



CITY COUNCIL MEETING  
405 E. COLBY STREET, WHITEHALL, MI  
REMOTE VIA ZOOM  
December 22, 2020  
6:00 p.m.

AGENDA

1. Meeting called to Order
2. Approval of Agenda
3. Consent Agenda
  - A. Approval of the December 8 Work Session and Council Meeting Minutes
  - B. Approval of Accounts Payable
  - C. Communications: Central Dispatch
4. Messages from the Mayor, Council, and City Manager
  - A. Mayoral Board Appointments
5. Public Comment \*
6. New Business
  - A. EV Charging Stations
  - B. Resolution 20-37 Tree Maintenance
7. Public Comment \*
8. 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, 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  
VIA ZOOM  
December 8, 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:** Scott Huebler, Brenda Bourdon, Roger Squiers, Laurie Audo, and Will Meier

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

**DISCUSSION ITEMS**

**Annual Reviews** – Brown would like to be able to provide input with an evaluation checklist for an annual review of the City Manager. City Manager explained that when he first began over 20 years ago, he was evaluated with scoring checklists from council which then morphed into verbal reviews every two years by the Mayor. Dennis, Mullally, DeMumbrum all agreed with Brown on reviews with council input. Salter pointed out that a change isn't necessary because at any time the City Manager could be fired if the council was unhappy with his performance. Because the review process is established in the contract for every two years, the change would require renegotiation of the contract.

**Mobile Food Vendors** – Huebler explained the City's current solicitation permit policy which includes food vendor trucks. Food trucks are allowed on public property and pay \$25 per day or \$250 for a calendar year. The vendors are required to provide driver's licenses (background checks are done) business license, and fire inspection report. Salter questioned if there have been any complaints; Huebler responded that there has not been other than local restaurant owners in response to the North Mears improvements and their concern with competition/fairness. Brown would like to restrict location of food trucks at a certain distance from other restaurants and provide their own electricity. Policy/Ordinance for Solicitation Permits will need to be amended.

**Seasonal Marina Contracts** – Connell would like the seasonal marina contracts amended to allow for early termination of contract with refunds and allow for prorated seasonal rates. Salter felt that the issue with the seasonal boater that was granted a refund was an exceptional case and he's not in favor of rewriting the contracts. Salter stated that Council can address those issues as they arise. Dennis and Salter were in favor of a policy allowing for proration for late-comers. Staff will provide a draft for review.

**White Lake Ambulance Authority** – Brown addressed the letter sent to Council from the White Lake Ambulance Authority and asked for more information. Huebler referenced the material he sent to council which provided background on how council reached the decision to pull from White Lake Ambulance Authority because of mismanagement. The current model with ProMed requires no subsidy from the City, while WLAA requests a subsidy in addition to charging for runs. Brown shared that he's had requests to revisit the decision because a few residents feel that WLAA is friendlier than ProMed.

**PUBLIC COMMENT**

None

**MEETING ADJOURNED AT 5:52 P.M.**

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Debra Hillebrand, Mayor

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Brenda Bourdon, City Clerk

CITY OF WHITEHALL  
CITY COUNCIL MEETING MINUTES  
VIA ZOOM  
December 8, 2020

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

**ABSENT:** None

**ALSO PRESENT:** Scott Huebler, Brenda Bourdon, Roger Squiers, Laurie Audo, and Will Meier

Mayor Hillebrand called the meeting to order at 6:01 p.m. via Zoom

**APPROVAL OF THE AGENDA**

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

**APPROVAL OF THE CONSENT AGENDA**

- A. November 24, 2020 amended Work Session and Council Meeting Minutes
- B. Accounts Payable - \$257,009.68
- C. Communications: Planning Commission Meeting Minutes

Motion by DeMumbrum, seconded by Mullally, CARRIED, to approve the Consent Agenda. Yes – 5; No – 2, Brown, Salter; Absent - 0

**MESSAGES FROM THE MAYOR, COUNCIL, AND CITY MANAGER**

Council members commented on the positive experience with Lakeshore Leaf Vac and were pleased to see the Playhouse on the front cover of the Beacon.

**PUBLIC COMMENT**

Natalie Holmstrom introduced herself as a White Lake Beacon writer.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None

**PUBLIC COMMENT**

None

ADJOURNMENT

Mayor Hillebrand adjourned the Council Meeting at 6:09 pm.

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Debra Hillebrand, Mayor

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Brenda Bourdon, City Clerk

DRAFT

CITY OF WHITEHALL  
 ACCOUNTS PAYABLE  
 December 22, 2020

**December 2020 Prepays**

<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>Check No.</u>
City of Whitehall-Common Cash IRS	Payroll - Longevity Payroll - Longevity	\$33,016.98 \$6,011.98	Transfer EFT
City of Whitehall-Common Cash IRS	Payroll - Insurance Opt-Out Payroll - Insurance Opt-Out	\$3,297.87 \$605.40	Transfer EFT
City of Whitehall-Common Cash IRS	Payroll Payroll	\$3,297.87 \$14,345.14	Transfer EFT
Alerus Financial	Payroll	\$4,888.75	EFT
MISDU	Payroll	\$90.34	7397
Alerus Financial	Payroll	\$340.88	EFT
<b><u>Total Prepays:</u></b>		\$65,895.21	

**TOTAL ACCOUNTS PAYABLE**

\$210,190.85

Vendor Code	Vendor Name	Description	Amount
ACTIO	ACTION FLAG CO		
	32015	FLAGPOLE ROPE SPOOL - 500FT	172.84
TOTAL FOR: ACTION FLAG CO			172.84
MISC	ADAMS OFFICE FURNITURE		
	008364	OFFICE CHAIR	125.00
TOTAL FOR: ADAMS OFFICE FURNITURE			125.00
AFLAC	AFLAC		
	677998	PREMIUM - DEC-20	646.54
TOTAL FOR: AFLAC			646.54
MISC	ALDI		
	467/008/005/021	ELECTION - FOOD & BEVERAGES	58.51
TOTAL FOR: ALDI			58.51
MISC	ALLIED UNIVERSAL TECHNOLOGY SERVICE		
	IN1-910111639	REPLACE/REPAIR DOOR SENSOR @ DPW	258.46
TOTAL FOR: ALLIED UNIVERSAL TECHNOLOGY SERVICE			258.46
MISC	AMAZON.COM		
	114758936700330	QTY - 8 BORE BRUSH 3 PACKS	60.43
	114973702565442	QTY 3 - BLUETOOTH KEYBOARD & MOUSE COMBO	188.99
TOTAL FOR: AMAZON.COM			249.42
MISC	BONE ENDS		
	02-764	PRE-ELECTION DINNER	34.03
TOTAL FOR: BONE ENDS			34.03
BORG	BORGMAN TREE SERVICE		
	3334	TREE TRIMMING. REMOVAL, STUMP GRINDING	14,765.00
TOTAL FOR: BORGMAN TREE SERVICE			14,765.00
MAHON	BRANDON L MAHONEY		
	FLEX	FLEX - DEC-2020	71.71
TOTAL FOR: BRANDON L MAHONEY			71.71
SCHILLER	BROOK SCHILLER		
	FLEX	FLEX - DEC-2020	4.91
TOTAL FOR: BROOK SCHILLER			4.91
CDW	CDW GOVERNMENT INC		
	4907001	QTY 2 - LAPTOP COMPUTERS W/OFFICE 2019	2,201.04
TOTAL FOR: CDW GOVERNMENT INC			2,201.04
CHART	CHARTER COMMUNICATIONS		
	STATEMENTS	TELEPHONE/INTERNET	191.09
TOTAL FOR: CHARTER COMMUNICATIONS			191.09
CONSU	CONSUMER'S ENERGY		
	STATEMENTS	PUBLIC UTILITIES	7,336.32
TOTAL FOR: CONSUMER'S ENERGY			7,336.32

Vendor Code	Vendor Name	Description	Amount
MISC	DOLLAR TREE		
	21691363	ELECTION - DISINFECTANT SPRAY	12.72
TOTAL FOR: DOLLAR TREE			12.72
DUKE	DUKE'S ROOT CONTROL INC		
	18061	QTY - 4538FT - 6'' & 8'' PIPE SEWER ROOT CONTR	7,669.22
TOTAL FOR: DUKE'S ROOT CONTROL INC			7,669.22
EPS	ENGINEERED PROTECTION SYSTEMS INC.		
	A1228500	FIRE TESTING & MONITORING	225.00
TOTAL FOR: ENGINEERED PROTECTION SYSTEMS INC.			225.00
ENLOW	ENLOW ENVIRO, LLC		
	1259	DEGREASER FOR LS#5	407.52
TOTAL FOR: ENLOW ENVIRO, LLC			407.52
ETNA	ETNA SUPPLY INC		
	STATEMENTS	METERS & PARTS	9,456.00
TOTAL FOR: ETNA SUPPLY INC			9,456.00
FRONT	FRONTIER		
	STATEMENTS	TELEPHONE	99.92
TOTAL FOR: FRONTIER			99.92
GALLS	GALL'S, LLC		
	016955260	RADIO/PISTOL POUCHES & HANDCUFF TACO	67.34
TOTAL FOR: GALL'S, LLC			67.34
GORDO	GORDON FOOD SERVICE		
	828444917	TP, TRASH BAGS, MULITFOLD TOWEL	217.42
TOTAL FOR: GORDON FOOD SERVICE			217.42
HAVIL	HAVILAND		
	377500/CR377938	QTY 16 - 15 GAL CHLORINE	1,019.40
TOTAL FOR: HAVILAND			1,019.40
HOME	HOME SERVICES OF WHITE LAKE		
	3838	UPS CHARGES	14.10
TOTAL FOR: HOME SERVICES OF WHITE LAKE			14.10
MISC	JULIE ESSENBERG		
	REFUND	TICKETS - ORGANISSIMO & DIXONS VIOLIN	66.00
TOTAL FOR: JULIE ESSENBERG			66.00
KENNE	KENNEDY INDUSTRIES INC		
	621674	LS #2 - TIME MARK ALTERNATOR REPAIR	1,147.85
TOTAL FOR: KENNEDY INDUSTRIES INC			1,147.85
LAKEC	LAKESHORE CHRYSLER		
	215713	TRUCK 12-02 - TIRES	811.60
TOTAL FOR: LAKESHORE CHRYSLER			811.60



Vendor Code	Vendor Name	Invoice	Description	Amount
AUDO	LAURIE H AUDIO	FLEX	FLEX - DEC-2020	243.74
TOTAL FOR: LAURIE H AUDIO				243.74
WLBEA	LUDINGTON DAILY NEWS	99196718	PUBLISHING	531.50
TOTAL FOR: LUDINGTON DAILY NEWS				531.50
MEEKH	MEEKHOF TIRE OF MUSKEGON INC	858144-81	TRUCK 12-15 - FLAT TIRE SERVICE	199.25
TOTAL FOR: MEEKHOF TIRE OF MUSKEGON INC				199.25
MMTA	MI MUNICIPAL TREASURERS ASSOC	3381 & 3380	TRAINING SESSIONS	98.00
TOTAL FOR: MI MUNICIPAL TREASURERS ASSOC				98.00
MI	MIDEAL	MIDEAL-310	MEMBERSHIP-PURCHASING	180.00
TOTAL FOR: MIDEAL				180.00
MILB	MILBOCKER & SONS, INC	2190596	2020 STREET IMPROV - PAYMENT 2 - W. COLLIER,	61,821.93
TOTAL FOR: MILBOCKER & SONS, INC				61,821.93
MOWHI	MONTAGUE-WHITEHALL ROTARY CLUB	386	1ST QTR DUES - HUEBLER	46.00
TOTAL FOR: MONTAGUE-WHITEHALL ROTARY CLUB				46.00
MUCHA	MUSK LAKESHORE CHAMBER OF COMMERCE	81743	MEMBERSHIP - HUEBLER	325.00
TOTAL FOR: MUSK LAKESHORE CHAMBER OF COMMERCE				325.00
MUSTWP	MUSKEGON CHARTER TOWNSHIP	2000000484	VIRTUAL SERVER, DESKTOP SOFTWARE, ETC	527.37
TOTAL FOR: MUSKEGON CHARTER TOWNSHIP				527.37
MUCCA	MUSKEGON COUNTY CLERK'S ASSOC	STATEMENT	2021 MEMBERSHIP DUES	30.00
TOTAL FOR: MUSKEGON COUNTY CLERK'S ASSOC				30.00
MUTRE	MUSKEGON COUNTY TREASURER'S	0000182057	OTHER WASTE	64.95
		0000182160	DOG TAGS	28.00
TOTAL FOR: MUSKEGON COUNTY TREASURER'S				92.95
ED	OGBORN ENTERPRISES, INC.	WCH20-12 & DPW2	OFFICE CLEANING - CH & DPW	587.71
TOTAL FOR: OGBORN ENTERPRISES, INC.				587.71
PARM	PARMENTER LAW	255505-255506-2	ATTORNEY FEES	3,978.00
TOTAL FOR: PARMENTER LAW				3,978.00

Vendor Code	Vendor Name	Invoice	Description	Amount
PETRO	PETRO TANK & LINE TESTING LLC	224037/224038	FUEL TANK TESTING	2,044.60
TOTAL FOR: PETRO TANK & LINE TESTING LLC				2,044.60
REP	REPUBLIC SERVICES #240	0240-008174665	WASTE REMOVAL - DPW, CITY HALL, PLAYHOUSE	364.80
TOTAL FOR: REPUBLIC SERVICES #240				364.80
SQUI	ROGER SQUIERS	FLEX	FLEX - DEC-2020	69.44
TOTAL FOR: ROGER SQUIERS				69.44
HUEBL	SCOTT HUEBLER	FLEX	FLEX - DEC-2020	39.42
TOTAL FOR: SCOTT HUEBLER				39.42
STAND	STANDARD SUPPLY & LUMBER	621885	4X4 SIGN POST - BOAT LAUNCH @SVENSSON	40.96
TOTAL FOR: STANDARD SUPPLY & LUMBER				40.96
STAPL	STAPLES CREDIT PLAN	STATEMENT	OFFICE SUPPLIES & COPY PAPER	165.93
TOTAL FOR: STAPLES CREDIT PLAN				165.93
SWANK	SWANK MOTION PICTURES, INC.	2862C2148DB4	REFUND - SANTA CLAUSE MOVIE ROYALTIES	(395.00)
TOTAL FOR: SWANK MOTION PICTURES, INC.				(395.00)
SBAM	TGG SOLUTIONS	189008	PREMIUM - JAN-2021	21,800.44
TOTAL FOR: TGG SOLUTIONS				21,800.44
THTIX	THUNDERTIX	STATEMENT	TICKETING SUBSCRIPTION - MAINTENANCE	10.00
TOTAL FOR: THUNDERTIX				10.00
TRICO	TRI-COUNTY FEED SERVICE INC	15596	QTY 10 - STRAW BALES SLEDDING HILL	65.00
TOTAL FOR: TRI-COUNTY FEED SERVICE INC				65.00
TWIN	TWIN CITIES AUTO PARTS	STATEMENT	CRUISER MAINT- OIL, BATTERY RELAY, POWER STEE	2,228.73
TOTAL FOR: TWIN CITIES AUTO PARTS				2,228.73
VERIZ	VERIZON WIRELESS	9868019691	ON CALL PAGER	7.23
TOTAL FOR: VERIZON WIRELESS				7.23
VESCO	VESCO OIL CORPORATION	4836735-00	QTY 1- 55 GAL DRUM - 15W40 MOTOR OIL	579.55
TOTAL FOR: VESCO OIL CORPORATION				579.55

Vendor Code	Vendor Name	Description	Amount
	Invoice		
WLAUT	WHITE LAKE AUTOMOTIVE		
	STATEMENT	PARTS & SUPPLIES	527.76
TOTAL FOR: WHITE LAKE AUTOMOTIVE			527.76
WLEXC	WHITE LAKE EXCAVATING		
	86355/338/358/3	BLACK DIRT & ROAD GRAVEL	536.56
TOTAL FOR: WHITE LAKE EXCAVATING			536.56
WLNUR	WHITE LAKE NURSERY		
	333451	CHAIN SAW CHAIN	18.79
TOTAL FOR: WHITE LAKE NURSERY			18.79
WHIVE	WHITEHALL VENTURES INC		
	DECEMBER-2020	LEASE - DEC-2020	145.00
TOTAL FOR: WHITEHALL VENTURES INC			145.00
MISC	ZERO9 SOLUTIONS		
	37652	PEPPER SPRAY, FLASHLIGHT & CASES	44.90
TOTAL FOR: ZERO9 SOLUTIONS			44.90
MISC	ZOOM		
	INV50885991	MONTHLY FEE	11.12
TOTAL FOR: ZOOM			11.12
TOTAL - ALL VENDORS			144,295.64

CITY OF WHITEHALL ACCOUNTS PAYABLE  
 COUNCIL MEETING OF DECEMBER 22, 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	DUE TO FLEX FUND	BRANDON L MAHONEY	12/15/20	FLEX	71.71
101-000-259.004	DUE TO FLEX FUND	BROOK SCHILLER	12/15/20	FLEX	4.91
101-000-259.004	DUE TO FLEX FUND	LAURIE H AUDO	12/15/20	FLEX	243.74
101-000-259.004	DUE TO FLEX FUND	ROGER SQUIERS	12/15/20	FLEX	69.44
101-000-259.004	DUE TO FLEX FUND	SCOTT HUEBLER	12/15/20	FLEX	39.42
101-000-259.005	DUE TO ALFAC	AFLAC	12/12/20	677998	646.54
101-000-259.007	DUE TO COUNTY-DOG TAGS	MUSKEGON COUNTY TREASURE	12/15/20	0000182160	28.00
		Total For Dept 000 648			1,103.76
<b>Dept 101 CITY COUNCIL</b>					
101-101-962.000	OTHER EXPENSES	ZOOM	11/07/20	INV50885991	11.12
		Total For Dept 101 CITY COUNCIL			11.12
<b>Dept 111 CITY CLERK</b>					
101-111-727.000	OFFICE SUPPLIES	ADAMS OFFICE FURNITURE	12/06/20	008364	125.00
101-111-905.000	PUBLISHING	LUDINGTON DAILY NEWS	11/30/20	99196718	531.50
101-111-958.000	MEMBERSHIPS & DUES - BOURDON	MUSKEGON COUNTY CLERK'S	11/30/20	STATEMENT	30.00
		Total For Dept 111 CITY CLERK			686.50
<b>Dept 136 DISTRICT COURT</b>					
101-136-826.000	ATTORNEY FEES	PARMENTER LAW	12/01/20	255505-255506-255503	1,951.50
		Total For Dept 136 DISTRICT COURT			1,951.50
<b>Dept 172 ADMINISTRATION</b>					
101-172-727.000	OFFICE SUPPLIES	STAPLES CREDIT PLAN	11/27/20	STATEMENT	86.21
101-172-818.000	VIRTUAL SERVER, DESKTOP SOFTWARE	MUSKEGON CHARTER TOWNSHI	12/01/20	2000000484	527.37
101-172-935.000	COPIER MAINTENANCE	STAPLES CREDIT PLAN	11/27/20	STATEMENT	37.40
101-172-957.000	CONFERENCES & WORKSHOPS	MI MUNICIPAL TREASURERS	12/09/20	3381 & 3380	98.00
101-172-958.000	MEMBERSHIPS & DUES - HUEBLER	MONTAGUE-WHITEHALL ROTAR	12/02/20	386	46.00
101-172-958.000	MEMBERSHIPS & DUES - HUEBLER	MUSK LAKESHORE CHAMBER O	12/01/20	81743	325.00
101-172-962.000	OTHER EXPENSES	CDW GOVERNMENT INC	12/02/20	4907001	2,201.04
		Total For Dept 172 ADMINISTRATION			3,321.02
<b>Dept 195 ELECTIONS</b>					
101-195-962.000	OTHER EXPENSES	ALDI	11/02/20	467/008/005/021	58.51
101-195-962.000	OTHER EXPENSES	BONE ENDS	11/02/20	02-764	34.03
101-195-962.000	OTHER EXPENSES	DOLLAR TREE	11/02/20	21691363	12.72
		Total For Dept 195 ELECTIONS			105.26
<b>Dept 203 ATTORNEY</b>					
101-203-826.000	ATTORNEY FEES	PARMENTER LAW	12/01/20	255505-255506-255503	1,617.00
		Total For Dept 203 ATTORNEY			1,617.00
<b>Dept 265 CITY HALL BLDG &amp; GROUNDS</b>					
101-265-757.000	OPERATING SUPPLIES	GORDON FOOD SERVICE	12/02/20	828444917	217.42
101-265-818.700	CONTRACTUAL SERVICES-CLEANERS	OGBORN ENTERPRISES, INC.	12/01/20	WCH20-12 & DPW20-12	350.53
101-265-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	11/30/20	STATEMENTS	881.70
		Total For Dept 265 CITY HALL BLDG & GROUNDS			1,449.65
<b>Dept 301 POLICE</b>					
101-301-757.000	OPERATING SUPPLIES	AMAZON.COM	11/06/20	11475893670033040	60.43
101-301-757.000	OPERATING SUPPLIES	AMAZON.COM	11/09/20	11497370256544265	188.99

OPEN

CITY OF WHITEHALL ACCOUNTS PAYABLE  
 COUNCIL MEETING OF DECEMBER 22, 2020

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
<b>Fund 101 GENERAL OPERATING FUND</b>					
Dept 301 POLICE					
101-301-759.000	UNIFORMS, LAUNDRY, CLEANING	GALL'S, LLC	11/16/20	016955260	67.34
101-301-759.000	UNIFORMS, LAUNDRY, CLEANING	ZERO9 SOLUTIONS	11/06/20	37652	44.90
101-301-920.000	UTILITIES-EMERGENCY SIRENS	CONSUMER'S ENERGY	11/30/20	STATEMENTS	18.44
101-301-933.000	EQUIPMENT MAINTENANCE	TWIN CITIES AUTO PARTS	11/30/20	STATEMENT	2,228.73
101-301-962.000	MEMBERSHIP-PURCHASING	MIDEAL	12/16/20	MIDEAL-310	90.00
		Total For Dept 301 POLICE			2,698.83
Dept 448 STREET LIGHTING					
101-448-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	11/30/20	STATEMENTS	5,727.07
		Total For Dept 448 STREET LIGHTING			5,727.07
Dept 525 SANITATION					
101-525-818.000	CONTRACTUAL SERVICES	REPUBLIC SERVICES #240	11/30/20	0240-008174665	60.00
		Total For Dept 525 SANITATION			60.00
Dept 751 PARKS DEPARTMENT					
101-751-775.000	REPAIRS & MAINT SUPPLIES	ACTION FLAG CO	12/14/20	32015	172.84
101-751-775.000	REPAIRS & MAINT SUPPLIES	STANDARD SUPPLY & LUMBER	12/03/20	621885	40.96
		Total For Dept 751 PARKS DEPARTMENT			213.80
Dept 851 FRINGE BENEFITS					
101-851-719.600	FRINGE-HEALTH INS	TGG SOLUTIONS	12/10/20	189008	20,119.41
101-851-719.601	FRINGE BENEFITS-RETIREE HEALTH	TGG SOLUTIONS	12/10/20	189008	1,681.03
		Total For Dept 851 FRINGE BENEFITS			21,800.44
		Total For Fund 101 GENERAL OPERATING FUND			40,745.95
<b>Fund 202 MAJOR STREET FUND</b>					
Dept 463 ROUTINE MAINT					
202-463-757.000	OPERATING SUPPLIES	WHITE LAKE EXCAVATING	12/02/20	86355/338/358/367	247.16
202-463-818.000	CONTRACTUAL SERVICES	BORGMAN TREE SERVICE	12/08/20	3334	3,635.00
		Total For Dept 463 ROUTINE MAINT			3,882.16
		Total For Fund 202 MAJOR STREET FUND			3,882.16
<b>Fund 203 LOCAL STREET FUND</b>					
Dept 463 ROUTINE MAINT					
203-463-757.000	OPERATING SUPPLIES	WHITE LAKE EXCAVATING	12/02/20	86355/338/358/367	233.25
203-463-818.000	CONTRACTUAL SERVICES	BORGMAN TREE SERVICE	12/08/20	3334	11,130.00
		Total For Dept 463 ROUTINE MAINT			11,363.25
		Total For Fund 203 LOCAL STREET FUND			11,363.25
<b>Fund 245 TAX INCREMENT FINANCE AUTHORITY #3</b>					
Dept 000 648					
245-000-818.400	CONTRACTUAL SERVICES-DOWNTOWN R	WHITEHALL VENTURES INC	12/15/20	DECEMBER-2020	145.00
		Total For Dept 000 648			145.00
Dept 300 DOWNTOWN STREETSCAPE					
245-300-757.000	OPERATING SUPPLIES	TRI-COUNTY FEED SERVICE	11/25/20	15596	65.00
245-300-921.000	ELECTRICAL-PEDESTRIAN LIGHTS	CONSUMER'S ENERGY	11/30/20	STATEMENTS	100.95
		Total For Dept 300 DOWNTOWN STREETSCAPE			165.95

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 245 TAX INCREMENT FINANCE AUTHORITY #3					
Fund 249 BUILDING INSPECTION DEPARTMENT				Total For Fund 245 TAX INCREMENT FINANCE AUTHOR	310.95
Dept 000 648					
249-000-826.000	ATTORNEY FEES	PARMENTER LAW	12/01/20	255505--255506-255503	409.50
				Total For Dept 000 648	409.50
Fund 402 CAPITAL PROJECT FUND				Total For Fund 249 BUILDING INSPECTION DEPARTME	409.50
Dept 000 648					
402-000-818.000	W COLLIER, COUNTRY CLUB, CARLET MILBOCKER & SONS, INC		12/02/20	2190596	61,821.93
				Total For Dept 000 648	61,821.93
Fund 580 PLAYHOUSE				Total For Fund 402 CAPITAL PROJECT FUND	61,821.93
Dept 000 648					
580-000-645.300	TICKETS-OTHER EVENTS	JULIE ESSENBERG	12/15/20	REFUND	66.00
580-000-818.000	CONTRACTUAL SERVICES-	REPUBLIC SERVICES #240	11/30/20	0240-008174665	50.00
580-000-818.200	C/S-MOVIE SERIES	SWANK MOTION PICTURES, I	11/16/20	2862C2148DB4	(395.00)
580-000-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	11/30/20	STATEMENTS	608.16
580-000-931.000	BUILDING MAINTENANCE	ENGINEERED PROTECTION SY	12/01/20	A1228500	225.00
580-000-965.000	TICKET AGENT FEES	THUNDERTIX	11/23/20	STATEMENT	10.00
				Total For Dept 000 648	564.16
Fund 590 SEWER FUND				Total For Fund 580 PLAYHOUSE	564.16
Dept 562 SEWER CUSTOMER ACCOUNTS					
590-562-850.000	TELEPHONE	CHARTER COMMUNICATIONS	12/01/20	STATEMENTS	57.49
Dept 564 SEWER PUMPING				Total For Dept 562 SEWER CUSTOMER ACCOUNTS	57.49
590-564-775.000	REPAIRS & MAINT SUPPLIES	ENLOW ENVIRO, LLC	12/14/20	1259	407.52
590-564-818.000	CONTRACTUAL SERVICES	KENNEDY INDUSTRIES INC	10/30/20	621674	1,147.85
590-564-818.000	CONTRACTUAL SERVICES	MUSKOGON COUNTY TREASURE	12/15/20	0000182057	64.95
590-564-920.000	PUBLIC UTILITIES	FRONTIER	12/04/20	STATEMENTS	39.14
				Total For Dept 564 SEWER PUMPING	1,659.46
Dept 568 SEWER T & D					
590-568-801.000	PROFESSIONAL SERVICES	DUKE'S ROOT CONTROL INC	10/09/20	18061	7,669.22
590-568-850.000	TELEPHONE	VERIZON WIRELESS	11/28/20	9868019691	3.61
				Total For Dept 568 SEWER T & D	7,672.83
Fund 591 WATER FUND				Total For Fund 590 SEWER FUND	9,389.78
Dept 542 WATER CUSTOMER ACCOUNTS					
591-542-850.000	TELEPHONE	CHARTER COMMUNICATIONS	12/01/20	STATEMENTS	57.49
Dept 546 WATER SOURCE PLANT				Total For Dept 542 WATER CUSTOMER ACCOUNTS	57.49
591-546-757.000	OPERATING SUPPLIES	HAVILLAND	12/09/20	377500/CR377938	1,019.40

INVOICE GL DISTRIBUTION REPORT FOR CITY OF WHITEHALL  
 EXP CHECK RUN DATES 12/18/2020 - 12/18/2020  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 OPEN  
 CITY OF WHITEHALL ACCOUNTS PAYABLE  
 COUNCIL MEETING OF DECEMBER 22, 2020

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 591 WATER FUND					
Dept 546 WATER SOURCE PLANT					
591-546-818.100	CONTRACTUAL SERVICES	HOME SERVICES OF WHITE L	11/28/20	3838	14.10
		Total For Dept 546 WATER SOURCE PLANT			1,033.50
Dept 548 WATER T & D					
591-548-775.000	REPAIRS & MAINT SUPPLIES	WHITE LAKE EXCAVATING	12/02/20	86355/338/358/367	56.15
591-548-850.000	TELEPHONE	VERIZON WIRELESS	11/28/20	9868019691	3.62
		Total For Dept 548 WATER T & D			59.77
Dept 550 WATER CONSTRUCTION					
591-550-757.000	OPERATING SUPPLIES	ETNA SUPPLY INC	12/09/20	STATEMENTS	1,266.00
591-550-976.000	CAPITAL OUTLAY-METERS	ETNA SUPPLY INC	12/09/20	STATEMENTS	8,190.00
		Total For Dept 550 WATER CONSTRUCTION			9,456.00
		Total For Fund 591 WATER FUND			10,606.76
Fund 594 MARINA FUND					
Dept 000 648					
594-000-850.000	TELEPHONE	CHARTER COMMUNICATIONS	12/01/20	STATEMENTS	76.11
594-000-955.100	COST OF SALES-FUEL	PETRO TANK & LINE TESTIN	12/09/20	224037/224038	1,078.55
		Total For Dept 000 648			1,154.66
		Total For Fund 594 MARINA FUND			1,154.66
Fund 661 MOTOR POOL FUND					
Dept 000 648					
661-000-727.000	OFFICE SUPPLIES	STAPLES CREDIT PLAN	11/27/20	STATEMENT	42.32
661-000-751.000	GASOLINE & MOTOR OIL	PETRO TANK & LINE TESTIN	12/09/20	224037/224038	966.05
661-000-751.000	GASOLINE & MOTOR OIL	VESCO OIL CORPORATION	12/02/20	4836735-00	579.55
661-000-781.000	REPAIR PARTS AND SUPPLIES	LAKESHORE CHRYSLER	12/16/20	215713	811.60
661-000-781.000	REPAIR PARTS AND SUPPLIES	WHITE LAKE AUTOMOTIVE	11/30/20	STATEMENT	527.76
661-000-781.000	REPAIR PARTS AND SUPPLIES	WHITE LAKE NURSERY	11/30/20	333451	18.79
661-000-818.000	CONTRACTUAL SERVICES	REPUBLIC SERVICES #240	11/30/20	0240-008174665	254.80
661-000-818.700	CONTRACTUAL SERVICES-CLEANERS	OGBORN ENTERPRISES, INC.	12/01/20	WCH20-12 & DPW20-12	237.18
661-000-850.000	TELEPHONE	FRONTIER	12/04/20	STATEMENTS	60.78
661-000-931.000	BUILDING MAINTENANCE	ALLIED UNIVERSAL TECHNOL	11/30/20	IN1-910111639	258.46
661-000-933.000	EQUIPMENT MAINTENANCE	MEEKHOF TIRE OF MUSKOGON	12/11/20	858144-81	199.25
661-000-962.000	MEMBERSHIP-PURCHASING	MIDEAL	12/16/20	MIDEAL-310	90.00
		Total For Dept 000 648			4,046.54
		Total For Fund 661 MOTOR POOL FUND			4,046.54

OPEN

CITY OF WHITEHALL ACCOUNTS PAYABLE  
 COUNCIL MEETING OF DECEMBER 22, 2020

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
				Fund Totals:	
				Fund 101 GENERAL OPERATING FUND	40,745.95
				Fund 202 MAJOR STREET FUND	3,882.16
				Fund 203 LOCAL STREET FUND	11,363.25
				Fund 245 TAX INCREMENT FINANCE	310.95
				Fund 249 BUILDING INSPECTION DE	409.50
				Fund 402 CAPITAL PROJECT FUND	61,821.93
				Fund 580 PLAYHOUSE	564.16
				Fund 590 SEWER FUND	9,389.78
				Fund 591 WATER FUND	10,606.76
				Fund 594 MARINA FUND	1,154.66
				Fund 661 MOTOR POOL FUND	4,046.54
				<b>Total For All Funds:</b>	<b>144,295.64</b>



Muskegon Central Dispatch 9-1-1  
BOARD OF DIRECTORS  
MEETING MINUTES  
November 18, 2020

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The November, 2020 Muskegon Central Dispatch 9-1-1 Board of Directors meeting held via WebEx was called to order at 1:35 p.m. by Chairman Chandler.

Members present: Anthony Chandler, Dir. Admin Services/Asst to City Admin, City of Norton Shores  
Jared Olson, City Manager, City of Roosevelt Park  
Jennifer Hodges, Supervisor, Muskegon Charter Township  
Sam Janson, City Manager, City of North Muskegon  
Scott Huebler, City Manager, City of Whitehall  
Jeff Lewis, Dir. Public Safety, City of Muskegon

Absent: Jeff Auch, City Manager, City of Montague  
Troy Bell, City Manager, City of Muskegon Heights  
Mark Eisenbarth, County Administrator, County of Muskegon  
Heidi Tice, Supervisor, Fruitport Charter Township  
Chris McIntire, Post Commander, MSP Rockford

Staff present: Jason Wolford, Executive Director, Muskegon Central Dispatch 9-1-1  
Nick Martin, Deputy Director, Muskegon Central Dispatch 9-1-1  
Bill Rensberger, Technology Director, Muskegon Central Dispatch 9-1-1  
Drew Roesler, Operations Manager, Muskegon Central Dispatch 9-1-1

Others present: Dave Glotzbach, Fire Chief, Muskegon Charter Township  
John Whitten, Spark 43 Architects  
Jeff Salowitz, Construction Simplified

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**APPROVAL OF THE AGENDA**

Moved by Mr. Huebler, seconded by Mr. Jason to approve the November 18, 2020 agenda. Motion carried.

**MINUTES OF THE OCTOBER 14, 2020 MEETING**

Moved by Mr. Olson, seconded by Mr. Janson to approve the October 14, 2020 meeting minutes. Motion carried.

**REPORTS**

**DIRECTOR'S REPORT**

As submitted. Working with Brickley-Delong on FY2020 audit. Watkins Ross valuation in progress within 3-4 weeks. May not be available for audit presentation until January.

New benefits coordinator, Steve Rauschert, Lakeshore Employee Benefits.

Admin / IT staff have been working remotely due to MDHHS guidance. All personnel are prepared to complete necessary duties. IT will always have one personnel on site to mitigate any technology issues.

Mr. Chandler inquired on status of construction due to MDHHS order. Director Wolford and Mr. Salowitz advised that Lakewood Construction is changing their COVID-19 guidance to come into compliance with the latest order, however, this should not create any delays.

#### 800 MHZ PROJECT

Commercial power should be installed at the Old DPW tower site this week. Montague tower site should have commercial power in the near future as well.

User training and acceptance testing process was discussed for new Unication fire pagers as well as portable / mobile radios. MCD will be working with Sgt. Leece from MSP Radio Unit for user training. An equipment issue was raised regarding fire service speaker mics. Director Wolford and PM Mirka will work together to procure the proper model.

#### MCT COMMITTEE

MCT distribution has begun. GPS Gate was installed to push coordinates to the CAD system. Core software update to ensure FBI / CJIS security compliance.

#### SOFTWARE COMMITTEE

Final demo at GVSU Innovation Hub on October 28<sup>th</sup>. Information was discussed regarding updated capabilities of the software including E-ticket, E-crash, and Prosecutor integration. Further discussion will take place at the Police Chief's meeting on December 9<sup>th</sup>.

#### **OLD BUSINESS**

#### BUILDING PROJECT

Steel is coming in this week. Second story steel will be delivered the first week of December. Lakewood Construction's goal is to have everything enclosed by December 14<sup>th</sup>.

Bond funds have been deposited at City of Muskegon. MCD Admin has worked with Beth Lewis at COM to create a process for submitting approved invoices, which will be paid via ACH on Fridays.

#### LEASE AGREEMENT

Final review with State 9-1-1 Office. Minor changes made, which highlighted that any equipment purchased by MCD under surcharge funds would have to be returned to MCD if the lease terminates for any reason. Agreement also reviewed and approved by John Schrier.

## **NEW BUSINESS**

### **UNION NEGOTIATIONS**

Director Wolford reported that admin involved in negotiations with the Supervisors and Telecommunicators units for another five (5) year contract. The BOD discussed items with represented agencies including pension, pay raises, fringe benefits, and recent trends in Muskegon County and other comparative 9-1-1 Dispatch Centers. BOD members requested a full package comparison for review. MCD administration staff will be working to procure this information.

### **SERVER ROOM, A/V, BUILDING SECURITY / ACCESS**

Mr. Salowitz explained how this portion of the project has evolved and highlighted pertinent changes that have been made. Technology Director Rensberger described the major undertaking of this project and the emphasis that it will have on MCD, public safety agencies, and the municipalities. Director Wolford enlightened the BOD that Tech Director Rensberger has spent a considerable amount of time working on this project and has saved over \$150,000.00 as a result of his diligence.

Motion by Mr. Huebler, seconded by Mr. Janson, to approve the completion of the projects presented, utilizing a manufacturer's 0% lease-to-own agreement when possible, and local surcharge funding to execute the balance of the purchases. Motion carried.

## **COMMENT**

### **ADMINISTRATIVE**

Mr. Huebler and Mr. Janson thanked Tech Director Rensberger for his work on the project and saving MCD a considerable amount of expense in the process.

Mr. Salowitz also thanked Tech Director Rensberger for being a champion on the technology portion of this project and wanted to provide proper recognition for him.

### **PUBLIC**

No public present.

## **NEXT MEETING**

The next meeting will be held on Wednesday, December 16, 2020 at 1:30 via Webex.

**ADJOURNMENT**

The meeting adjourned at 2:29 p.m.

Respectfully submitted,

\_\_\_\_\_  
Rebecca Injerd, Administrative Assistant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Anthony Chandler, Chairman

\_\_\_\_\_  
Date

## **Whitehall City Council Agenda Report – Appointments**

The following Board and Committee appointments are recommended by Mayor Hillebrand.

### **Committee/Board**

#### **Board of Review – 3 year term**

Don Sandel (renewal) – term expires 12/31/23

#### **Brownfield, LDFA, TIFA – 4 year terms**

Don Nordlund (renewal) – term expires 12/31/24

Darrel Copley (renewal) – term expires 12/31/24

#### **Local Development Finance Authority – 4 year term**

Tom Moore (renewal for Whitehall Schools) – term expires 12/31/24

#### **Local Officers Compensation Commission – 5 year term**

Pam Bogey (new) – term expires 12/31/25

#### **Planning Commission – 3 year term**

Jose Guzman (renewal) – term expires 12/31/23

#### **Zoning Board of Appeals – 3 year term**

Tim DeMumbrum (renewal) – term expires 12/31/23

Greg Hillebrand (replacement for Don Sandel) – term expires 12/31/21

Dale Krainer (replacement for Dave Bedau) – term expires 12/31/22

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



The Tax Increment Finance Authority included electric vehicle charging stations as part of the North Mears parking lot improvements. The City was awarded a \$10,000 rebate from Consumers Energy under their PowerMiDrive program for the installation of two dual cord Level 2 electric vehicle charging stations. The City Council awarded a bid to Hage Auto for the installation and maintenance of the EV Station. They will be eligible for the rebate awarded to the City.

Consumers Energy Company is seeking an easement to provide underground power for the EV Stations. City Attorney Meier reviewed the easement and negotiated additional language that would require Consumer to repair any damage done to City landscaping. A similar provision for damage done to city buildings and structures was not necessary as the City has none in the designated easement and since the parking lot will be demolished for improvements.

**RECOMMENDATION**

Authorize DPW Director Armstrong to sign the attached Easement for Electric Facilities.

## EASEMENT FOR ELECTRIC FACILITIES

Master Tract# ROW000916064576  
SAP# 1054332764  
Design# 11192100  
Agreement# MIO0000053234

CITY OF WHITEHALL, a Michigan municipal corporation, whose address is 405 East Colby Street, Whitehall, Michigan 49461 (hereinafter "Owner")

for \$1.00 and other good and valuable consideration [exempt from real estate transfer tax pursuant to MCLA 207.505(f) and from State real estate transfer tax pursuant to MCLA 207.526(f)] grants and warrants to

CONSUMERS ENERGY COMPANY, a Michigan corporation, One Energy Plaza, Jackson, Michigan 49201 (hereinafter "Consumers")

a permanent easement to enter Owner's land (hereinafter "Owner's Land") located in the City of Whitehall, County of Muskegon, and State of Michigan as more particularly described in the attached Exhibit A to construct, operate, maintain, inspect (including aerial patrol), survey, replace, reconstruct, improve, remove, relocate, change the size of, enlarge, and protect a line or lines of electric facilities in, on, over, under, across, and through a portion of Owner's Land (hereinafter "Easement Area") as more fully described in the attached Exhibit B, together with any pole structures, poles, or any combination of same, wires, cables, conduits, crossarms, braces, guys, anchors, transformers, electric control circuits and devices, location markers and signs, communication systems, utility lines, protective apparatus and all other equipment, appurtenances, associated fixtures, and facilities, whether above or below grade, useful or incidental to or for the operation or protection thereof, and to conduct such other activities as may be convenient in connection therewith as determined by Consumers for the purpose of transmitting and distributing electricity.

Additional Work Space: In addition to the Easement rights granted herein, Owner further grants to Consumers, during initial construction and installation only, the right to temporarily use such additional work space reasonably required to construct said lines. Said temporary work space shall abut the Easement Area, on either side, as required by construction.

Access: Consumers shall have the right to unimpaired access to said line or lines, and the right of ingress and egress on, over, and through Owner's Land for any and all purposes necessary, convenient, or incidental to the exercise by Consumers of the rights granted hereunder.

Trees and Other Vegetation: Owner shall not plant any trees within the Easement Area. Consumers shall have the right from time to time hereafter to enter Owner's Land to trim, cut down, and otherwise remove and control any trees, brush, roots, and other vegetation within the Easement Area. Consumers shall have the right from time to time hereafter to enter Owner's Land to trim, cut down, and otherwise remove and control any trees, brush, or other vegetation located outside of the Easement Area which are of such a height or are of such a species whose mature height that in falling directly to the ground could come into contact with or land directly above Consumers' facilities.

Buildings/Structures: Owner agrees not to build, create, construct, or permit to be built, created, or constructed, any obstruction, building, septic system, drain field, fuel tank, pond, swimming pool, lake, pit, well, foundation, engineering works, installation or any other type of structure over, under, or on said Easement Area, whether temporary or permanent, natural or man-made, without a prior written agreement executed by Consumers' Real Estate Department expressly allowing the aforementioned.

Ground Elevation: Owner shall not materially alter the ground elevation within the Easement Area without a prior written agreement executed by Consumers Real Estate Department allowing said alteration.

Indemnity: Consumers shall indemnify, defend, and hold Owner harmless from and against any liability for personal injuries or property damage to the extent proximately caused by Consumers' negligent acts or omissions in performing work within the Easement Area pursuant to this Easement.

Restoration: Consumers shall repair pavement within the Easement Area that it damages and shall grade and re-seed lawn areas within the Easement Area that it disturbs. Consumers will not be responsible to repair other improvements located in the Easement Area that it damages in exercising the rights granted in this Easement, including but not limited to trees or other landscaping located within the Easement Area.

Exercise of Easement: Consumers' nonuse or limited use of this Easement shall not preclude Consumers' later use of this Easement to its full extent.

Ownership: Owner covenants with Consumers that they are the lawful fee simple owner of the aforesaid lands, and that they have the right and authority to make this grant, and that they will forever warrant and defend the title thereto against all claims whatsoever.

Successors: This Easement shall bind and benefit Owner's and Consumers' respective heirs, successors, lessees, licensees, and assigns.

Counterparts: This Easement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. It is not necessary that all parties execute any single counterpart if each party executes at least one counterpart.

Date: \_\_\_\_\_

Owner: CITY OF WHITEHALL, a Michigan municipal corporation

\_\_\_\_\_  
By: Brian Armstrong  
Its: DPW Director

Acknowledgment

The foregoing instrument was acknowledged before me in \_\_\_\_\_ County, Michigan,  
on \_\_\_\_\_ by Brian Armstrong, DPW Director of City of Whitehall, a Michigan municipal  
Date corporation, on behalf of the corporation.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
County, Michigan

Acting in \_\_\_\_\_ County

My Commission expires: \_\_\_\_\_

**PROPERTY OWNERS MAIL  
SIGNED EASEMENT TO:**  
David Renwick #100-2  
Consumers Energy Company  
700 E Sternberg Road  
Norton Shores, MI 49441

Prepared By:  
Madison Lefke 11/24/2020  
Consumers Energy Company  
One Energy Plaza  
Jackson, MI 49201  
Revised By: Madison Lefke  
12/11/2020

**REGISTER OF DEEDS OFFICE USE  
ONLY**

Return recorded instrument to:  
Carrie J. Main, EP7-287  
Consumers Energy Company  
One Energy Plaza  
Jackson, MI 49201



EXHIBIT A

Owner's Land

Land situated in the City of Whitehall, County of Muskegon, State of Michigan:

Lot 3, Block 10 of the City of Whitehall, being part of the Northwest 1/4 of Section 28, Town 12 North, Range 17 West, according to the recorded plat thereof Muskegon County Records.

Also known as: 61-22-220-010-0003-00

Parcel ID: North Mears Avenue, Whitehall, Michigan 49461

AND

Lot 4, Block 10 of the City of Whitehall, being part of the Northwest 1/4 of Section 28, Town 12 North, Range 17 West, according to the recorded plat thereof Muskegon County Records.

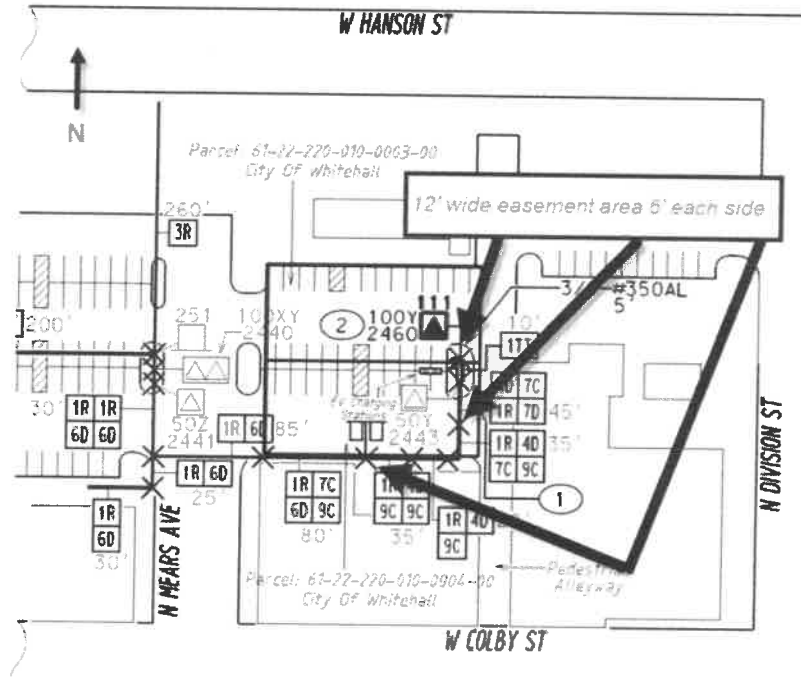
Also known as: 61-22-220-010-0004-00

Parcel ID: North Mears Avenue, Whitehall, Michigan 49461

EXHIBIT B

Easement Area

A 12.00-foot-wide strip of land, being 6.00 feet on each side of the centerline of the line constructed on Owner's Land, the centerline to be located approximately as shown in the attached drawing.



CITY OF WHITEHALL  
RESOLUTION 20-37  
Two-year Tree Maintenance Contract

WHEREAS, The City requested proposals from five companies for a two-year contract to perform tree maintenance and address emergency needs.

WHEREAS, a proposal from the following company was received with quotes on twenty two specifications:

Borgman Tree Service                      Muskegon

WHEREAS, Borgman Tree Service was the only bid that the city received

WHEREAS, the City has been very satisfied with pervious work performed by Borgman Tree Service

WHEREAS, Public Works Director Armstrong has reviewed the proposal and recommends approving the proposal from Borgman Tree Service.

NOW, THEREFORE, BE IT RESOLVED

That the Whitehall City Council hereby awards the 2020 Two-year Tree Maintenance contract to Borgman Tree Service.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, and thereafter adopted by the City Council of the City of Whitehall, at a regular meeting held Tuesday, December 22, 2020 at 6:00 p.m.

(\_\_\_\_ yes, \_\_\_\_ no, \_\_\_\_ absent).

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

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

**City of Whitehall  
Bid Form Information**

The City of Whitehall is seeking insured contractors for a two year contract to perform the tree maintenance work for the scheduled fall maintenance and also any emergency needs.

The contractor agrees to indemnify, defend and save harmless the City of Whitehall, its officials, employees, and agents, from all loss or expense (including costs and attorney fees) by reason of liability assented or imposed upon the City of Whitehall, its officials, agents, or employee, for damages because of bodily injury, including death, at any time resulting therefrom, sustained by any person or persons, or on account of damage to property, including loss of use thereof, arising out of or in consequence of the performance of the work described herein, whether such injuries to persons or damage to property is due, or claimed to be due, to the negligence of the contractor, the City of Whitehall, or its officials, employees, or agents.

The contractor shall furnish copies of Workers Compensation Insurance and liability to cover employee's injuries, or disease compensation under the Workers Compensation Statutes of the State of Michigan. Also shall furnish General Liability Insurance, including employer's liability to cover bodily injury to person's other than employees and for damage to property, including loss of use thereof, and including a \$500,000 per occurrence, and/or combined limit for Personal Injury, Bodily Injury, and Property Damage. All policies providing coverage required hereunder shall be written and certified by insurance carriers licensed or approved by the Insurance Bureau of the State of Michigan and shall be a financial and policy holders service rating of no lower than A+ as listed in A.M. Best Rating Guide, current edition.

Tree removal or trimming locations will be cleaned up after work has been performed, the contractor will erect all necessary traffic control devices needed to perform work safely. The contractor may not close any street without the cities permission.

**Company Name and Address:** Bergman Tree Service  
15916 S. Hilton Park Rd. Muskegon, MI 49442

**Telephone and Fax:** 231-788-4163 Both

**Email:** JDBergman@aol.com

**Signature:**  **Date:** 3/20/2020

**City of Whitehall  
Two Year Contract  
Bid Form For  
Tree Maintenance**

Company Name Borgman Tree Service Date 3/20/2020

Scheduled tree removal, tree trimming and stump grinding shall be considered routine work scheduled in advance. Emergency tree removal or branch removal shall be considered an unscheduled event requiring immediate action.

**Tree Removal:** Measure the diameter of the tree 4 ½ from the ground level.

**Stump Grinding:** Measured by stump at ground level, grind to a depth of 6 inches below grade.

<u>Tree Size</u>	<u>Scheduled Price Removal</u>	<u>Emergency Price Removal</u>
0" to 6"	\$ <u>90</u>	\$ <u>130</u>
7" to 12"	\$ <u>170</u>	\$ <u>215</u>
13" to 18"	\$ <u>370</u>	\$ <u>475</u>
19" to 24"	\$ <u>525</u>	\$ <u>630</u>
25" to 30"	\$ <u>680</u>	\$ <u>790</u>
31" to 36"	\$ <u>815</u>	\$ <u>915</u>
37" to 42"	\$ <u>1050</u>	\$ <u>2100</u>

42" or greater diameter cost: \$ 40 per inch. \$ 45 Emergency per inch cost.

**Stump Grinding:**

Scheduled grinding: \$ 4.00 per inch cost \$ 5.00 Emergency per inch cost.

**Tree Trimming Cost:**

Scheduled Trimming cost: \$ 50 per/hr. Emergency Trimming Rate: \$ 50 per/hr.

Equipment Rate Cost: \$ 60 per/hr. Emergency Rate: \$ 70

CITY OF WHITEHALL  
405 EAST COLBY STREET  
WHITEHALL MI 49461

BID

Project Name: 2 Year Brush Collection and Disposal Contract

Bidder: Borgman Tree Service

Contact Person: Dan Borgman

Address: 1596 S. Hilton Park Rd.  
Muskegon, MI 49442

Phone: 231-286-6741

TOTAL of Bid per notice, invitation, and specification requirements: \$ 6000

Hourly Rate per Worker/Equipment \$ 300

Alternate Bid (if any) \$ N/A

Explain Alternate Bid:

Insurance Requirements: Amount to be provided \$

Insurance Company Name and Address Farm Bureau

The Lynch Agency

Agent: Alistair Lynch

Phone: 231-777-7600

I have read and understand the Notice, Invitation to Bidders, and specifications, and the bid that is represented herein complies in all respects to the conditions and an instruction contained herein, and where different, has been clearly noted in this bid.

Signature: [Handwritten Signature]

Name: (print) Dan Borgman

Title: Owner

Company Name: Borgman Tree Service

Date: 8/20/2020

Scan Code  
CERT

FARM BUREAU MUTUAL INSURANCE COMPANY OF MICHIGAN  
 FARM BUREAU GENERAL INSURANCE COMPANY OF MICHIGAN

Email to: CommercialAllOther@fbinsmi.com  
Fax to: 877-822-2875

Lansing, Michigan 48909

AMENDED

Name and Address of Certificate Holder:

City of Whitehall  
405 East Colby  
Whitehall, Mi 49461

Named Insured and Address:

Borgman Tree Service, LLC  
1596 S Hilton Park Rd  
Muskegon MI, 49442

Issue Date: 03/31/2020

This is to certify that the following policy(ies) of insurance has (have) been or will be issued by the Company to the Named Insured. This certificate is not a guarantee that the policy(ies) will remain in effect until its (their) stated expiration date. In the event of cancellation of any of the insurance policies before the expiration date, the Company will endeavor to mail notice of such cancellation to the Certificate Holder designated above at the Certificate Holder's last known address, but failure to mail such notice shall impose no obligation or liability of any kind upon the Company. This certificate is issued as a matter of information only and confers no rights upon the Certificate Holder. This certificate does not amend, extend, or alter the coverage afforded by the policy(ies) of insurance indicated below. The information conveyed in this Certificate of Insurance is only valid for the indicated policy periods. Certificates of Insurance for subsequent policy periods must be requested by the Certificate Holder.

Type of Insurance	Policy Number	Policy Period	Limits of Liability
Business Auto Liability <input checked="" type="checkbox"/> Specifically Described Autos (Symbol 7) <input type="checkbox"/> Hired Auto (Symbol 8) <input type="checkbox"/> Non-Owned Auto (Symbol 9)	BAP2580851	Eff. 05/23/2019 Exp. 05/23/2020	Combined Single Limit Each Accident \$ 1,000,000
Worker's Disability Compensation	WCC2589925	Eff. 07/25/2019 Exp. 07/25/2020	Coverage A - Statutory Coverage B - Bodily Injury by Accident \$ 1,000,000 Each Accident (Employer's Liab.) Bodily Injury by Disease \$ 1,000,000 Each Employee Bodily Injury by Disease \$ 1,000,000 Policy Limit
Comprehensive General Liability or Commercial Package <input checked="" type="checkbox"/> Including <input type="checkbox"/> Excluding Products-Completed Operations <input checked="" type="checkbox"/> Personal Injury and Advertising Injury Liability Coverage is included <input type="checkbox"/> Hired Auto <input type="checkbox"/> Non-Owned Auto <input type="checkbox"/> CERTIFICATE HOLDER is an Additional Insured <input type="checkbox"/> Excluding:	CPP2715983	Eff. 12/12/2019 Exp. 12/12/2020	Each Occurrence \$ 2,000,000 Products Aggregate \$ 4,000,000 General Aggregate \$ 4,000,000 Medical Payments Limit \$ 5,000
Owners and Contractors Protective Liability		Eff. Exp.	Each Occurrence \$ General Aggregate \$
Products - Completed Operations Liability		Eff. Exp.	Each Occurrence \$ Products Aggregate \$
Umbrella Liability		Eff. Exp.	Limit \$
Farmowners Liability Including Products Business Pursuits <input type="checkbox"/> Excluded <input type="checkbox"/> Included		Eff. Exp.	Limit \$ Type: Describe:
Other		Eff. Exp.	

X

*Alistair Lynch*

Authorized Signature

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Agent Number

(231) 777-7600

Agent Phone Number