 - Air BnB Operations
 - Mobile Food Vendors
3. Informational Items
4. Public Comment *
5. Meeting Adjourned

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

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

**Whitehall City Council
Work Session Information Report
November 2020**

Default Assessor

Information on this has been provided in the packet...

Air Bed & Breakfast Operations

Air BnB's are gaining in popularity. We recently had a resident complain about an adjacent Air BnB that was disturbing her peace with loud music, late night activities, and excessive traffic. Norton Shores and Roosevelt Park do not regulate Air BnB's. North Muskegon limits their location through zoning. Montague requires them to register as short term rentals. The County is hiring a firm to provide accommodation tax collection services that will identify Air BnB's for collection.

Mobile Food Vendors

The City regulates food vendors by requiring an annual solicitation permit for \$250. They also need a health license and pass a fire inspection. We do not require a permit if they are part of a community event. The North Mears Parking Lot Project has stirred up a discussion about allowing and regulating food vendors.

Meeting Organization

Should a consent agenda be used by Council where minutes, bills, and communications all get approved by a single vote? Any item within the consent agenda can be removed by motion and support then discussed for separate action. We might also want to continue the discussion on when items go to a work session or to a regular meeting.

MUSKEGON COUNTY

MICHIGAN

October 29, 2020

**Board
of Commissioners**

Susie Hughes
Chair, District 3

Gary Foster
Vice-Chair, District 7

Marcia Hovey-Wright
District 2

Zach Lahring
District 5

Kenneth Mahoney
District 9

Charles Nash
District 6

Robert Scolnik
District 4

I. John Snider, II
District 8

Rillastine R. Wilkins
District 1

City of Whitehall
Scott Huebler
Supervisor
405 East Colby St
Whitehall, MI 49461

Re: Designated Assessor of Record

Dear Mr. Huebler,

I'm writing to you regarding Public Act 660 of 2018 that amended the General Property Tax Act (Public Act 206 of 1893), requiring the appointment of a qualified individual to serve as a Designated Assessor for a five (5) year term. An appointment must be completed no later than December 31, 2020; otherwise, the State Tax Commission will appoint an individual to serve the County and all local governments within the County. Mrs. Donna VanderVries, Equalization Director, recently had a meeting with many Township Supervisors regarding this requirement. The preference at that time seemed to be that Mrs. VanderVries serve as Designated Assessor on behalf of the County.

Attached is the Interlocal Agreement for Muskegon County which was approved by the Muskegon County Board of Commissioners (October 27, 2020) – which includes a fee structure from the Equalization Director.

The agreement must also be approved by a minimum of twelve (12) local boards as the next action step in the process of appointing a Designated Assessor. If the agreement is approved by a minimum of twelve (12) local boards, then all local boards will be asked to approve that the County's Equalization Director be appointed to serve the role. Mrs. VanderVries has stated she would serve in this capacity.

If Mrs. VanderVries serves as Designated Assessor, the County and local governments will not incur costs associated with the new statutory requirement of a Designated Assessor unless the local unit fails to meet the audit of minimum assessing requirements. If the local unit should fail and is required to utilize the services of the Designated Assessor selected under this process, the costs would be paid solely by the deficient local unit per the Designated Assessor's fee schedule for the purpose of correcting the assessing deficiencies of that unit.

Use of the Designated Assessor is not required until a third failure (the AMAR and two follow ups). The first failure is of the initial AMAR. The second failure is of the follow up review. At that time the local unit has three options: either hire a new Michigan Master Assessing Officer or Michigan Advanced Assessing Officer, the State Tax Commission assumes jurisdiction of the roll or the local unit moves directly to the Designated Assessor. After an option is selected, a second follow up is conducted. If the local unit fails the follow up, it will move directly to the Designated Assessor.

A minimum of twelve (12) local boards must approve the selection of Mrs. VanderVries. If Mrs. VanderVries is not approved, another designee must be selected. If the above action steps are not completed or minimum approvals are not obtained by December 31, 2020, the State Tax Commission will appoint an individual as Designated Assessor.

I'm asking for the attached agreement to be reviewed and approved at your next board meeting. Whether the agreement is accepted or rejected, please notify me no later than November 30, 2020.

Please feel free to contact me if you have questions, and I look forward to working with you through this multi-step process. If you have not received a presentation please contact Donna VanderVries for more information at 231-724-6726.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Eisenbarth', with a long horizontal flourish extending to the right.

Mark Eisenbarth
Muskegon County Administrator

Attachments

CC: Muskegon County Board of Commissioners
Mrs. Donna VanderVries, Muskegon County Equalization Director

**MUSKEGON COUNTY INTERLOCAL AGREEMENT
FOR COUNTY DESIGNATED ASSESSOR**

This Interlocal Agreement, by and between the COUNTY OF MUSKEGON, a political subdivision of the State of Michigan (hereinafter referred to as the "County"), Donna B. VanderVries (hereinafter referred to as the "Designated Assessor") and BLUE LAKE TOWNSHIP, CASNOVIA TOWNSHIP, CEDAR CREEK TOWNSHIP, DALTON TOWNSHIP, EGELSTON TOWNSHIP, FRUITLAND TOWNSHIP, FRUITPORT TOWNSHIP, HOLTON TOWNSHIP, LAKETON TOWNSHIP, MONTAGUE TOWNSHIP, MOORLAND TOWNSHIP, MUSKEGON TOWNSHIP, RAVENNA TOWNSHIP, SULLIVAN TOWNSHIP, WHITE RIVER TOWNSHIP, WHITEHALL TOWNSHIP, CITY OF MONTAGUE, CITY OF MUSKEGON, CITY OF MUSKEGON HEIGHTS, CITY OF NORTH MUSKEGON, CITY OF NORTON SHORES, CITY OF ROOSEVELT PARK, and CITY OF WHITEHALL, each a political subdivision of the State of Michigan (each hereinafter referred to as an "Assessing District," and collectively referred to as the "Assessing Districts"), is entered into pursuant to the Urban Cooperation Act of 1967, Public Act 7 of 1967 (Ex. Sess.) as amended, MCL 124.501 *et seq.*, and the General Property Tax Act, Public Act 206 of 1893 as amended by Public Act 660 of 2018, MCL 211.10g, for the purpose of designating an individual to serve as the County's Designated Assessor.

WHEREAS, pursuant to MCL 211.10g(4) every County shall have a Designated Assessor on file with the State Tax Commission as of December 31, 2020; and

WHEREAS, the County Designated Assessor is designated by an Interlocal Agreement executed between the County Board of Commissioners, a majority of the Assessing Districts in the County and the individual put forth as the Designated Assessor; and

WHEREAS, the individual designated as the County's Designated Assessor must be approved by the State Tax Commission.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1a. Designation of County Designated Assessor. The County and a majority of the Assessing Districts in the County designate Donna B. VanderVries, who is an individual qualified and certified by the State Tax Commission as a Master Assessing Officer (Certificate # R-7510), to be the Designated Assessor for Muskegon County.

1b. Assessing Districts covered by this interlocal agreement are as follows. BLUE LAKE TOWNSHIP, CASNOVIA TOWNSHIP, CEDAR CREEK TOWNSHIP, DALTON TOWNSHIP, EGELSTON TOWNSHIP, FRUITLAND TOWNSHIP, FRUITPORT TOWNSHIP, HOLTON TOWNSHIP, LAKETON TOWNSHIP, MONTAGUE TOWNSHIP, MOORLAND TOWNSHIP, MUSKEGON TOWNSHIP, RAVENNA TOWNSHIP,

SULLIVAN TOWNSHIP, WHITE RIVER TOWNSHIP, WHITEHALL TOWNSHIP, CITY OF MONTAGUE, CITY OF MUSKEGON, CITY OF MUSKEGON HEIGHTS, CITY OF NORTH MUSKEGON, CITY OF NORTON SHORES, CITY OF ROOSEVELT PARK and CITY OF WHITEHALL

1c. SEV totals by class (including special act values) for Muskegon County as of 2020 are as follows.

Agricultural	<u>186,492,100</u>	Developmental	<u>0</u>
Commercial	<u>722,557,100</u>	Total Real Property	<u>5,725,146,100</u>
Industrial	<u>227,683,300</u>	Personal Property	<u>349,733,500</u>
Residential	<u>4,588,413,600</u>	Total Real and Personal Property	<u>6,074,879,600</u>
Timber-Cutover	<u>0</u>		

1d. Total number of parcels by classification (including special act parcels) as of 2020 by unit are as follows.

	Agricultural	Commercial	Industrial
Blue Lake Township	0	10	0
Casnovia Township	374	35	16
Cedar Creek Township	70	22	0
Dalton Township	30	179	27
Egelston Township	12	160	82
Fruitland Township	40	40	0
Fruitport Township	54	378	27
Holton Township	156	63	1
Laketon Township	2	48	0
Montague Township	117	46	13
Moorland Township	150	16	14
Muskegon Township	18	441	82
Ravenna Township	340	77	13
Sullivan Township	70	23	1
White River Township	137	16	8
Whitehall Township	6	83	5
City of Montague	8	87	21
City of Muskegon	18	1,084	211
City of Muskegon Heights	0	388	137
City of North Muskegon	0	95	4
City of Norton Shores	4	620	167
City of Roosevelt Park	0	102	13
City of Whitehall	3	152	27

	Residential	Timber-Cutover	Developmental
Blue Lake Township	1,588	0	0
Casnovia Township	1,052	0	0
Cedar Creek Township	1,857	0	0
Dalton Township	5,238	0	0
Egelston Township	3,708	0	0
Fruitland Township	3,440	0	0
Fruitport Township	5,767	0	0
Holton Township	1,194	0	0
Laketon Township	3,607	0	0
Montague Township	903	0	0
Moorland Township	661	0	0
Muskegon Township	6,713	0	0
Ravenna Township	1,119	0	0
Sullivan Township	1,189	0	0
White River Township	1,196	0	0
Whitehall Township	750	0	0
City of Montague	1,378	0	0
City of Muskegon	12,544	0	0
City of Muskegon Heights	4,051	0	0
City of North Muskegon	1,599	0	0
City of Norton Shores	9,522	0	0
City of Roosevelt Park	1,292	0	0
City of Whitehall	1,254	0	0

	Total Real Property	Personal Property	Total Real & Personal
Blue Lake Township	1,598	56	1,654
Casnovia Township	1,477	96	1,573
Cedar Creek Township	1,949	42	1,991
Dalton Township	5,474	210	5,684
Egelston Township	3,962	206	4,168
Fruitland Township	3,520	95	3,615
Fruitport Township	6,226	527	6,753
Holton Township	1,414	80	1,494
Laketon Township	3,657	74	3,731
Montague Township	1,078	67	1,145
Moorland Township	841	47	888
Muskegon Township	7,254	589	7,843
Ravenna Township	1,549	123	1,672
Sullivan Township	1,283	52	1,335
White River Township	1,357	30	1,387

Whitehall Township	844	125	969
City of Montague	1,494	124	1,618
City of Muskegon	13,857	1178	15,035
City of Muskegon Heights	4,576	316	4,892
City of North Muskegon	1,698	203	1,901
City of Norton Shores	10,313	1002	11,315
City of Roosevelt Park	1,407	234	1,641
City of Whitehall	1,436	250	1,686

1e. List of any unique, complex, or high value properties within the County. Sun Chemical has a chemical plant that is one of only two in the United States. Howmet Aerospace is a large facility that specializes in airplanes. L3 Harris is global aerospace and defense technology innovator. Michigan’s Adventure is the largest amusement park/water park in Michigan. No other properties throughout the County are considered unique, complex, or high value.

1f. Terms of agreement. If approved by the State Tax Commission, the County Designated Assessor shall serve for a minimum of five (5) years from the date of the approved designation. The designation shall not be revoked, and no new designation shall be made earlier than five (5) years following the date of the approved designation, except as provided in MCL 211.10g(4)(e).

1g. Agreement Effective Date. The effective date of this agreement shall commence on December 31st, 2020 or at such time the State Tax Commission approves the designation of the Designated Assessor, whichever comes last.

1h. Place of Performance of Duties. The duties performed by the Designated Assessor shall be carried out at the principal office of the Designated Assessor located at Muskegon County Equalization 173 E. Apple Avenue Muskegon Michigan 49442. Office hours at an Assessing District’s Township or City Hall will be negotiated at such a time an Assessing District chooses to or is ordered to have the Designated Assessor act as their assessor of record.

QUALIFICATIONS OF DESIGNATED ASSESSOR

2a. Current assessor certification level and number. Donna B. VanderVries is currently certified as a Michigan Master Assessing Officer (MMAO). Certification number is R-7510.

2b. Current employment status of the Designated Assessor. Donna B. VanderVries is currently the Muskegon County Equalization Director and acts as the assessor of record for the Cities of Muskegon, Norton Shores, Whitehall and Roosevelt Park, and the Townships of Egelston, Fruitport, Whitehall, White River, Sullivan, Montague, Moorland and Dalton.

2c. Prior local unit assessing experience. Donna worked at the City of Grand Rapids assessor's office as an appraiser III, commercial/industrial appraiser and a personal property auditor. Donna was also a contractor in the City of Zeeland power plant appeal.

2d. Conflict of interest disclosures. There are no known conflicts of interest between the Designated Assessor and Muskegon County or any Assessing Districts within the County.

SCOPE OF SERVICES PROVIDED BY DESIGNATED ASSESSOR

3a. Preparation of assessment rolls. The Designated Assessor shall annually meet the guidelines of the State Tax Commissions document "Supervising Preparation of the Assessment Roll" for any Assessing District under contract with the Designated Assessor.

3b. Plan to correct deficiencies found in an AMAR audit. The Designated Assessor shall file a Corrective Action Plan with the State Tax Commission within 30 days of assuming jurisdiction of an Assessing District who was found to have deficiencies on their latest AMAR audit. With the exception of a complete reappraisal, all identified AMAR deficiencies will be corrected within one year of assumption of the Assessing District, unless otherwise agreed upon by the Designated Assessor, Assessing District and the State Tax Commission.

3c. Attendance at Boards of Review Meetings. After assuming jurisdiction of an Assessing District, the Designated Assessor or her designee shall be present at all Boards of Review for the Assessing District.

3d. Duties and responsibilities related to property tax appeals. The Assessing District shall retain ultimate control of all litigation and settlement negotiations and the Designated Assessor shall operate under the direction of the Assessing District in any litigation regarding a tax appeal, including appeals to the Small Claims Division.

Any appeal to the Tax Tribunal may result in the Assessing District obtaining competent legal counsel at its expense. The Assessing District may choose to retain the Designated Assessor to prepare necessary appraisals and/or consultation or may employ another firm to prepare a supportable and defensible report for an additional fee.

Unless legal counsel is utilized on a case-by-case basis, the Designated Assessor shall defend all appeals to the Small Claims Division of the Michigan Tax Tribunal. This shall include, but not be limited to, filing necessary petitions, preparing and submitting such material, statistics and other information as is necessary to properly defend any such appeal, and appearing at all hearings and meetings as are required for the purpose of defending said appeal. All the foregoing regarding appeals to the Small Claims Division is deemed to be included as part of the services compensated pursuant to the terms and provisions of this Agreement.

In all other potential appeals to the Michigan Tax Tribunal or State Tax Commission, the Designated Assessor shall provide as part of the services included under the terms and provisions of this Agreement such time and effort as is necessary to properly provide documents, analysis and advice as may be required in the determination of the Designated Assessor or the Assessing District to forestall the formal filing of an appeal or to settle a disputed case up to the date of the filing of a petition appealing a decision of the Assessing District or any of its agencies or boards to the Michigan Tax Tribunal or State Tax Commission. After the filing of said petition, the Designated Assessor shall be available to the Assessing District for such further assistance as is required by the Assessing District in the defense of such appeal. The Designated Assessor shall be available as an expert witness on behalf of the Assessing District in any proceedings. Mileage expenses for travel required for appearance at Tax Tribunal hearings or State Tax Commission hearings shall be reimbursed at the rate per mile recognized by the Internal Revenue Service's allowance for business use of an automobile and the time spent will be reimbursed at the hourly rate as identified in section 5a of this agreement.

3e. Reporting requirement and responsibility to meet with local unit officials. On or before December 31st of each year, at the Assessing District's request, the Designated Assessor shall prepare written recommendations and conclusions regarding the current state of the Assessing District's assessment rolls, by class, together with specific recommendations concerning actions which, in the opinion of the Designated Assessor, should be taken in order to achieve maximum equity in the assessment rolls and compliance with all State Tax Commission rules, regulations and guidelines.

3f. Any and all obligations of local unit assessing staff members. If an Assessing District employs any assessing staff other than the Assessor of Record, those staff members shall remain employees of the Assessing District. Those staff members will continue to conduct their duties as they understand them under the supervision of the Designated Assessor. If changes in duties are identified as necessary by the Designated Assessor, those changes will be discussed with the employee and Assessing District prior to implementation. No existing staff member will be terminated by the Designated Assessor without prior approval of the Assessing District.

3g. Responsibilities of Designated Assessor while not acting as an assessor of record for an assessing district under this agreement. The Designated Assessor will have no official duties of record until such time she is appointed the assessor of record of an Assessing District. Upon request of the Assessing District, the Designated Assessor will meet with the Assessing District to discuss potential solutions of any deficiencies identified by an AMAR audit to avoid any formal action by the State Tax Commission.

3h. Requirement to remain certified and in good-standing. The Designated Assessor shall, at all times, maintain her Michigan Master Assessing Officer Certification (MMAO) and remain in good standing with the State Tax Commission.

3i. Non-exclusivity of assessing services. Nothing in this Agreement prevents or limits the Designated Assessor from serving as the Designated Assessor, Assessor of Record or Equalization Director for this or any other County in Michigan.

DUTIES AND RESPONSIBILITIES FOR LOCAL ASSESSING DISTRICTS
CONTRACTING WITH THE DESIGNATED ASSESSOR

4a. Access to required documents and information. While under contract with the Designated Assessor, the Assessing District shall provide reasonable access to all assessing records, documents, databases, and information. This shall include remote access to the Assessing District's computer and network system if available.

4b. Policies and procedures of Assessing District. While under contract with the Designated Assessor, the Assessing District shall make the Designated Assessor aware of any applicable local policies and procedures including technology, equipment, facilities, personnel, etc. that may apply to her as a contractor.

4c. Independent Contractor. The Designated Assessor and her employees at all times shall be considered as an independent contractor, and not as the Assessing Districts' employees. As an independent contractor, the Designated Assessor's payment under this Agreement shall not be subject to any withholding for tax, social security, or other purposes; nor shall the Designated Assessor or her employees be entitled to sick leave, pension benefits, vacation, medical benefits, life insurance, or unemployment compensation or the like from the Assessing Districts.

COST AND COMPENSATION FOR DESIGNATED ASSESSOR

5a. Payment terms and Fee Structure. All assessing maintenance contracts will be based on a per parcel basis with the following fee schedule.

Agricultural Real -	\$16.00 per parcel
Commercial Real -	\$18.00 per parcel
Industrial Real -	\$18.00 per parcel
Residential Real -	\$16.00 per parcel
Other Real -	\$16.00 per parcel
Personal Property -	\$15.00 per parcel
Special Act Parcels -	\$20.00 per parcel

The above stated fees shall include an annual on-site review of at least 20% of the total ad-valorem real property count.

All re-appraisal contracts will be based on a per parcel basis with the following fee schedule.

Agricultural Real -	\$65.00 per parcel
Commercial Real -	\$65.00 per parcel
Industrial Real -	\$65.00 per parcel

Residential Real - \$65.00 per parcel
Other Real - \$65.00 per parcel

Hourly fee schedule of personnel are as follows.

MMAO Assessor - \$150.00 per hour
MAAO Assessor - \$80.00 per hour
MCAO Assessor - \$60.00 per hour
Support Staff - \$45.00 per hour

Office hours if required by the Assessing District will be billed at \$50.00 per hour.

The above stated fees are all subject to an annual rate of inflation equivalent to the Consumer Price Index as published by the State Tax Commission.

5b. Payment responsibility. All fees associated with serving as the Designated Assessor shall be paid directly by the Assessing District under contract within 30 days of invoicing.

5c. Retainer fee. For as long as Donna B. VanderVries is the Equalization Director for Muskegon County, no retainer fee will be charged. In the event Donna B. VanderVries is not the Equalization Director for Muskegon County, the retainer fee for this agreement will be \$200.00 per Assessing District.

5d. Payment in the event of death or disability of the Designated Assessor. In the event of the disability of the Designated Assessor all payments for only work completed shall be made to the Designated Assessor.

In the event of the death of the Designated Assessor all payments for only work completed shall be made to Muskegon County.

5e. Cost reimbursement for when the Designated Assessor is acting as assessor of record. Any cost incurred by the Designated Assessor outside of what is covered under the maintenance or reappraisal contract while acting as the assessor of record shall be reimbursed by the Assessing District within 30 days of invoicing.

5f. Identification of certain costs. The following items will be considered additional cost items and will be billed at their actual cost of supplies and materials plus the hourly fee of the personnel who completed the work as stated in section 5a of this Agreement.

- Setting up Tax database for tax collection
- Printing and or mailing of tax bills
- Printing and or mailing of assessment change notices
- Appraisal work for an entire MTT tribunal
- Expert witness testimony for an entire MTT tribunal
- GIS maintenance if needed

Unless otherwise agreed upon, the Designated Assessor will be responsible for the cost of employing additional assessing staff to bring the assessing unit into AMAR compliance.

Miscellaneous

6a. Petition to State Tax Commission. Upon the execution and filing of this Interlocal Agreement, the County shall petition the State Tax Commission to approve the individual named in Section 1a of this Interlocal Agreement to serve as the Designated Assessor for Muskegon County. The individual shall serve as the Designated Assessor upon approval of the State Tax Commission. If the State Tax Commission rejects the County's petition, then the parties agree to enter into additional Interlocal Agreement(s) under MCL 211.10g(4)(a) until a suitable Designated Assessor has been presented.

6b. Nondiscrimination. The Parties shall adhere to all Federal, State, and local laws, ordinances and regulations prohibiting discrimination in the performance of this Interlocal Agreement. The Parties shall not discriminate against a person to be served or an employee or applicant for employment because of race, color, religion, national origin, age, sex, disability that is unrelated to an individual's ability to perform the duties of a particular job or position, height, weight, or marital status. Breach of this section shall be regarded as a material breach of this Interlocal Agreement.

CERTIFICATION

COUNTY OF MUSKEGON

Susie Hughes, Chairperson
County Board of Commissioners

Date

BLUE LAKE TOWNSHIP

Melonie Arbogast Supervisor

Date

CASNOVIA TOWNSHIP

Kelli Ashbaugh Supervisor

Date

CEDAR CREEK TOWNSHIP

Linda Aerts Supervisor

Date

DALTON TOWNSHIP

Tony Barnes Supervisor

Date

EGELSTON TOWNSHIP

John Holter Supervisor

Date

FRUITLAND TOWNSHIP

Marcia Jeske Supervisor

Date

FRUITPORT TOWNSHIP

Heidi Tice Supervisor

Date

HOLTON TOWNSHIP

Alan Jager Supervisor

Date

LAKETON TOWNSHIP

Kim Arter Supervisor

Date

MONTAGUE TOWNSHIP

Jeff King Supervisor

Date

MOORLAND TOWNSHIP

Daniel Nutt Supervisor

Date

MUSKEGON TOWNSHIP

Jennifer Hodges Supervisor

Date

RAVENNA TOWNSHIP

Elmer Hoyle Supervisor

Date

SULLIVAN TOWNSHIP

Tony Mabrito Supervisor

Date

WHITE RIVER TOWNSHIP

Michael Cockerill Supervisor

Date

WHITEHALL TOWNSHIP

Charles Schmitgal Supervisor

Date

CITY OF MUSKEGON

Frank Peterson City Manager

Date

CITY OF MUSKEGON HEIGHTS

Troy Bell City Manager

Date

CITY OF NORTH MUSKEGON

Sam Janson City Manager

Date

CITY OF NORTON SHORES

Mark Meyers City Administrator

Date

CITY OF ROOSEVELT PARK

Jared Olson City Manager

Date

CITY OF WHITEHALL

Scott Huebler City Manager

Date

DESIGNATED ASSESSOR

Donna B. VanderVries

Date



CITY OF WHITEHALL

CITY COUNCIL MEETING
304 S. MEARS, WHITEHALL, MI
VIA ZOOM
November 10, 2020
6:00 p.m.

AGENDA

1. Meeting called to Order
2. Approval of Agenda
3. Special Presentation – Annual Audit Presentation, Douglas Vredevelde of Vredevelde Haefner LLC
4. Approval of the October 27 Council Meeting Minutes
5. Approval of Accounts Payable
6. Communications: Certificate of Appreciation, Marina Advisory Committee, Muskegon Innovation Hub Annual Report, Special TIFA Meeting Minutes, White Lake Senior Center Newsletter
7. Messages from the Mayor, Council, and City Manager
8. Public Comment *
9. New Business
 - A. Resolution 20-30 Tannery Bay Phase II Engineering
 - B. Resolution 20-31 Marina Settling Investigation
 - C. Resolution 20-32 Marina Rates
 - D. Resolution 20-33 MERS Benefit Plans
 - E. Ordinance 20-02 Amended Minor in Possession
10. Public Comment *
11. 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
October 27, 2020
REMOTE VIA ZOOM

PRESENT: Scott Brown, Dick Connell, Virginia DeMumbrum, Ellie Dennis, Debi Hillebrand, Sean Mullally (arrived 6:06pm), and Steve Salter

ABSENT: None

ALSO PRESENT: Scott Huebler, 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 October 13 Work Session and Council Meeting Minutes. All yeses

APPROVAL OF THE ACCOUNTS PAYABLE

Motion by Connell, seconded by Salter, CARRIED, to approve the account payables in the amount of \$196,530.53 and checks to be drawn in their several amounts.

Roll Call Vote: Yes – Connell, Salter, Dennis, DeMumbrum, and Hillebrand;
No – Brown; Absent – Mullally

COMMUNICATIONS

AMAR Update, Central Dispatch Minutes, Quarterly Report, Special TIFA Minutes

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

Lillian Morningstar asked about the Senior Center funding and an apartment building. Will Meier introduced himself.

NEW BUSINESS

A. Resolution 20-29 MERS Defined Benefit Plans

Motion by DeMumbrum, seconded by Connell, CARRIED, to approve the Defined Benefits Plan Adoption Agreement Addendums attached to and considered a part of this resolution.

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

B. Legal Services

Motion by Salter, seconded by Mullally to appoint legal services to Rodger Sweeting. Several council members requested it be handled the way staff had suggested based on the work session discussion. Mullally withdrew his support. No further support was provided.

Motion by Mullally, seconded by Connell, CARRIED, to require an affirmative voice vote either for Rodger I Sweeting or Parmenter Law to provide legal services for the City.

Roll Call Vote: Sweeting – Salter, DeMumbrum, and Mullally
Parmenter Law – Connell, Brown, Dennis and Hillebrand
Absent – None

PUBLIC COMMENT

John Hanson discussed a snow making machine for Hanson Hill. Lillian Morningstar asked about the Splash Pad.

ADJOURNMENT

Mayor Hillebrand adjourned the Council Meeting at 6:28 pm.

Debra Hillebrand, Mayor

Brenda Bourdon, City Clerk

CITY OF WHITEHALL
 ACCOUNTS PAYABLE
 November 10, 2020

November 2020 Prepaids

<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>Check No.</u>
City of Whitehall-Common Cash	Payroll	\$39,318.97	Transfer
IRS	Payroll	\$14,192.49	EFT
Alerus Financial	Payroll	\$5,337.05	EFT
MISDU	Payroll	\$90.34	7376
FOP-CD Hammond #99	Payroll	\$69.39	7377
Alerus Financial	Payroll	\$340.88	EFT
Teamsters Local 214	Payroll	\$355.00	7378
<u>Total Prepaids:</u>		\$59,704.12	

TOTAL ACCOUNTS PAYABLE

\$119,680.14

Vendor Code	Vendor Name	Description	Amount
AIREM	AIRE-MASTER		
	13266	MARINA - DEODORIZER SERVICE	87.00
TOTAL FOR: AIRE-MASTER			87.00
MISC	ALLIED UNIVERSAL TECHNOLOGY SERVICE		
	IN1-910108233	DPW BREAKROOM DOOR SENSOR/SERVICE	363.60
TOTAL FOR: ALLIED UNIVERSAL TECHNOLOGY SERVICE			363.60
ASPHA	ASPHALT PAVING INC		
	45638	QTY 10.64 TONS ASPHALT/STATITE	1,006.78
TOTAL FOR: ASPHALT PAVING INC			1,006.78
BS&A	BS&A SOFTWARE		
	132270	ANNUAL SERVICE & SUPPORT	3,326.00
TOTAL FOR: BS&A SOFTWARE			3,326.00
CHART	CHARTER COMMUNICATIONS		
	824512687005648	PHONE & INTERNET	309.98
TOTAL FOR: CHARTER COMMUNICATIONS			309.98
CONSU	CONSUMER'S ENERGY		
	STATEMENT	PUBLIC UTILITIES	10,477.07
TOTAL FOR: CONSUMER'S ENERGY			10,477.07
DAN	DAN FROST DBA DAN'S AUTOMOTIVE		
	8371	OIL CHANGE - CRUISER 301	51.69
TOTAL FOR: DAN FROST DBA DAN'S AUTOMOTIVE			51.69
DTE	DTE ENERGY		
	STATEMENT	PUBLIC UTILITIES	517.01
TOTAL FOR: DTE ENERGY			517.01
FFARM	FAMILY FARM AND HOME		
	00050	GAS CAN	23.99
TOTAL FOR: FAMILY FARM AND HOME			23.99
FRONT	FRONTIER		
	STATEMENT	TELEPHONE	111.89
TOTAL FOR: FRONTIER			111.89
GALLS	GALL'S, LLC		
	016627341	BUCKLESS BELT	32.97
TOTAL FOR: GALL'S, LLC			32.97
GORDO	GORDON FOOD SERVICE		
	828443540	PAPER TOWELS & TP	82.97
TOTAL FOR: GORDON FOOD SERVICE			82.97
GRLF	GREAT LAKES FORD		
	1120-300329	OIL CHANGE TRUCK 12-03	53.06
TOTAL FOR: GREAT LAKES FORD			53.06

Vendor Code	Vendor Name	Description	Amount
HAVIL	HAVILAND		
	373549/CR373878	QTY 16 - 15 GAL DRUMS CHLORINE	999.40
TOTAL FOR: HAVILAND			999.40
HUNTS	HUNT'S DO-IT CENTER		
	STATEMENT	OPERATING & MAINT SUPPLIES	264.43
TOTAL FOR: HUNT'S DO-IT CENTER			264.43
ICMA	ICMA MEMBERSHIP RENEWALS		
	189517	MEMBERSHIP RENEWAL - HUEBLER	909.73
TOTAL FOR: ICMA MEMBERSHIP RENEWALS			909.73
JJ'S ELEC	JJ'S ELECTRIC LLC		
	OCTOBER-2020	ELECTRICAL PERMITS - OCT-2020	1,368.40
TOTAL FOR: JJ'S ELECTRIC LLC			1,368.40
KONICA	KONICA MINOLTA BUSINESS SOLUTIONS		
	269032111	DIGITAL SUPPORT SERVICE	13.20
TOTAL FOR: KONICA MINOLTA BUSINESS SOLUTIONS			13.20
MMTA	MI MUNICIPAL TREASURERS ASSOC		
	3278	TRAINING SESSION - AUDIO	69.00
TOTAL FOR: MI MUNICIPAL TREASURERS ASSOC			69.00
MML	MICHIGAN MUNICIPAL LEAGUE		
	21914	CDL COSORTIUM DRIVERS FEE - 7 MEMBERS	525.00
TOTAL FOR: MICHIGAN MUNICIPAL LEAGUE			525.00
MODEL	MODEL COVERALL SERVICE INC		
	STATEMENT	UNIFORMS - OCT-2019	201.52
TOTAL FOR: MODEL COVERALL SERVICE INC			201.52
MUSTWP	MUSKEGON CHARTER TOWNSHIP		
	OCTOBER - 2020	RENTAL INSPECTIONS - OCT-2020	2,670.00
TOTAL FOR: MUSKEGON CHARTER TOWNSHIP			2,670.00
NEWL	NEW LIFE CARTRIDGES INC		
	34288 & 34327	TONER CARTRIDGES - CLERK & PD	525.93
TOTAL FOR: NEW LIFE CARTRIDGES INC			525.93
OCEAN	OCEANA GLASS & PAINT CO INC		
	39944	PAINT - DPW DOOR	16.14
TOTAL FOR: OCEANA GLASS & PAINT CO INC			16.14
ED	OGBORN ENTERPRISES, INC.		
	WDPW-2020-11	OFFICE CLEANING - CITY HALL	237.18
TOTAL FOR: OGBORN ENTERPRISES, INC.			237.18
PREIN	PREIN & NEWHOF, PC		
	57721/57719/577	INDUSTRIAL PARK SURVEY/N MEARS/W COLLIER	2,808.75
TOTAL FOR: PREIN & NEWHOF, PC			2,808.75

Vendor Code	Vendor Name	Description	Amount
PROM	PROFESSIONAL MED TEAM INC		
	8897/8551/5679	BLOOD DRAWS	225.00
TOTAL FOR: PROFESSIONAL MED TEAM INC			225.00
TUFT	ROBERT E TUFTS JR		
	OCTOBER-2020	BUILDING PERMITS - OCT-2020	7,127.84
TOTAL FOR: ROBERT E TUFTS JR			7,127.84
SWEET	RODGER I. SWEETING, ATTORNEY LLP		
	20290	ATTORNEY FEES	3,428.58
TOTAL FOR: RODGER I. SWEETING, ATTORNEY LLP			3,428.58
SCHEI	SCHEID PLUMBING HEATING & COOL		
	I-10475-1	REPAIR HYDRANTS = 3@ PEACH & 1@ WARNER	975.00
TOTAL FOR: SCHEID PLUMBING HEATING & COOL			975.00
HUEBL	SCOTT HUEBLER		
	OCTOBER-2020	CAR ALLOWANCE	300.00
TOTAL FOR: SCOTT HUEBLER			300.00
SHO	SHORELINE INSPECTION SERVICE LLC		
	OCTOBER-2020	MECHANICAL & PLUMBING PERMITS - OCT-2020	3,297.14
TOTAL FOR: SHORELINE INSPECTION SERVICE LLC			3,297.14
STAPL	STAPLES CREDIT PLAN		
	STATEMETN	OFFICE SUPPLIES	273.46
TOTAL FOR: STAPLES CREDIT PLAN			273.46
TED	TED'S TREE SERVICE		
	1399	TREE & STUMP REMOVAL	11,323.00
TOTAL FOR: TED'S TREE SERVICE			11,323.00
TRACE	TRACE ANALYTICAL LABS		
	0100929	WATER SAMPLE TESTING	169.00
TOTAL FOR: TRACE ANALYTICAL LABS			169.00
TROPW	TROPHY CENTER OF WEST MICHIGAN		
	10647	TRUCK LETTERING / BALLOT BOX LOGO	226.00
TOTAL FOR: TROPHY CENTER OF WEST MICHIGAN			226.00
TWIN	TWIN CITIES AUTO PARTS		
	STATEMENT	REPAIRS - POLICE IMPALA/CRUISER / RADIATOR -	1,663.95
TOTAL FOR: TWIN CITIES AUTO PARTS			1,663.95
USABL	USA BLUE BOOK		
	390814	REPAIR KIT/2.5" GAUGE/CIRCULAR CHART	326.26
TOTAL FOR: USA BLUE BOOK			326.26
VERIZ	VERIZON WIRELESS		
	9865912792	ON CALL PAGER	8.12
TOTAL FOR: VERIZON WIRELESS			8.12

Vendor Code	Vendor Name	Description	Amount
WMBUR	WEST MICHIGAN BURIAL VAULT CO 012426	FOUNDATION	43.00
TOTAL FOR: WEST MICHIGAN BURIAL VAULT CO			43.00
WLAUT	WHITE LAKE AUTOMOTIVE STATEMENT	MAINTENANCE PARTS & SUPPLIES	306.49
TOTAL FOR: WHITE LAKE AUTOMOTIVE			306.49
WLBEA	WHITE LAKE BEACON SUBSCRIPTION	WL BEACON SUBSCRIPTION RENEWAL	68.00
TOTAL FOR: WHITE LAKE BEACON			68.00
WLFIR	WHITE LAKE FIRE AUTHORITY OCTOBER-2020	MECHANICAL PERMITS - FIRE SUPPRESSION - OCT-2	249.36
TOTAL FOR: WHITE LAKE FIRE AUTHORITY			249.36
WLNUR	WHITE LAKE NURSERY STATEMENT	20" CHAIN & SHARPENING	28.00
TOTAL FOR: WHITE LAKE NURSERY			28.00
WINDEM	WINDEMULLER 207329/204963	CEMETERY - REPAIR/DOWNTOWN - MATERIALS	938.80
TOTAL FOR: WINDEMULLER			938.80
WOLVE	WOLVERINE POWER SYSTEMS INC 0199516-IN	LIFT STATION #2 - REPAIR/PARTS	721.77
TOTAL FOR: WOLVERINE POWER SYSTEMS INC			721.77
WORKBOX	WORKBOX STAFFING 14867 & 14691	TEMPORARY SERVICES - CLEMENT	1,199.56
TOTAL FOR: WORKBOX STAFFING			1,199.56
WORK	WORKPLACE HEALTH WHITEHALL 229968	DOT SCREEN - BISSON	25.00
TOTAL FOR: WORKPLACE HEALTH WHITEHALL			25.00
TOTAL - ALL VENDORS			59,976.02

INVOICE GL DISTRIBUTION REPORT FOR CITY OF WHITEHALL
 EXP CHECK RUN DATES 11/06/2020 - 11/06/2020
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID
 CITY OF WHITEHALL ACCOUNTS PAYABLE
 COUNCIL MEETING OF NOVEMBER 10, 2020

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 101 GENERAL OPERATING FUND					
Dept 136 DISTRICT COURT					
101-136-826.000	ATTORNEY FEES	RODGER I. SWEETING, ATTO	10/30/20	20290	2,020.58
		Total For Dept 136 DISTRICT COURT			2,020.58
Dept 172 ADMINISTRATION					
101-172-727.000	OFFICE SUPPLIES	NEW LIFE CARTRIDGES INC	10/28/20	34288 & 34327	294.96
101-172-727.000	OFFICE SUPPLIES	STAPLES CREDIT PLAN	10/25/20	STATEMETN	137.29
101-172-818.000	CONTRACTUAL SERVICES	BS&A SOFTWARE	11/01/20	132270	1,755.00
101-172-850.000	TELEPHONE	FRONTIER	10/20/20	STATEMENT	36.37
101-172-935.000	COPIER MAINTENANCE	KONICA MINOLTA BUSINESS	10/16/20	269032111	13.20
101-172-935.000	COPIER MAINTENANCE	STAPLES CREDIT PLAN	10/25/20	STATEMETN	39.95
101-172-957.000	CONFERENCES & WORKSHOPS	MI MUNICIPAL TREASURERS	10/29/20	3278	69.00
101-172-958.000	MEMBERSHIPS & DUES	ICMA MEMBERSHIP RENEWALS	10/25/20	189517	909.73
101-172-958.000	MEMBERSHIPS & DUES	WHITE LAKE BEACON	10/19/20	SUBSCRIPTION	68.00
		Total For Dept 172 ADMINISTRATION			3,323.50
Dept 195 ELECTIONS					
101-195-727.000	OFFICE SUPPLIES	STAPLES CREDIT PLAN	10/25/20	STATEMETN	67.14
101-195-962.000	OTHER EXPENSES	TROPHY CENTER OF WEST MI	10/19/20	10647	226.00
		Total For Dept 195 ELECTIONS			293.14
Dept 203 ATTORNEY					
101-203-826.000	ATTORNEY FEES	RODGER I. SWEETING, ATTO	10/30/20	20290	1,408.00
		Total For Dept 203 ATTORNEY			1,408.00
Dept 265 CITY HALL BLDG & GROUNDS					
101-265-757.000	OPERATING SUPPLIES	GORDON FOOD SERVICE	10/27/20	828443540	55.98
101-265-775.000	REPAIRS & MAINT SUPPLIES	HUNT'S DO-IT CENTER	10/25/20	STATEMENT	30.26
101-265-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	10/27/20	STATEMENT	1,106.87
101-265-920.000	PUBLIC UTILITIES	DTE ENERGY	10/23/20	STATEMENT	167.64
		Total For Dept 265 CITY HALL BLDG & GROUNDS			1,360.75
Dept 276 CEMETERY					
101-276-818.700	CONTRACTUAL SERVICES-TEMPORARY	WORKBOX STAFFING	11/01/20	14867 & 14691	599.78
101-276-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	10/27/20	STATEMENT	80.35
101-276-920.000	PUBLIC UTILITIES	DTE ENERGY	10/23/20	STATEMENT	36.86
101-276-931.000	BUILDING MAINTENANCE	WINDEMULLER	10/23/20	207329/204963	588.80
101-276-932.000	CEMETERY MAINTENANCE	WEST MICHIGAN BURIAL VAU	10/31/20	012426	43.00
101-276-932.000	CEMETERY MAINTENANCE	WHITE LAKE AUTOMOTIVE	10/31/20	STATEMENT	20.34
		Total For Dept 276 CEMETERY			1,369.13
Dept 301 POLICE					
101-301-727.000	OFFICE SUPPLIES	NEW LIFE CARTRIDGES INC	10/28/20	34288 & 34327	230.97
101-301-759.000	UNIFORMS, LAUNDRY, CLEANING	GALL'S, LLC	10/03/20	016627341	32.97
101-301-850.000	TELEPHONE	FRONTIER	10/20/20	STATEMENT	36.38
101-301-933.000	EQUIPMENT MAINTENANCE	DAN FROST DBA DAN'S AUTO	10/19/20	8371	51.69
101-301-933.000	EQUIPMENT MAINTENANCE	TWIN CITIES AUTO PARTS	10/31/20	STATEMENT	1,295.36
101-301-933.000	EQUIPMENT MAINTENANCE	WHITE LAKE AUTOMOTIVE	10/31/20	STATEMENT	42.18
101-301-962.300	MEDICAL	PROFESSIONAL MED TEAM IN	10/21/20	8897/8551/5679	225.00
		Total For Dept 301 POLICE			1,914.55
Dept 448 STREET LIGHTING					
101-448-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	10/27/20	STATEMENT	32.63

INVOICE GL DISTRIBUTION REPORT FOR CITY OF WHITEHALL
 EXP CHECK RUN DATES 11/06/2020 - 11/06/2020
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID
 CITY OF WHITEHALL ACCOUNTS PAYABLE
 COUNCIL MEETING OF NOVEMBER 10, 2020

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 101 GENERAL OPERATING FUND Dept 448 STREET LIGHTING					
Dept 751 PARKS DEPARTMENT				Total For Dept 448 STREET LIGHTING	32.63
101-751-775.000	REPAIRS & MAINT SUPPLIES	HUNT'S DO-IT CENTER	10/25/20	STATEMENT	19.33
101-751-775.000	REPAIRS & MAINT SUPPLIES	WHITE LAKE AUTOMOTIVE	10/31/20	STATEMENT	62.21
101-751-818.700	CONTRACTUAL SERVICES-TEMPORARY	WORKBOX STAFFING	11/01/20	14867 & 14691	599.78
101-751-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	10/27/20	STATEMENT	236.67
Dept 777 119 S BALDWIN ST 101-777-920.000				Total For Dept 751 PARKS DEPARTMENT	917.99
	PUBLIC UTILITIES	DTE ENERGY	10/23/20	STATEMENT	34.97
Dept 851 FRINGE BENEFITS				Total For Dept 777 119 S BALDWIN ST	34.97
101-851-719.450	FRINGE-UNIFORMS	MODEL COVERALL SERVICE I	10/27/20	STATEMENT	178.64
101-851-719.500	FRINGE-ADMIN CAR ALLOW	SCOTT HUEBLER	11/01/20	OCTOBER-2020	300.00
101-851-719.685	FRINGE-MISCELLANEOUS	WORKPLACE HEALTH WHITEHA	11/02/20	229968	25.00
				Total For Dept 851 FRINGE BENEFITS	503.64
Fund 202 MAJOR STREET FUND Dept 463 ROUTINE MAINT 202-463-757.000 202-463-818.000				Total For Fund 101 GENERAL OPERATING FUND	13,178.88
	OPERATING SUPPLIES	ASPHALT PAVING INC	10/29/20	45638	70.19
	CONTRACTUAL SERVICES	TED'S TREE SERVICE	10/30/20	1399	4,077.00
Dept 478 WINTER MAINT 202-478-757.000				Total For Dept 463 ROUTINE MAINT	4,147.19
	OPERATING SUPPLIES	ASPHALT PAVING INC	10/29/20	45638	312.18
Dept 494 TRUNKLINE SURFACE MAINTENANCE 202-494-920.000				Total For Dept 478 WINTER MAINT	312.18
	PUBLIC UTILITIES	CONSUMER'S ENERGY	10/27/20	STATEMENT	33.12
				Total For Dept 494 TRUNKLINE SURFACE MAINTENANC	33.12
Fund 203 LOCAL STREET FUND Dept 463 ROUTINE MAINT 203-463-757.000 203-463-818.000				Total For Fund 202 MAJOR STREET FUND	4,492.49
	OPERATING SUPPLIES	ASPHALT PAVING INC	10/29/20	45638	210.59
	CONTRACTUAL SERVICES	TED'S TREE SERVICE	10/30/20	1399	7,246.00
Dept 478 WINTER MAINT 203-478-757.000				Total For Dept 463 ROUTINE MAINT	7,456.59
	OPERATING SUPPLIES	ASPHALT PAVING INC	10/29/20	45638	413.82
Fund 245 TAX INCREMENT FINANCE AUTHORITY #3 Dept 000 648 245-000-820.300				Total For Dept 478 WINTER MAINT	413.82
	ENGINEERING	PREIN & NEWHOF, PC	10/08/20	57721/57719/57717	7,870.41
				Total For Fund 203 LOCAL STREET FUND	1,381.00

INVOICE GL DISTRIBUTION REPORT FOR CITY OF WHITEHALL
 EXP CHECK RUN DATES 11/06/2020 - 11/06/2020
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID
 CITY OF WHITEHALL ACCOUNTS PAYABLE
 COUNCIL MEETING OF NOVEMBER 10, 2020

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 245 TAX INCREMENT FINANCE AUTHORITY #3 Dept 000 648					
Dept 300 DOWNTOWN STREETSCAPE					
245-300-757.000	OPERATING SUPPLIES	WINDEMULLER	10/23/20	2073229/204963	1,381.00
245-300-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	10/27/20	STATEMENT	350.00
					235.33
					585.33
Fund 248 LOCAL DEVELOPMENT FINANCE AUTHORITY Dept 000 648					
248-000-818.100	C/S-INDUSTRIAL PARK MARKETING	CONSUMER'S ENERGY	10/27/20	STATEMENT	60.36
248-000-820.000	ENGINEERING FEES	PREIN & NEWHOF, PC	10/08/20	57721/57719/57717	659.75
					720.11
Fund 249 BUILDING INSPECTION DEPARTMENT Dept 000 648					
249-000-818.000	CONTRACTUAL SERVICES	BS&A SOFTWARE	11/01/20	132270	860.00
249-000-818.000	CONTRACTUAL SERVICES	JJ'S ELECTRIC LLC	11/01/20	OCTOBER-2020	1,368.40
249-000-818.000	CONTRACTUAL SERVICES	ROBERT E TUFTS JR	11/01/20	OCTOBER-2020	7,127.84
249-000-818.000	CONTRACTUAL SERVICES	SHORELINE INSPECTION SER	11/01/20	OCTOBER-2020	3,297.14
249-000-818.000	CONTRACTUAL SERVICES	WHITE LAKE FIRE AUTHORIT	11/01/20	OCTOBER-2020	249.36
249-000-818.100	CONTRACTUAL SERVICES-RENTAL INS	MUSKEGON CHARTER TOWNSHI	11/01/20	OCTOBER - 2020	2,670.00
					15,572.74
Fund 402 CAPITAL PROJECT FUND Dept 000 648					
402-000-820.000	ENGINEERING FEES	PREIN & NEWHOF, PC	10/08/20	57721/57719/57717	768.00
					768.00
Fund 580 PLAYHOUSE Dept 000 648					
580-000-757.000	OPERATING SUPPLIES	HUNT'S DO-IT CENTER	10/25/20	STATEMENT	29.50
580-000-850.000	TELEPHONE	CHARTER COMMUNICATIONS	10/25/20	8245126870056489	309.98
580-000-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	10/27/20	STATEMENT	549.66
					889.14
Fund 590 SEWER FUND Dept 562 SEWER CUSTOMER ACCOUNTS					
590-562-818.000	CONTRACTUAL SERVICES	BS&A SOFTWARE	11/01/20	132270	889.14
					355.50
Dept 564 SEWER PUMPING 590-564-818.000	CONTRACTUAL SERVICES	WOLVERINE POWER SYSTEMS	10/30/20	0199516-IN	721.77
590-564-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	10/27/20	STATEMENT	1,208.72

INVOICE GL DISTRIBUTION REPORT FOR CITY OF WHITEHALL
 EXP CHECK RUN DATES 11/06/2020 - 11/06/2020
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID
 CITY OF WHITEHALL ACCOUNTS PAYABLE
 COUNCIL MEETING OF NOVEMBER 10, 2020

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 590 SEWER FUND					
Dept 564 SEWER PUMPING					
590-564-920.000	PUBLIC UTILITIES	DTE ENERGY	10/23/20	STATEMENT	33.01
			Total For Dept 564 SEWER PUMPING		1,963.50
Dept 568 SEWER T & D					
590-568-850.000	TELEPHONE	VERIZON WIRELESS	10/28/20	9865912792	4.06
			Total For Dept 568 SEWER T & D		4.06
			Total For Fund 590 SEWER FUND		2,323.06
Fund 591 WATER FUND					
Dept 542 WATER CUSTOMER ACCOUNTS					
591-542-818.000	CONTRACTUAL SERVICES	BS&A SOFTWARE	11/01/20	132270	355.50
			Total For Dept 542 WATER CUSTOMER ACCOUNTS		355.50
Dept 546 WATER SOURCE PLANT					
591-546-757.000	OPERATING SUPPLIES	HAVILAND	10/27/20	373549/CR373878	999.40
591-546-775.000	REPAIRS & MAINT SUPPLIES	HUNT'S DO-IT CENTER	10/25/20	STATEMENT	5.47
591-546-775.000	REPAIRS & MAINT SUPPLIES	USA BLUE BOOK	10/15/20	390814	180.63
591-546-818.100	CONTRACTUAL SERVICES	TRACE ANALYTICAL LABS	10/31/20	0100929	169.00
591-546-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	10/27/20	STATEMENT	6,338.11
591-546-920.000	PUBLIC UTILITIES	DTE ENERGY	10/23/20	STATEMENT	83.24
591-546-920.000	PUBLIC UTILITIES	FRONTIER	10/20/20	STATEMENT	39.14
			Total For Dept 546 WATER SOURCE PLANT		7,814.99
Dept 548 WATER T & D					
591-548-757.000	OPERATING SUPPLIES	USA BLUE BOOK	10/15/20	390814	145.63
591-548-775.000	REPAIRS & MAINT SUPPLIES	HUNT'S DO-IT CENTER	10/25/20	STATEMENT	67.26
591-548-818.000	CONTRACTUAL SERVICES	SCHEID PLUMBING HEATING	10/01/20	I-10475-1	975.00
591-548-850.000	TELEPHONE	VERIZON WIRELESS	10/28/20	9865912792	4.06
			Total For Dept 548 WATER T & D		1,191.95
Fund 594 MARINA FUND					
Dept 000 648					
594-000-775.000	REPAIRS & MAINT SUPPLIES	HUNT'S DO-IT CENTER	10/25/20	STATEMENT	26.81
594-000-775.000	REPAIRS & MAINT SUPPLIES	WHITE LAKE AUTOMOTIVE	10/31/20	STATEMENT	40.68
594-000-818.000	CONTRACTUAL SERVICES	AIRE-MASTER	06/19/20	13266	87.00
594-000-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	10/27/20	STATEMENT	304.05
			Total For Dept 000 648		458.54
Fund 661 MOTOR POOL FUND					
Dept 000 648					
661-000-727.000	OFFICE SUPPLIES	STAPLES CREDIT PLAN	10/25/20	STATEMETN	29.08
661-000-757.000	OPERATING SUPPLIES	FAMILY FARM AND HOME	10/29/20	00050	23.99
661-000-757.000	OPERATING SUPPLIES	GORDON FOOD SERVICE	10/27/20	828443540	26.99
661-000-757.000	OPERATING SUPPLIES	HUNT'S DO-IT CENTER	10/25/20	STATEMENT	85.80
661-000-781.000	REPAIR PARTS AND SUPPLIES	WHITE LAKE AUTOMOTIVE	10/31/20	STATEMENT	141.08
661-000-781.000	REPAIR PARTS AND SUPPLIES	WHITE LAKE NURSERY	10/31/20	STATEMENT	28.00
661-000-818.000	CONTRACTUAL SERVICES	GREAT LAKES FORD	10/13/20	1120-300329	53.06
			Total For Fund 594 MARINA FUND		458.54

INVOICE GL DISTRIBUTION REPORT FOR CITY OF WHITEHALL
 EXP CHECK RUN DATES 11/06/2020 - 11/06/2020
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID
 CITY OF WHITEHALL ACCOUNTS PAYABLE
 COUNCIL MEETING OF NOVEMBER 10, 2020

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 661	MOTOR POOL FUND				
Dept 000	648				
661-000-818.000	CONTRACTUAL SERVICES	MODEL COVERALL SERVICE I	10/27/20	STATEMENT	22.88
661-000-818.700	CONTRACTUAL SERVICES-CLEANERS	OGBORN ENTERPRISES, INC.	11/11/20	WDPW-2020-11	237.18
661-000-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	10/27/20	STATEMENT	291.20
661-000-920.000	PUBLIC UTILITIES	DTE ENERGY	10/23/20	STATEMENT	161.29
661-000-931.000	BUILDING MAINTENANCE	ALLIED UNIVERSAL TECHNOL	10/29/20	IN1-910108233	363.60
661-000-931.000	BUILDING MAINTENANCE	OCEANA GLASS & PAINT CO	10/20/20	39944	16.14
661-000-933.000	EQUIPMENT MAINTENANCE	TWIN CITIES AUTO PARTS	10/31/20	STATEMENT	368.59
661-000-962.000	OTHER EXPENSES	MICHIGAN MUNICIPAL LEAGU	11/02/20	21914	525.00
		Total For Dept 000	648		2,373.88
		Total For Fund 661	MOTOR POOL FUND		2,373.88

Certificate of Appreciation

Monarch Waystations provide milkweeds, nectar plants, and shelter for monarchs throughout their annual cycle of reproduction and migration.

In appreciation for efforts on behalf of monarchs,
Monarch Watch awards this certificate to

Svensson Park - Whitehall, Michigan

for the creation and maintenance of Monarch Waystation number

29897

Creating and maintaining a Monarch Waystation contributes to monarch conservation and helps to assure the continuation of the monarch migration in North America.

CREATE, CONSERVE, & PROTECT MONARCH HABITATS



Chip Taylor, Director

Monarch Watch



www.MonarchWatch.org

CITY OF WHITEHALL
Marina Advisory Committee
October 21, 2020

Present

S. Brown, J. Holmstrom, G. Johnson, G. Langlois, D. Martin, M. Morin, S. Salter

Absent

Also Present

T. Bolles, S. Huebler

The meeting was called to order by Chair Salter at 5:40 p.m.

Approval of Agenda

Motion by Johnson, second by Brown, CARRIED, to approve the agenda as submitted. All voted yes.

Approval of Minutes

Motion by Langlois, second by Morin, CARRIED, to approve the June 24, 2020 minutes as presented. All voted yes.

Communications

Marina Managers Report

Manager Bolles - despite not having use of the west dock, we had a pretty good season. The blowers helped a lot keeping the algae and odors to a minimum. Our biggest issue is poor Wi-Fi service at the end of the piers. We might be getting to the point where we need a new washer and dryer, but they are rarely used and maybe we don't need to replace them.

Unfinished Business

A. West Pier

Motion by Holmstrom, second by Morin, CARRIED, to accept the Municipal Marina Settling Investigation proposal from Prein & Newhof for an amount not to exceed \$10,000 and to request funding from TIFA. All voted yes.

New Business

A. 2021 Rates

Motion by Langlois, second by Brown, CARRIED, to adopt the 2021 Michigan Waterways Transient Rate Category F and Seasonal Rate Category 7. All voted yes.

Huebler recommended adopting the State's 2021 rates. Transient rates will remain the same as this past summer. Seasonal rates for 30' slips will increase from \$1,800 to \$1,830. 45' slips will go from \$2,350 to \$2,745. These rates will be comparable to other marinas on White Lake.

Public Comment

Adjournment

There being no further business, Chair Salter adjourned the meeting at 6:20 p.m.



launch

muskegon innovation hub

2020

annual report

advisory committee

Ken Johnson

Waddell & Reed Financial, Inc.
and Muskegon City Commission

Cynthia Langlois

Muskegon Community College

Joe Finkler

Michigan Inventors Coalition

Jonathan Wilson

DTE Energy

Laurie Supinski

Start Garden

Bobby Fisher

West Shore Bank

Katherine Roskam

Varnum LLP

Jake Eckholm

City of Muskegon

Renae Hesselink

Kitchen 242 and Nichols

Julie Burrell

The Right Place

Jennifer Wardrop

Grand Valley State University

Mickey Wallace

Kemetec/Kings Mentoring



GRAND VALLEY
STATE UNIVERSITY
MUSKEGON
INNOVATION HUB

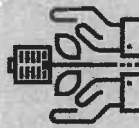
200 Viridian Drive • Muskegon, Michigan 49440 • (616) 331-6900

mihubinfo@gvsu.edu • www.gvsu.edu/mihub



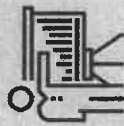


MUSKEGON
INNOVATION HUB



who we are

The Muskegon Innovation Hub (The Hub) is a business innovation nerve center that helps entrepreneurs and businesses achieve their true potential.



what we do

Coaching, funding, networking, and providing a synergistic work environment.



how we do it

Business incubation, coworking space, funding assistance, events and programming, and meeting space rentals. We are a key partner in the region's innovation ecosystem, supporting start-up businesses, entrepreneurs, and corporate innovation teams.

team



Kevin Ricco,
Director



Tom Hopper,
Associate Director



Allison Dille,
Business Incubator Manager



Rose Bennett,
Administrative Coordinator



Thomas Hull,
Maintenance and Operations

from the director

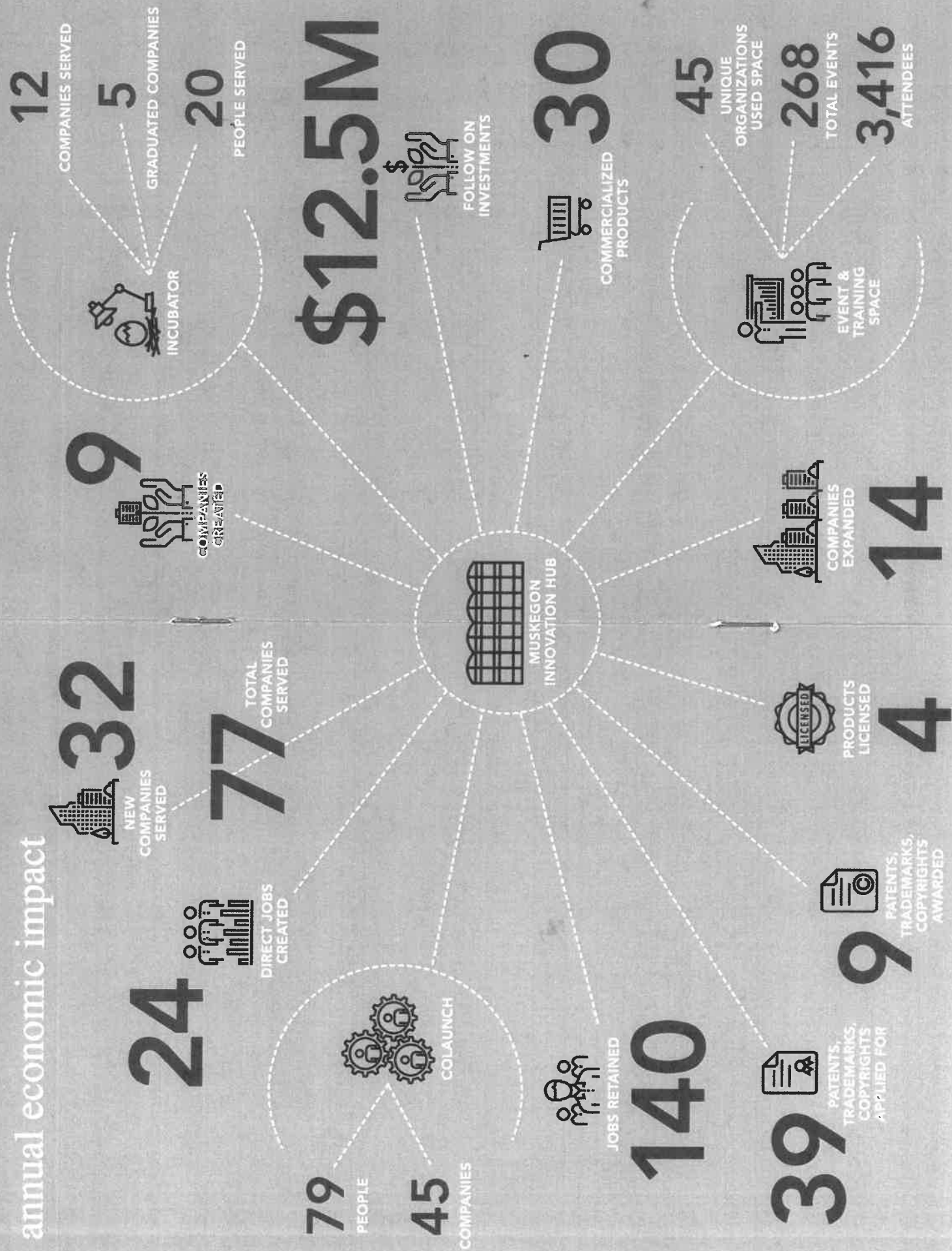
2020 will be remembered for many things, especially COVID-19 and its impact on our global community. We are living in a strange new world filled with unknowns, and none of us knows exactly what the "new normal" will be. The Hub has not been immune to these struggles. Our doors closed for nearly three months, our programming transitioned to an online format, and we remain in a state of financial flux due to the sagging economy. So, what's next?

First, let me assure the entrepreneurial community that we are here to serve you and help you navigate through this global crisis. We are here to help you find access to funding to sustain your business, and pivot your business model as needed to enter new markets and find new customers. We are also committed to providing the safest work environment possible by instituting many new health and safety protocols.

At the end of the day our strength lies in our community, and that is what we have here at The Hub – a community. We will survive and get through this crisis by helping and supporting one another. I am confident that the passion and persistence of the entrepreneurs and innovators we work with will pull us through this crisis, and that together we will enter an exciting new world full of opportunity.

Kevin Ricco, Director

annual economic impact



programs and events

Hub Programs/Events

Marketing Mondays

Once-a-month seminars that provide valuable tools, techniques and knowledge to help small businesses effectively engage with customers and increase sales revenue.

Enrich Your Pitch

A 2-hour workshop focused on helping attendees explore new ways to improve their pitch.

Innovator of the Year Awards

An award program that recognizes and celebrates the most innovative ideas on the lakeshore.

5x5 Night

West Michigan's monthly traveling pitch event where five contestants compete for \$5,000.

Pitch Perfection

Entrepreneurs hone their pitch in front of a panel of real judges, receiving real feedback.

Annual Community Open House

The community is invited to learn about our work, tour our facility, and hear about what we have planned for the year ahead.

Members-Only Events

Taco Tuesday

A community-building lunch held once a month in our CoLaunch space.

Hub Holiday Party

A festive potluck held annually to celebrate the holiday season.

Hub Happy Hour

A networking happy hour held once a month at The Hub to let members get to know each other in a fun, casual setting.

Hub Mastermind

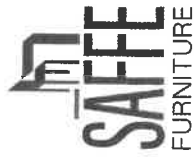
A peer-to-peer mentoring group to help members solve problems with input and advice from other Hub members.

Town Hall

A quarterly gathering of our full membership and Hub team to address ideas for improvement, building updates, and member concerns.

member spotlights

SAFFE Furniture: SAFFE Furniture started in November 2019 with a single founder, and has grown to a seven person organization. We reached \$1.2 million in sales our first year and we are projecting more growth in 2021. None of this would be possible without the help, support and services of the Muskegon Innovation Hub.



Med 5/StomaCloak: The Hub's incubator program taught us how to implement best practices and create a successful corporation. As a result, our revenue has grown four times over the past year. We love the serendipity of the association and guidance of the Hub staff, the resources for businesses, and the positive friendships and encouragement of the other members striving for the same goal.



New School: In the past 12 months, New School has grown from a two-person start-up to a blossoming marketing agency with seven employees and more than 40 clients. We have increased our revenue by more than 900%, and merged with another Muskegon-based marketing agency to further strengthen our services. The facilities offered by The Hub make it easier for a company like ours to get off the ground and experience REAL success.

NEW SCHOOL

2020 lakeshore innovator of the year



Pete Hoffswell
Inventor of the Smart Brick

The Lakeshore Innovator of the Year Award was created to share the volume and quality of innovation happening along the lakeshore, and to celebrate the success of this area.

**CITY OF WHITEHALL
Special TIFA Meeting
November 5, 2020**

PRESENT

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

ABSENT

ALSO PRESENT

B. Armstrong, L. Audo, B. Bourdon, S. Huebler

Chair Copley called the meeting to order at 9:05 a.m.

APPROVAL OF AGENDA

Motion by McDowell, second by Guinon, CARRIED, to approve the agenda as submitted. All voted yes.

UNFINISHED BUSINESS

A. North Mears Parking Lot

Project Engineer Dan Sorek presented three design options with two variations each. The Board discussed the seat wall, landscaping, food trucks, bricks, lighting, electrical outlets, public input, and the need to resurface parking lots on the south side of Colby Street.

Motion by McDowell, second by Hillebrand, CARRIED, to approve Concept 1 with the seat wall. 5 voted yes, 2 vote no (Guinon, Nordlund)

PUBLIC COMMENT

Myles Montgomery supports the approved design.

ADJOURNMENT

There being no further business, motion by Hillebrand, second by Voss, CARRIED, to adjourn at 10:07 a.m. All voted yes.

White Lake Senior Center

FALL NEWSLETTER 2020



WE ARE OPEN!

We are open and back in full swing after being closed for March, April, May and part of June. Come in anytime for coffee and donuts, read a book or borrow a puzzle. We would love to catch up with you!

HOURS OF OPERATION

Monday 8 a.m. - 2 p.m.
 Tuesday 8 a.m. - 2 p.m.
 Wednesday . . . 8 a.m. - 2 p.m.
 Thursday 8 a.m. - 2 p.m.
 Friday 8 a.m. - 10 a.m.
 Saturday 8 a.m. - 10 a.m.

MEMBERSHIP DUES

October marks the times that our annual membership dues are paid. This year the dues are \$30 per person or \$50 per couple. Drop off or mail in your payment today.

*Thank you for continuing to support your local senior center!



CHRISTMAS GATHERING AND MOVIE

Join us on Monday, December 14 for a Christmas Gathering. We will be watching the classic 1946 film It's a Wonderful Life. The movie will begin at 1:30 p.m. with a time of fellowship and snacks starting at 1:00 p.m.

Hope to see you there!

WHITE LAKE SENIOR CENTER
8741 Ferry St.
Montague, MI 49437

GRAND RAPIDS MI 493

30 OCT 2020 PM 2



City of Whitehall
405 E. Colby
Whitehall, MI 49461

49461-110105



Activites

- *Cribbage
- *Exercise Class
- *Wood Carving Class
- *Pinochle
- *Pedicures
- *Book & Puzzle Library
- *Bridge
- *Blood Pressure Testing
- *Medical Equipment Loan Closet
- *Free Hearing Tests



BOARD MEMBERS

As the new year is quickly approaches we are looking for a few new board members. Would you or anyone you know be interested in serving on the Board of Directors of the White Lake Senior Center? The new board members do not have to be members of the center. We meet on the 2nd Tuesday of every month at 8 a.m. The public is always encouraged to attend.

We need people who are willing to serve and have input on ways we can help the senior citizens in the White Lake Area. Please encourage your friends and family to consider serving for a term on the Board of Directors.

Give me a call today for more information. 231-894-9493

Thank you to everyone who has donated to the White Lake Senior Center during the Covid-19 Pandemic. With all of our annual fundraising opportunities having to be cancelled your donations are very much appreciated and have helped to continue the operation of the Center.

CITY OF WHITEHALL
RESOLUTION 20-30
Tannery Bay Phase II Engineering

- WHEREAS, the Tannery Bay Planned Unit Development was approved as a three phase project and is now moving in to Phase II.
- WHEREAS, Phase I has increased the captured taxable value of the property by \$7.7M.
- WHEREAS, the Development Agreement with Eastbrook Homes requires them to install sanitary sewer and water mains at their expense then turned over to the City for future maintenance.
- WHEREAS, City Engineers, Prein & Newhof have submitted a proposal to review, oversee, and confirm that the installation is done to our specifications.
- WHEREAS, funding for these engineering services can be covered by TIFA resulting in a budgeted fund balance of \$727,751 as compared to a target of \$72,000.
- WHEREAS, the City Manager and Public Works Director have reviewed the attached proposal and recommend that the Council approve it as submitted.

NOW, THEREFORE, LET IT BE RESOLVED

That the Whitehall City Council does hereby approve the Prein & Newhof Tannery Bay Phase II Engineering Proposal, attached to and considered a part of this resolution, for an amount not to exceed \$46,900.

BE IT FURTHER RESOLVED

That the Whitehall City Council does hereby approve a budget amendment to the TIFA fund by adding \$46,900 in contractual services and reducing the fund balance likewise.

Moved by _____, seconded by _____, and thereafter adopted by the City Council of the City of Whitehall, at a regular meeting held November 10, 2020 at 6:00 pm. (_ yes, _ no, _ absent).

Debra Hillebrand, Mayor

Brenda Bourdon, City Clerk

October 6, 2020
2200667

Scott Huebler, City Manager
City of Whitehall
405 East Colby Street
Whitehall, MI 49461

RE: Tannery Bay Phase 2 Residential Development

Dear Mr. Huebler:

It is our understanding that Eastbrook Homes is working on developing phase 2 of the Tannery Bay Development as shown on their drawings dated September 11, 2020. The improvements will consist of both private (storm sewer and streets) and public infrastructure (water and sanitary sewer) in the winter and spring of 2020/21. The project plans have been reviewed and commented on by Prein&Newhof; however, final approval has not been obtained. Once final approval is obtained, EGLE construction permits will need to be secured prior to beginning construction.

Professional Services

Our proposed services will include the following:

Site Plan Review

- Complete the site plan review process for public infrastructure (water and sanitary sewer)
- Review water and sanitary EGLE construction permit applications
- Complete review of storm water calculations

Construction Engineering Services

- Attend preconstruction meetings
- Provide full-time construction observation (50 hrs per week for 6 weeks) and density testing for sanitary sewer collection system and water distribution system improvements. If construction of the water and sanitary portions take longer than 6 weeks, we may need to adjust our fee.
- Provide redline drawings for developer to produce water and sewer record plans
- Update GIS and system maps with improvements

Scott Huebler, City Manager
October 6, 2020
Page 2

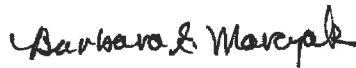
Fee Estimate

We propose to perform professional services at our normal hourly rates plus expenses billed monthly. We estimate our fees for the scope of services outlined above to be approximately \$46,900.

We appreciate the opportunity to submit this agreement and look forward to continuing our professional relationship with the City of Whitehall. Please call if you have any questions. Please indicate your acceptance by signing and returning one copy of the agreement.

Sincerely,

Prein&Newhof



Barbara Marczyk, PE



Daniel J. Sorek, PE

Enclosure: Professional Services Agreement
Standard Terms and Conditions

CITY OF WHITEHALL
RESOLUTION 20-31
Marina Settling Investigation

- WHEREAS, the City owns and operates the White Lake Municipal Marina.
- WHEREAS, record high water levels forced the closure of the west pier and resulted in unsafe settling where the pier transitions from land to water.
- WHEREAS, City Engineers, Prein & Newhof, have submitted a proposal to investigate the cause of the damage and provide recommendations on repairs along with cost estimates.
- WHEREAS, funding for these engineering services can be covered by the Tax Increment Finance Authority (TIFA) resulting in a budgeted fund balance of \$717,751 as compared to a target of \$72,000.
- WHEREAS, the Marina Advisory Committee has reviewed the attached proposal and recommends that the Council approve it as submitted and requests that the funding be covered by TIFA.

NOW, THEREFORE, LET IT BE RESOLVED

That the Whitehall City Council does hereby approve the Prein & Newhof Municipal Marina Settling Investigation Proposal, attached to and considered a part of this resolution, for an amount not to exceed \$10,000.

BE IT FURTHER RESOLVED

That the Whitehall City Council does hereby approve a budget amendment to the TIFA fund by adding \$10,000 in contractual services and reducing the fund balance likewise.

Moved by _____, seconded by _____, and thereafter adopted by the City Council of the City of Whitehall, at a regular meeting held November 10, 2020 at 6:00 pm. (_ yes, _ no, _ absent).

Debra Hillebrand, Mayor

Brenda Bourdon, City Clerk

October 15, 2020

Scott Huebler
City of Whitehall
405 E. Colby
Whitehall, MI 49461

RE: Municipal Marina Settling Investigation

Dear Mr. Huebler:

Thank you for the opportunity to submit this proposal and agreement to provide professional engineering services to assess the existing settling at the Municipal Marina. It is our understanding that there are two areas of concern at the marina which have shown varying degrees of settlement. It is the City's intent to assess the damage, determine a cause, and repair if possible.

We have visited the site twice to look at the two areas. Based on the site visits we believe we know the cause of the sidewalk failure at the fishing pier however the failure along the marina basin requires further review. Reviewing the information available we have developed the following scope of services.

Professional Services

Our proposed services shall include the following:

- Site visit by a Geotechnical Engineer to review existing conditions
- Field measurements of settling extent, water depth in front of the wall and existing conditions of armor stone and shore protection.
- Review record plans, historical photos, and various other records of the condition of the wall and existing facility.
- Review the existing wall design and assess its structural capacity based on known information of the wall.
- Review options for repair.
- Prepare a letter report with cost estimate outlining the recommended solution and review permit requirements.
- Meeting with the City to discuss options and cost estimate.

Fee Estimate

We propose to perform professional services at our normal hourly rates plus expenses billed monthly with the total not-to-exceed \$10,000.

Mr. Huebler
October 15, 2020
Page 2

Additional Services

Should additional services be requested by you or required by conditions encountered, we will contact you and obtain your authorization prior to performing such services. The fees for additional engineering services will be established according to our Current Fee Schedule.

General Conditions

Prein&Newhof's Terms and Conditions relating to the performance of our services are attached and are made a part of this agreement.

We appreciate the opportunity to submit this agreement and look forward to continuing our professional relationship with the City of Whitehall. Please call if you have any questions.

Sincerely,

Prein&Newhof



Matthew Hulst, PE



Daniel J. Sorek, PE

Enclosures: PSA, Terms and Conditions

CITY OF WHITEHALL
RESOLUTION 20-32
Marina Rates

WHEREAS, the City owns and operates the White Lake Municipal Marina, a grant in aid marina.

WHEREAS, the State of Michigan Waterways Commission establishes seasonal and transient slip fees for grant in aid municipal marinas.

WHEREAS, the Marina Advisory Committee has reviewed the current rates, the rates adopted by the Commission, and rates charged by other marinas on White Lake.

WHEREAS, the Committee is recommending that the City Council adopt the Commission Transient Rate F and the Seasonal Rate 7 for 2021.

WHEREAS, the current and proposed rates will be as follows;

	<u>2020</u>	<u>2021</u>
Transient 30'	\$44	\$44
Transient 45'	\$67	\$67
Seasonal 30'	\$1,800	\$1,830
Seasonal 45'	\$2,350	\$2,745

NOW, THEREFORE, LET IT BE RESOLVED

That the Whitehall City Council does hereby adopt the Waterways Commission Transient Rate F and Seasonal Rate 7 as recommended by the Marina Advisory Committee.

Moved by _____, seconded by _____, and thereafter adopted by the City Council of the City of Whitehall, at a regular meeting held on Tuesday, November, 10, 2020 at 6:00 p.m. (___ yes, ___ no, ___ absent).

Debra Hillebrand, Mayor

Brenda Bourdon, City Clerk

CITY OF WHITEHALL
RESOLUTION 20-33
MERS Defined Benefit Plans

WHEREAS, the City maintains a *hybrid* benefit retirement plan with Municipal Employees Retirement System (MERS) for some of the employees.

WHEREAS, the City recently confirmed existing benefits within the *defined* benefit retirement program.

WHEREAS, MERS is now asking that the City do the same with the *hybrid* benefit retirement plan by adopting the attached addendum.

WHEREAS, the addendum is a confirmation of what is currently being offered with no changes to the terms of the benefits.

NOW, THEREFORE, BE IT RESOLVED

That the Whitehall City Council hereby adopts the Hybrid Benefit Plan Adoption Agreement Addendum attached to and considered a part of this Resolution.

Moved by_____, seconded by_____, and November 10 , 2020 at 6:00 p.m.

(__ yes; __ no; __absent)

Debra Hillebrand, Mayor

Brenda Bourdon, City Clerk

Hybrid Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711 www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Hybrid Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name whitehall, city of

Municipality number 610501

This is an amendment of the existing Adoption Agreement for the MERS Hybrid Plan. Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date. Unless otherwise noted, sections refer to both the Defined Benefit and Defined Contribution portions of Hybrid.

Division number 610501HA

Division name on file with MERS All new hires

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Hybrid Plan. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

Playhouse Manager, Clerk, Admin Assist., DPW Coord., AssT
Finance officer / Treasures, Police Officer, DPW

Employee classification contains **public safety employees:** Yes No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

Hybrid Plan Adoption Agreement Addendum

EMPLOYER NAME: whitehall, City of

DIV: 610501HA

IV. Provisions

1. Service Credit Qualification (for Defined Benefit portion of Hybrid)

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility and service credit qualification in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)

120 hours in a month.

Note: For purposes of Defined Contribution, vesting is determined by elapsed time or hours reported.

2. Leaves of Absence (for Defined Benefit portion of Hybrid)

Indicate in the chart below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example, if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Note: For the Defined Contribution portion of Hybrid service is not "granted" or "excluded" as elapsed time (or accumulated hours) are used to determine vesting. Contributions will be due only for months where wages are paid.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Workers' Compensation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Unpaid Family Medical Leave Act (FMLA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other 2: _____ Additional leave types as above	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Leaves of absence due to military service are governed by the Federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective 1/1/07, IRC 401(a)(37). Military reporting requires historical wage and contribution reporting under both Defined Benefit and Defined Contribution portions.

Hybrid Plan Adoption Agreement Addendum

EMPLOYER NAME: whitehall, City of

DIV: 610501HA

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

CUSTOM: If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions. Wages are reported based on definition selected and the percentage of contributions should be determined using that wage.

Types of Compensation

Regular Wages

- Salary or hourly wage X hours
- PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)
- On-call pay
- Other: _____

Other Wages apply: YES NO

- Shift differentials
- Overtime
- Severance issued over time (weekly/bi-weekly)
- Other: _____

Lump Sum Payments apply: YES NO

- PTO cash-out
- Longevity
- Bonuses
- Merit pay
- Job certifications
- Educational degrees
- Moving expenses
- Sick payouts
- Severance (if issued as lump sum)
- Other: _____

Taxable Payments apply: YES NO

- Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)
- Prizes, gift cards
- Personal use of a company car
- Car allowance
- Other: _____

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES NO

- Gun, tools, equipment, uniform
- Phone
- Fitness
- Mileage reimbursement
- Travel through an accountable plan (i.e. tracking mileage for reimbursement)
- Other: _____

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES NO

- 457 employee and employer contributions
- 125 cafeteria plan, FSAs and HSAs
- IRA contributions
- Other: _____

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES NO

- Health plan, dental, vision benefits
- Workers compensation premiums
- Short- or Long-term disability premiums
- Group term or whole life insurance < \$50,000
- Other: _____

Mandatory Contributions apply: YES NO

- Hybrid Plan employee contributions
- MERS Health Care Savings Program employee contributions
- Other: _____

Taxable Fringe Benefits apply: YES NO

- Clothing reimbursement
- Stipends for health insurance opt out payments
- Group term life insurance > \$50,000
- Other: _____

Other Benefits / Lump Sum Payments apply: YES NO

- Workers compensation settlement payments
- Other: _____

**CITY OF WHITEHALL
ORDINANCE NO. 20-02
FURNISHING, PURCHASING OR CONSUMPTION OF INTOXICATING LIQUOR
BY PERSONS UNDER 21 YEARS OF AGE**

AN ORDINANCE TO AMEND Chapter 130 entitled "DISORDERLY CONDUCT", by amending the following Sections to the Code of Ordinances of the City of Whitehall, Michigan.

THE CITY OF WHITEHALL ORDAINS: That Section 130.03 be amended to:

Section 130.03. FURNISHING, PURCHASING OR CONSUMPTION OF INTOXICATING LIQUOR BY PERSONS UNDER 21 YEARS OF AGE.

§130.03 FURNISHING OR USING OF INTOXICATING LIQUOR BY PERSONS UNDER 21 YEARS OF AGE.

- (A) **No person shall knowingly sell, give, or furnish any alcoholic liquor to a minor within the city, except upon the authority and pursuant to a prescription of a duly licensed physician.**
- (B) Subject to subsection (d), any person under the age of 21 years shall not purchase or attempt to purchase, consume or attempt to consume, possess or attempt to possess alcoholic liquor or have any bodily alcoholic content.
 - (1) For a first violation, the minor shall be responsible for a civil infraction with a fine of not more than \$100.00
 - (2) If a violation of this subsection occurs after one prior judgement, the minor is guilty of a misdemeanor with a fine of not more than \$200.00.
 - (3) If a violation of this subsection occurs after two or more prior judgements, the minor is guilty of a misdemeanor with a fine of not more than \$500.00
- (C) A peace officer who has reasonable cause to believe a minor has consumed alcoholic liquor or has any bodily alcohol content may request that individual to submit to a preliminary chemical breath analysis. If a minor does not consent to a preliminary chemical breath analysis, the analysis must not be administered without a court order, but a peace officer may seek to obtain a court order. The results of preliminary chemical breath analysis or other acceptable blood alcohol test are admissible in a state civil infraction proceeding or criminal prosecution to determine if the minor has consumed or possessed alcoholic liquor or had any bodily alcohol content.
- (D) Subsection (b) shall not be construed to prohibit a person under 21 years of age from possessing and/or consuming alcoholic beverages if any of the following circumstances exist:

- (1) The alcoholic beverages are possessed during regular working hours and in the course of the person's employment if such employment is by a person properly licensed by the State of Michigan, by the Liquor Control Commission or by an agent of the Liquor Control Commission, and if the alcoholic beverage is not possessed for such person's personal consumption.
 - (2) The person is participating in an undercover decoy operation and the person has purchased or received alcoholic beverages exclusively at the direction of a state, county, or local police agency as part of an undercover operation.
 - (3) The person is consuming sacramental wine in connection with religious services at a church, synagogue, or temple.
 - (4) The alcoholic beverage is either an over-the-counter or prescribed commercially prepared product which is intended for use as a medicine to treat colds, coughs, allergies, or influenza, and is being possessed or used for that purpose.
- (E) As used in this section, "any bodily alcohol content" means either of the following:
- (1) An alcohol content of 0.02 grams or more per 100 milliliters of blood, per 210 liters of breath, or per 67 milliliters of urine.
 - (2) Any presence of alcohol within a person's body resulting from the consumption of alcoholic liquor, other than consumption of alcoholic liquor as part of a generally recognized religious service or ceremony.

Debra Hillebrand, Mayor

Brenda Bourdon, City Clerk

Adopted: November 10, 2020
Published: November 22, 2020
Effective: December 2, 2020

CERTIFICATE

The foregoing is a true and complete copy of the Ordinance adopted by the City Council of the City of Whitehall at a regular meeting held on November 10, 2020. Public notice was given and the meeting was conducted in full compliance with the Open Meetings Act, (PA267, 1976). Minutes of the meeting will be made available as required by the Act, and the ordinance was duly recorded, posted and authenticated by the Mayor and City Clerk as required by the Charter of said City.

Brenda Bourdon, City Clerk