



CITY OF WHITEHALL

CITY COUNCIL MEETING
405 E. COLBY STREET, WHITEHALL, MI
CITY COUNCIL CHAMBERS
NOVEMBER 23, 2021
6:00 p.m.

AGENDA

1. Meeting called to Order
 - A. Pledge of Allegiance
2. Approval of Agenda
3. Special Presentation – Annual Audit Presentation, Douglas Vredevelde
4. Consent Agenda
 - A. Approval of the November 9 Council Meeting Minutes
 - B. Approval of Accounts Payable
 - C. Communications: Central Dispatch Minutes, Letters opposing single waste hauler
5. Messages from the Mayor, Council, and City Manager
 - o Appointments
6. Public Comment *
7. Old Business
8. New Business
 - A. Goal Setting Dates
 - B. Boards & Commissions Handbook
 - C. Resolution 21-27 Primary Banking Institution
 - D. Resolution 21-28 Banking and Financial Transactions
 - E. Resolution 21-29 Meeting Schedule
 - F. Ordinance 21-04 Zoning Ordinance Adoption
9. Public Comment *
10. 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, 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 MEETING MINUTES
City Council Chambers
November 9, 2021

PRESENT: Jeff Holmstrom, Scott Brown, Dick Connell, Steve Salter, Steve Sikkenga, and Sean Mullally

ABSENT: None

ALSO PRESENT: Alyssa Seaver, Scott Huebler, Roger Squiers, and Will Meier.

Mayor Salter called the meeting to order at 6:00 p.m.

OATHS OF OFFICE

- A. Mayor Steve Salter
- B. Council Members Scott Brown, Jeff Holmstrom, and Steve Sikkenga

SELECTION OF MAYOR PRO-TEM

Motion by Holmstrom, seconded by Brown, CARRIED, to nominate Sean Mullally as Mayor Pro-Tem. Yes – 6; No – 0; Absent – 0

APPROVAL OF THE AGENDA

Motion by Mullally, seconded by Sikkenga, CARRIED, to approve the agenda. All yeses

APPROVAL OF THE CONSENT AGENDA

- A. October 26, 2021 Council Meeting Minutes
- B. Accounts Payable - \$148,513.22
- C. Communications: BLT Minutes, Planning Minutes

Motion by Connell, seconded by Holmstrom, CARRIED, to approve the Consent Agenda. Yes – 5; No – 1, Brown; Absent – 0

MESSAGES FROM THE MAYOR, COUNCIL, AND CITY MANAGER

A. Council Vacancy

Motion by Holmstrom, seconded by Sikkenga, to nominate Keith Heidelberg.
Motion by Connell, seconded by Brown, to nominate Debi Hillebrand.

Roll call vote, voice vote indicating choice:
Heidelberg: Holmstrom, Sikkenga, Mullally, and Salter
Hillebrand: Brown and Connell

PUBLIC COMMENT

Several residents congratulated council members on their election.

OLD BUSINESS

None

NEW BUSINESS

A. Goal Setting – Dave Sipka

Motion by Mullally, seconded by Holmstrom, CARRIED, to approve consulting services for goal setting. All yeses.

PUBLIC COMMENT

Virginia DeMumbrum, from the White Lake District Library, advised they received a grant and would be providing a solar powered picnic table to be placed in the city.

Resident provided comment.

ADJOURNMENT

Mayor Salter adjourned the Council Meeting at 6:41 pm.

Steve Salter, Mayor

Alyssa Seaver, Deputy City Clerk

CITY OF WHITEHALL
ACCOUNTS PAYABLE
November 23, 2021

November 2021 Prepaids

<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>Check No.</u>
City of Whitehall-Common Cash	Payroll	\$44,124.88	Transfer
IRS	Payroll	\$15,650.84	EFT
Alerus Financial	Payroll	\$5,901.71	EFT
MISDU	Payroll	\$90.34	7488
Alerus Financial	Payroll	\$367.80	EFT
<u>Total Prepaids:</u>		\$66,135.57	

TOTAL ACCOUNTS PAYABLE

\$152,510.80

Vendor Code	Vendor Name	Description	Amount
MISC	AGA WEST MICHIGAN		
	STATEMENT	TRAINING - AUDD	100.00
TOTAL FOR: AGA WEST MICHIGAN			100.00
SEAV	ALYSSA SEAVER		
	FLEX	FLEX - NOV-2021	181.10
TOTAL FOR: ALYSSA SEAVER			181.10
MISC	AMAZON.COM		
	0943454 - 33770	HOLIDAY LIGHTS BRIDGE/GAZEBO & PHONE CORDS	231.89
	113-2920818-114	QTY 2 - DOCUMENT FRAMES	70.26
TOTAL FOR: AMAZON.COM			302.15
ARCHI	ARCHITECTURAL HARDWARE CO		
	57063	PADLOCKS & KEYS	261.00
TOTAL FOR: ARCHITECTURAL HARDWARE CO			261.00
ASPHA	ASPHALT PAVING INC		
	47173 - 47183	QTY 8.35 TONS - ASPHALT	580.33
TOTAL FOR: ASPHALT PAVING INC			580.33
BAT	BATCO, INC.		
	21187	RYCOM TRANSMITTER CLEANING & REPAIR	220.50
TOTAL FOR: BATCO, INC.			220.50
BEAM	BETH BEAMAN		
	STATEMENT	REIMBURSEMENT - CONCESSIONS/SHELF/HOLIDAY DEC	335.10
TOTAL FOR: BETH BEAMAN			335.10
BOU	BRENDA BOURDON		
	FLEX	FLEX - NOV-2021	96.34
TOTAL FOR: BRENDA BOURDON			96.34
ARMST	BRIAN ARMSTRONG		
	FLEX	FLEX - NOV-2021	113.41
TOTAL FOR: BRIAN ARMSTRONG			113.41
SCHILLER	BROOK SCHILLER		
	FLEX	FLEX - NOV-2021	43.15
TOTAL FOR: BROOK SCHILLER			43.15
CHART	CHARTER COMMUNICATIONS		
	0038420110521	INTERNET	84.99
TOTAL FOR: CHARTER COMMUNICATIONS			84.99
DAN	DAN FROST DBA DAN'S AUTOMOTIVE		
	9623	BRAKES/ROTORS/RECURCULATION DOOR HEATER ACTUA	367.80
TOTAL FOR: DAN FROST DBA DAN'S AUTOMOTIVE			367.80
EJ	EJ USA INC		
	1543294	QTY 10 - VLV BOX RISERS - WATER REPAIRS	124.78
TOTAL FOR: EJ USA INC			124.78

Vendor Code	Vendor Name	Description	Amount
EMERS	EMERGENCY SERVICES LLC		
	17738	CRUISER RADIO REPAIRS	244.84
TOTAL FOR: EMERGENCY SERVICES LLC			244.84
ETNA	ETNA SUPPLY INC		
	S104291055.001	QTY 12 - 5/8 COPPERHORN	336.00
TOTAL FOR: ETNA SUPPLY INC			336.00
FRONT	FRONTIER		
	STATEMENT	TELEPHONE	101.40
	STATEMENT	TELEPHONE	52.29
TOTAL FOR: FRONTIER			153.69
GALLS	GALL'S, LLC		
	19696392 - 1969	PD UNIFORMS - JACKET/BELTS/SHIRTS/PANTS	911.52
TOTAL FOR: GALL'S, LLC			911.52
JJ'S ELEC	JJ'S ELECTRIC LLC		
	OCT-2021	ELECTRICAL PERMITS - OCT-2021	1,435.20
TOTAL FOR: JJ'S ELECTRIC LLC			1,435.20
KANSLIFE	KANSAS CITY LIFE INSURANCE COMPANY		
	DEC-2021	DENTAL INSURANCE - DEC-2021	1,855.13
TOTAL FOR: KANSAS CITY LIFE INSURANCE COMPANY			1,855.13
KONICA	KONICA MINOLTA BUSINESS SOLUTIONS		
	276420134	COPIER/PRINTER MAINTENANCE - DPW	18.23
TOTAL FOR: KONICA MINOLTA BUSINESS SOLUTIONS			18.23
AUDO	LAURIE H AUDIO		
	FLEX	FLEX - NOV-2021	166.04
TOTAL FOR: LAURIE H AUDIO			166.04
MENAR	MENARDS-MUSKEGON		
	82890	CHRISTMAS LIGHTS	867.03
TOTAL FOR: MENARDS-MUSKEGON			867.03
MICPA	MICHIGAN ASSOC OF CPAS		
	604547	GOVERNMENTAL ACCOUNTING SEMINAR - AUDIO	180.00
TOTAL FOR: MICHIGAN ASSOC OF CPAS			180.00
MME	MICHIGAN MUNICIPAL EXECUTIVES		
	DUES	MEMBERSHIP RENEWAL - HUEBLER	145.00
TOTAL FOR: MICHIGAN MUNICIPAL EXECUTIVES			145.00
MML	MICHIGAN MUNICIPAL LEAGUE		
	23663	CDL CONSORTIUM DRIVERS FEES	560.00
TOTAL FOR: MICHIGAN MUNICIPAL LEAGUE			560.00
MUCHA	MUSK LAKESHORE CHAMBER OF COMMERCE		
	86432	CHAMBER MEMBERSHIP	325.00
TOTAL FOR: MUSK LAKESHORE CHAMBER OF COMMERCE			325.00

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF WHITEHALL
EXP CHECK RUN DATES 11/19/2021 - 11/19/2021
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Vendor Code	Vendor Name	Description	Amount
MUCTR	MUSKEGON CENTRAL DISPATCH		
	2100000907	DELL ULTRA COMPUTER/MONITOR/OFFICE SOFTWARE	1,584.00
TOTAL FOR: MUSKEGON CENTRAL DISPATCH			1,584.00
MUSTWP	MUSKEGON CHARTER TOWNSHIP		
	OCT-2021	RENTAL INSPECTIONS	210.00
TOTAL FOR: MUSKEGON CHARTER TOWNSHIP			210.00
MUTRE	MUSKEGON COUNTY TREASURER'S		
	187766	DOG TAGS	202.00
TOTAL FOR: MUSKEGON COUNTY TREASURER'S			202.00
PARM	PARMENTER LAW		
	261489-261488-2	ATTORNEY FEES	4,019.25
TOTAL FOR: PARMENTER LAW			4,019.25
PETRO	PETRO TANK & LINE TESTING LLC		
	224223	BENNET 3000 FUEL PUMPING UNIT	16,900.00
	224243	SERVICE/PARTS TANK MONITOR	2,303.00
TOTAL FOR: PETRO TANK & LINE TESTING LLC			19,203.00
MISC	PNC BANK		
	STATEMENT	FINANCE CHARGE	12.77
TOTAL FOR: PNC BANK			12.77
REP	REPUBLIC SERVICES #240		
	0240-008537694	WASTE REMOVAL - DPW, CITY HALL & PLAYHOUSE	426.74
TOTAL FOR: REPUBLIC SERVICES #240			426.74
ROTHB	RIVERS ACE		
	1592	SPLASH PAD - HARDWARE	28.36
TOTAL FOR: RIVERS ACE			28.36
TUFT	ROBERT E TUFTS JR		
	OCT-2021	BUILDING PERMITS - OCT-2021	5,682.16
TOTAL FOR: ROBERT E TUFTS JR			5,682.16
HUEBL	SCOTT HUEBLER		
	FLEX	FLEX - NOV-2021	9.68
TOTAL FOR: SCOTT HUEBLER			9.68
SHO	SHORELINE INSPECTION SERVICE LLC		
	OCT-2021	PLUMBING & MECHANICAL PERMITS - OCT-2021	2,443.40
TOTAL FOR: SHORELINE INSPECTION SERVICE LLC			2,443.40
STIB	STIBITZ FARMS		
	0363	10FT TREE & 4-25FT GARLAND	205.00
TOTAL FOR: STIBITZ FARMS			205.00
SWEE	SWEETWATER SOUND INC.		
	L2104879994	OMINDIRECTIONAL WIRELESS MICROPHONE	349.00
TOTAL FOR: SWEETWATER SOUND INC.			349.00

Vendor Code	Vendor Name	Description	Amount
SBAM	TGG SOLUTIONS		
	189008	PREMIUM - DEC-2021	21,549.50
TOTAL FOR: TGG SOLUTIONS			21,549.50
MISC	THIN BLUE LINE USA		
	TBLUSA46577768	MOURNING BANDS	5.29
TOTAL FOR: THIN BLUE LINE USA			5.29
THTIX	THUNDERTIX		
	STATEMENT	TICKETING SUBSCRIPTION/MAINTENANCE	10.00
TOTAL FOR: THUNDERTIX			10.00
USPOS	UNITED STATES POSTMASTER		
	382-042168	LARGE ENV POSTAGE - WASTEWATER	5.28
	STATEMENT	QTY 100 - POSTCARD STAMPS	35.00
	STATEMENT	PACKAGE POSTAGE	10.20
TOTAL FOR: UNITED STATES POSTMASTER			50.48
USABL	USA BLUE BOOK		
	782611	WATER PARTS & SUPPLIES	314.49
TOTAL FOR: USA BLUE BOOK			314.49
VERIZ	VERIZON WIRELESS		
	9891666320	ON CALL TELEPHONE	6.44
TOTAL FOR: VERIZON WIRELESS			6.44
WMBUR	WEST MICHIGAN BURIAL VAULT CO		
	012954	FOUNDATIONS	64.00
TOTAL FOR: WEST MICHIGAN BURIAL VAULT CO			64.00
WMCJT	WEST MICHIGAN CRIMINAL JUSTICE		
	4662	FALL 2021 DISTRIBUTION - MCOLES	194.38
TOTAL FOR: WEST MICHIGAN CRIMINAL JUSTICE			194.38
WHIVE	WHITEHALL VENTURES INC		
	NOV-2021	LEASE - NOV-2021	145.00
TOTAL FOR: WHITEHALL VENTURES INC			145.00
WINBE	WINBERG CONSTRUCTION		
	21-048-002	PAY APP #2 - SPLASH PAD	16,371.00
TOTAL FOR: WINBERG CONSTRUCTION			16,371.00
WINDEM	WINDEMULLER		
	214791	TROUBLESHOOT & REPAIR WELL #5	240.00
TOTAL FOR: WINDEMULLER			240.00
WOLVE	WOLVERINE POWER SYSTEMS INC		
	220830 - 220829	MAINTENANCE - LS#2 & WT#5	495.00
TOTAL FOR: WOLVERINE POWER SYSTEMS INC			495.00
WORKBOX	WORKBOX STAFFING		
	209874 - 210392	TEMPORARY SERVICES - AHO & ZACEL	2,319.34
TOTAL FOR: WORKBOX STAFFING			2,319.34

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Page: 5/5

Vendor Code	Vendor Name	Description	Amount
WORK	WORKPLACE HEALTH WHITEHALL		
	248923 - 249322	DOT PHYSICAL - BOND & THRONE / DRUG TEST - SI	215.50
TOTAL FOR: WORKPLACE HEALTH WHITEHALL			215.50
MISC	ZOOM		
	INV11577642	MONTHLY SERVICE FEE	11.12
TOTAL FOR: ZOOM			11.12
TOTAL - ALL VENDORS			86,375.23

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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 101 GENERAL OPERATING FUND					
Dept 000 648					
101-000-259.004	DUE TO FLEX FUND	ALYSSA SEAVER	11/15/21	FLEX	181.10
101-000-259.004	DUE TO FLEX FUND	BRENDA BOURDON	11/15/21	FLEX	96.34
101-000-259.004	DUE TO FLEX FUND	BRIAN ARMSTRONG	11/15/21	FLEX	113.41
101-000-259.004	DUE TO FLEX FUND	BROOK SCHILLER	11/15/21	FLEX	43.15
101-000-259.004	DUE TO FLEX FUND	LAURIE H AUDIO	11/15/21	FLEX	166.04
101-000-259.004	DUE TO FLEX FUND	SCOTT HUEBLER	11/15/21	FLEX	9.68
101-000-259.007	DUE TO COUNTY-DOG TAGS	MUSKEGON COUNTY TREASURER	11/15/21	187766	202.00
		Total For Dept 000 648			811.72
Dept 101 CITY COUNCIL					
101-101-962.000	OTHER EXPENSES	AMAZON.COM	10/21/21	113-2920818-1142625	70.26
101-101-962.000	OTHER EXPENSES	ZOOM	10/07/21	INV11577642	11.12
		Total For Dept 101 CITY COUNCIL			81.38
Dept 111 CITY CLERK					
101-111-728.000	POSTAGE & COPYING	UNITED STATES POSTMASTER	11/12/21	STATEMENT	35.00
		Total For Dept 111 CITY CLERK			35.00
Dept 136 DISTRICT COURT					
101-136-826.000	ATTORNEY FEES	PARMENTER LAW	11/03/21	261489-261488-261487	1,676.25
		Total For Dept 136 DISTRICT COURT			1,676.25
Dept 172 ADMINISTRATION					
101-172-727.000	OFFICE SUPPLIES	AMAZON.COM	10/13/21	0943454 - 3377057	5.99
101-172-957.000	CONFERENCES & WORKSHOPS	AGA WEST MICHIGAN	11/16/21	STATEMENT	100.00
101-172-957.000	CONFERENCES & WORKSHOPS	MICHIGAN ASSOC OF CPAS	10/01/21	604547	180.00
101-172-958.000	MEMBERSHIPS & DUES	MICHIGAN MUNICIPAL EXECU	11/01/21	DUES	145.00
101-172-958.000	MEMBERSHIPS & DUES	MUSK LAKESHORE CHAMBER O	11/17/21	86432	325.00
		Total For Dept 172 ADMINISTRATION			755.99
Dept 203 ATTORNEY					
101-203-826.000	ATTORNEY FEES	PARMENTER LAW	11/03/21	261489-261488-261487	511.50
		Total For Dept 203 ATTORNEY			511.50
Dept 276 CEMETERY					
101-276-818.700	CONTRACTUAL SERVICES-TEMPORARY	WORKBOX STAFFING	11/07/21	209874 - 210392	1,159.67
101-276-932.000	CEMETERY MAINTENANCE	WEST MICHIGAN BURIAL VAU	10/31/21	012954	64.00
		Total For Dept 276 CEMETERY			1,223.67
Dept 301 POLICE					
101-301-727.000	OFFICE SUPPLIES	UNITED STATES POSTMASTER	10/04/21	STATEMENT	10.20
101-301-759.000	UNIFORMS, LAUNDRY, CLEANING	GALL'S, LLC	11/05/21	19696392 - 19696555	911.52
101-301-759.000	UNIFORMS, LAUNDRY, CLEANING	THIN BLUE LINE USA	10/14/21	TBLUSA46577768	5.29
101-301-851.000	RADIO MAINTENANCE	EMERGENCY SERVICES LLC	11/02/21	17738	244.84
101-301-933.000	EQUIPMENT MAINTENANCE	DAN FROST DBA DAN'S AUTO	10/05/21	9623	367.80
101-301-957.000	CONFERENCES & WORKSHOPS	PNC BANK	10/29/21	STATEMENT	12.77
101-301-960.100	EDUCATION & TRAINING-302 FUNDS	WEST MICHIGAN CRIMINAL J	11/11/21	4662	194.38
		Total For Dept 301 POLICE			1,746.80
Dept 525 SANITATION					
101-525-818.000	CONTRACTUAL SERVICES	REPUBLIC SERVICES #240	10/31/21	0240-008537694	60.00

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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 249 BUILDING INSPECTION DEPARTMENT					
Dept 000 648					
249-000-727.000	OFFICE SUPPLIES	MUSKEGON CENTRAL DISPATC	11/09/21	2100000907	528.00
249-000-818.000	CONTRACTUAL SERVICES	JJ'S ELECTRIC LLC	11/01/21	OCT-2021	1,435.20
249-000-818.000	CONTRACTUAL SERVICES	ROBERT E TUFTS JR	11/01/21	OCT-2021	5,682.16
249-000-818.000	CONTRACTUAL SERVICES	SHORELINE INSPECTION SER	11/01/21	OCT-2021	2,443.40
249-000-818.100	CONTRACTUAL SERVICES-RENTAL INS	MUSKEGON CHARTER TOWNSHI	11/01/21	OCT-2021	210.00
		Total For Dept 000 648			10,298.76
Fund 580 PLAYHOUSE					
Dept 000 648					
580-000-757.000	OPERATING SUPPLIES	BETH BEAMAN	11/13/21	STATEMENT	335.10
580-000-818.000	CONTRACTUAL SERVICES-	REPUBLIC SERVICES #240	10/31/21	0240-008537694	50.00
580-000-965.000	TICKET AGENT FEES	THUNDERTIX	10/23/21	STATEMENT	10.00
580-000-976.000	EQUIPMENT	SWEETWATER SOUND INC.	10/26/21	L2104879994	349.00
		Total For Dept 000 648			744.10
Fund 590 SEWER FUND					
Dept 562 SEWER CUSTOMER ACCOUNTS					
590-562-727.000	OFFICE SUPPLIES	MUSKEGON CENTRAL DISPATC	11/09/21	2100000907	528.00
Dept 564 SEWER PUMPING					
590-564-775.000	REPAIRS & MAINT SUPPLIES	ARCHITECTURAL HARDWARE C	11/18/21	57063	75.00
590-564-818.000	CONTRACTUAL SERVICES	WOLVERINE POWER SYSTEMS	11/05/21	220830 - 220829	260.00
590-564-920.000	PUBLIC UTILITIES	FRONTIER	11/01/21	STATEMENT	39.49
		Total For Dept 564 SEWER PUMPING			374.49
Dept 568 SEWER T & D					
590-568-757.000	OPERATING SUPPLIES	UNITED STATES POSTMASTER	09/30/21	382-042168	5.28
590-568-850.000	TELEPHONE	VERIZON WIRELESS	10/28/21	9891666320	3.22
		Total For Dept 568 SEWER T & D			8.50
Fund 591 WATER FUND					
Dept 542 WATER CUSTOMER ACCOUNTS					
591-542-727.000	OFFICE SUPPLIES	MUSKEGON CENTRAL DISPATC	11/09/21	2100000907	910.99
Dept 546 WATER SOURCE PLANT					
591-546-775.000	REPAIRS & MAINT SUPPLIES	USA BLUE BOOK	11/04/21	782611	528.00
591-546-818.100	CONTRACTUAL SERVICES	USA BLUE BOOK	11/04/21	782611	215.31
591-546-818.100	CONTRACTUAL SERVICES	WINDEMULLER	09/30/21	214791	99.18
591-546-818.100	CONTRACTUAL SERVICES	WOLVERINE POWER SYSTEMS	11/05/21	220830 - 220829	240.00
		Total For Dept 546 WATER SOURCE PLANT			235.00
Dept 548 WATER T & D					
591-548-775.000	REPAIRS & MAINT SUPPLIES	BATCO, INC.	10/22/21	21187	789.49
591-548-775.000	REPAIRS & MAINT SUPPLIES	EJ USA INC	11/30/21	1543294	165.38
					124.78

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Fund 591 WATER FUND Dept 548 WATER T & D 591-548-850.000	TELEPHONE	VERIZON WIRELESS	10/28/21	9891666320	3.22
		Total For Dept 548 WATER T & D			293.38
Dept 550 WATER CONSTRUCTION 591-550-757.000	OPERATING SUPPLIES	ETNA SUPPLY INC	11/10/21	S104291055.001	336.00
		Total For Dept 550 WATER CONSTRUCTION			336.00
		Total For Fund 591 WATER FUND			1,946.87
Fund 594 MARINA FUND Dept 000 648 594-000-850.000 594-000-920.000	TELEPHONE PUBLIC UTILITIES	FRONTIER CHARTER COMMUNICATIONS	11/10/21 11/05/21	STATEMENT 0038420110521	52.29 84.99
		Total For Dept 000 648			137.28
		Total For Fund 594 MARINA FUND			137.28
Fund 661 MOTOR POOL FUND Dept 000 648 661-000-727.000 661-000-751.000 661-000-781.000 661-000-818.000 661-000-818.000 661-000-818.000 661-000-850.000 661-000-933.000	OFFICE SUPPLIES GASOLINE & MOTOR OIL REPAIR PARTS AND SUPPLIES CONTRACTUAL SERVICES CONTRACTUAL SERVICES CONTRACTUAL SERVICES TELEPHONE EQUIPMENT MAINTENANCE	AMAZON.COM PETRO TANK & LINE TESTIN ARCHITECTURAL HARDWARE C MICHIGAN MUNICIPAL LEAGU PETRO TANK & LINE TESTIN REPUBLIC SERVICES #240 FRONTIER KONICA MINOLTA BUSINESS	10/13/21 09/28/21 11/18/21 11/02/21 08/19/21 10/31/21 11/01/21 11/03/21	0943454 - 3377057 224243 57063 23663 224223 0240-008537694 STATEMENT 276420134	6.00 2,303.00 144.00 560.00 16,900.00 316.74 61.91 18.23
		Total For Dept 000 648			20,309.88
		Total For Fund 661 MOTOR POOL FUND			20,309.88

Muskegon Central Dispatch 9-1-1
BOARD OF DIRECTORS
MEETING MINUTES
September 15, 2021

The September 15, 2021 Muskegon Central Dispatch 9-1-1 Board of Directors meeting held in the Muskegon Central Dispatch board room was called to order at 1:30 p.m. by Chairman Chandler.

Members present: Anthony Chandler, Dir. Admin Services/Asst to City Admin, City of Norton Shores
Ed Viverette, Chief of Police, City of North Muskegon
Dave Glotzbach, Fire Chief, Muskegon Charter Township
Susie Hughes, Commissioner, County of Muskegon
Roger Squiers, Chief of Police, City of Whitehall
Jeff Lewis, Director of Public Safety, City of Muskegon
Jared Olson, City Manager, City of Roosevelt Park

Absent: Todd Dunham, Supervisor, Fruitport Charter Township
Jeff Auch, City Manager, City of Montague
Troy Bell, City Manager, City of Muskegon Heights
Chris McIntire, Lieutenant, Michigan State Police

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
MiSu Peltoniemi-Kozal, QI, Muskegon Central Dispatch 9-1-1
Rebecca Injerd, Office Administrator, Muskegon Central Dispatch 9-1-1

Others present: Mike Poulin, Sheriff, Muskegon County Sheriff's Department
Ken Sanford, Undersheriff, Muskegon County Sheriff's Department

APPROVAL OF THE AGENDA

Moved by Mr. Olson, seconded by Mr. Viverette, to approve the September 15, 2021 agenda adding Jail BDA Item. Motion carried.

MINUTES OF THE AUGUST 11, 2021 MEETING

Moved by Mr. Squiers, seconded by Mr. Glotzbach to approve the August 11, 2021 meeting minutes. Motion carried.

REPORTS

JULY & AUGUST 2021 FINANCIAL REPORTS

Moved by Mr. Olson, seconded by Mr. Glotzbach to approve the July and August 2021 Financial Reports. Motion carried.

DIRECTOR'S REPORT

As submitted. Hiring process underway, testing streamlined. QI Kozal presented overview. Text to 911 paperwork submitted. Phone upgrade underway.

800 MHz PROJECT

Station alerting and bases installed at fire departments. Mobile installation ongoing for police departments. Working with US Coast Guard on updating templates. Discussed Bi-directional amplifier with input from Sheriff Poulin.

MCT COMMITTEE

Fire group meeting on MCT options, waiting on samples

SOFTWARE COMMITTEE

Brief update regarding integration with Alpine.

OLD BUSINESS

BUILDING PROJECT

Brief update regarding punch list and ongoing HVAC issues.

NEW BUSINESS

MPSCS INTEGRATION AGREEMENT

Moved by Mr. Squiers, seconded by Mr. Glotzbach to approve the MPSCS Integration Agreement as presented. Motion carried.

MUSKEGON COUNTY JAIL / BI-DIRECTIONAL AMPLIFIER

Moved by Mr. Lewis, seconded by Mr. Olson to seek 3 bids for BDA at Muskegon County Jail and Hall of Justice. Motion carried.

COMMENT

ADMINISTRATIVE

None.

PUBLIC

None.

NEXT MEETING

The next meeting will be held on Wednesday, October 13, 2021 at 1:30 in the Community Room downstairs at MCD.

ADJOURNMENT

The meeting adjourned at 2:10 p.m.

Respectfully submitted,

Rebecca Injerd, Office Administrator

Date

Anthony Chandler, Chairman

Date

DRAFT

November 1, 2021

City of Montague

Cc: City of Whitehall

I heard a rumor that both Cities are pondering going to a one-option waste hauler. This would be chosen presumably by a bid from various local haulers. I am also assuming that the reasoning is to cut back on the number of heavy trucks over the roads, which break and crumble under their weight.

While it is understandable that you wish to preserve your roads integrity as long as possible, cutting into free enterprises by small local haulers is very unfair. The essence of our small community is supporting the small business. What is next – saying only FedEx trucks and no more UPS or others? This would snowball into controlling even more the businesses that make their living helping us.

Going with only one waste hauler is a very poor choice. The upkeep of roads is simply the bane of our municipalities existence! It's just a job that has to be done.

I do not live in either City limit, but wanted to voice my thoughts anyway. Thank you for listening.

Tracy Korthase

Brenda J. Bourdon

From: kyle achenbach <kyle.a1@hotmail.com>
Sent: Monday, November 8, 2021 8:28 AM
To: Brenda J. Bourdon
Subject: Garbage proposition

To all the city counselors,

I received a letter from my garbage collection company the other day warning us about a proposal for the city to move to a single collection company. I'm writing to let all of you know that I am totally against this. The Kriesels have been a long time family friend of ours and I plan on continuing to support their business. Moving to a single collection company eliminates free enterprise and violates my right to choose who I wish to do business with. I hope you actually listen to the citizen of this city, and vote to allow these small businesses to continue to thrive and give back to their communities.

Sincerely,
Kyle Achenbach

Sent via the Samsung Galaxy S8, an AT&T 5G Evolution capable smartphone
Get [Outlook for Android](#)

"The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin."

10/27/21

To all it may be of concern
with the cities.

These Ma and Pa small locally
owned businesses provide good service
at reasonable prices.

Bigger is not always better and
would eliminate competition.

Amazon, Fed-X, U.P.S. and USPS
use our streets more every day than
these folks do.

Thanks, Gerald (Jerry) Ketting
417 Peach
Whitehall

Whitehall City Council Agenda Report – Appointments

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

Committee/Board

Board of Review – 3-year term

Kyle Esh (renewal) – term expires 12/31/24

Brownfield, LDFA, TIFA – 4-year terms

Dan Hain (renewal) – term expires 12/31/25

Gary Langlois (replacement for Voss) – term expires 12/31/22

Steve Salter (replacement for Mayor) – term expires 12/31/23

Only LDFA: John Dillivan (replacement for Langlois) – term expires 12/31/25

Construction Board of Appeals – 2-year term

Brad VanBergen (replacement for Dan Girvan) – term expires 12/31/23

Bill Chappell (renewal) – term expires 12/31/23

Bill Kenney (renewal) – term expires 12/31/23

Election Commission – 2-year term

Steve Salter (replacement for Mayor) – term expires 12/31/23

Alyssa Seaver (renewal) – term expires 12/31/23

Local Officers Compensation Commission – 5-year term

Sande Sandel (renewal) – term expires 12/31/26

Valerie Hanson (replacement for Holmstrom) – term expires 12/31/23

Marina Advisory Committee – 2-year term

Debbie Martin (renewal) – term expires 12/31/23

Steve Salter (renewal) – term expires 12/31/23

Molly Morin (renewal) – term expires 12/31/23

Jeff Holmstrom (renewal) – term expires 12/31/23

Greg Johnson (renewal) – term expires 12/31/23

Gary Langlois (renewal) – term expires 12/31/23

John Hanson (replacement for City) – term expires 12/31/23

Planning Commission – 3-year term

Steve Salter (replacement for Mayor) – term expires 12/31/21

Jack Dillivan (replacement for Irby) – term expires 12/31/22

Elie Ghazal (replacement for Guzman) – term expires 12/31/23

Jeff Holmstrom (replacement for Council) – term expires 12/31/23

Daniel Bowyer (renewal) – term expires 12/31/24

Chris Mahoney (renewal) – term expires 12/31/24

Brian Armstrong (renewal) – term expires 12/31/24

Zoning Board of Appeals – 3-year term

Bill Clauss (renewal) – term expires 12/31/23

Greg Hillebrand (renewal) – term expires 12/31/23

Billy Mann (replacement for Conrad) – term expires 12/31/22

Whitehall City Council Agenda Report Goal Setting

The City Council has retained David Sipka to facilitate goal settings sessions. The first session will be an open forum with invitations sent to all of the boards and commissions along with an open invite to the general public. The second session will be used for Council to rank each goal to develop a priority list where staff and resources will be focused over the next two years.

The recommended work session for December 14 is a regular Council meeting, typically preceded by a work session. Staff is asking that the work session be moved to 7 p.m. to better accommodate the schedules of Council members. The regular meeting will need to conclude prior to 7 p.m.

RECOMMENDATION

Motion to schedule a special meeting of the Council for Tuesday, November 30 commencing at 7:00 p.m. for the purpose of a goal setting work session and moving the regularly scheduled Tuesday, December 14 work session from 5 p.m. to 7 p.m. to complete the goal setting process. Both meetings to take place at City Hall.

Whitehall City Council Agenda Report Boards & Commissions Handbook

As part of the Redevelopment Ready Communities Best Practices, the city needs to develop processes for Boards and Commissions including a (1) recruitment process, (2) expectations and skill sets, (3) orientation and (4) bylaws. The Boards & Commission handbook is part of the orientation process and will be provided to each member of all boards. The handbook addresses key topics that all board members should be familiar with including Open Meetings Act, meeting procedures, ethical conduct, training, and helpful resources.

RECOMMENDATION

Adopt the Boards & Commissions Handbook as presented.



Boards & Commissions Handbook

Table of Contents

Introduction	2
Appointment Process.....	3
Open Meetings Act.....	3
Key Definitions	3
Coverage	4
Notification of Meetings.....	5
Special Meetings	5
Closed Meetings	5
Explanation of Minutes of Closed Meetings.....	6
Enforcement of the Act.....	6
Penalties under the Act.....	6
Meeting Procedures.....	7
Parliamentary Procedure.....	7
Agenda.....	7
Minutes.....	7
Making a Motion	8
Amend a Motion	8
Ways of Voting	9
Voting Duty	9
Working Successfully Together.....	9
Public Participation at Meetings.....	9
Meeting Courtesies	10
The Challenging Meeting	10
During the Meeting.....	10
Role of Chairperson	10
Techniques of an Effective Chair	11
Principles of Ethical Conduct	11
General Liability	12
Training	12
Your Commitment	12
Helpful Links	13
City Charter	13
Code of Ordinances.....	13
Zoning Ordinances	13
Michigan Municipal League Resources	13
Freedom of Information Act.....	13
Citizen's Guide to State Government	13
Appendix A, Boards Listing.....	14
Confirmation/Signature Page	16

INTRODUCTION

The City of Whitehall is appreciative of the volunteers that dedicate their time and talents to the City's Council, Boards and Commissions. The function and responsibility of each board varies, but all benefit the residents for generations to come.

Members meet regularly to support the City through the collaborative efforts with the boards and City staff. Your volunteerism as a member of one of our Boards allows you the opportunity and responsibility to assist the City in the decision making process by reviewing, analyzing, and evaluating information and rendering recommendations within the context of your Board. Your influence over policy, direction, and approvals makes your role very important.

Remember that as a member of a Board, you are representing the City as a whole. It is important to avoid supporting single issues or pursuing a personal or private agenda.

Appointments are made by the Mayor with confirmation from the City Council. Applications are available at the City Clerk's office and on the City's website, www.cityofwhitehall.org, and can be submitted to the City Clerk, 405 E. Colby Street, Whitehall, MI 49461.

Note: for the purpose of simplicity, council, boards, commissions, committees will be referred to as "boards."

APPOINTMENT PROCESS

Appointments to the Boards will be made by the Mayor subject to the support of the City Council. Applications for board positions are available on the City's website, <https://cityofwhitehall.org/city-hall/boards-commissions/>.

Individuals interested in applying for a board position will be directed to complete an application for appointment which can be downloaded from the City's website or obtained from the City Clerk.

All applications must be submitted to the City Clerk's office. Those submitted will be considered for appropriate open positions and given to the Mayor for consideration.

In the event a term is vacated due to resignation, the same process will be followed upon notification of the resignation.

OPEN MEETINGS ACT

The basic intent of the Michigan Open Meetings Act (Act 276 of 1976) is to strengthen the right of all Michigan citizens to know what goes on in government by requiring public bodies to conduct nearly all business at open meetings. Members of public bodies need to closely watch their obligations under Michigan's Open Meetings Act (OMA).

KEY DEFINITIONS

Public body: any state or local legislative or governing body, including a board, commission, committee, subcommittee, authority or council, which is empowered by state constitution, statute, charter, ordinance, resolution or rule to exercise governmental or proprietary authority or perform a governmental or proprietary function, or a lessee performing an essential public purpose and function pursuant to the lease agreement.

Meeting: the convening of a public body at which a quorum is present for the purpose of deliberating toward or rendering a decision on a public policy.

Closed session: a meeting or part of a meeting of a public body which is closed to the public.

Decision: determination, action, vote or disposition upon a motion, proposal, recommendation, resolution, order, ordinance, bill or measure on which a vote by members of a public body is required and by which a public body formulates public policy.

COVERAGE

The OMA broadly covers a large group of public bodies, including local legislative or governing bodies, boards, commissions, committees, subcommittees, authorities, or councils that are empowered to perform governmental functions.

The law also applies to:

- Local and intermediate school districts;
- Governing boards of community colleges, state colleges and universities;
- Special boards and commissions created by law (i.e., public hospital authorities, road commissions, health boards, district library boards and zoning boards, etc.)

The act does not apply to a meeting of a public body which is a social, educational, or chance gathering not designed to avoid the law.

The following are some, but not all, examples of OMA issues that frequently challenge public bodies:

- With few exceptions, public body deliberations or decision must occur in meetings open to the public.
- Private discussions or decisions among a quorum of a public body, or a series of sub-quorum discussions or decision, will violate the OMA.
- Off-record consensus building efforts equivalent to deliberations or decision-making are illegal. For example, use of telephone calls, sub-quorum meetings or email exchanges (Known as “round-the-horn” decision-making) are illegal.
- A quorum of a public body may attend the same civic, social or political gathering, provided that the members do not join to consider or decide on a public business matter.
- Several public bodies have come under scrutiny of the media or prosecutors for OMA violations due to email communications among members of public bodies using public or private email accounts.
- The use of City or private email accounts to deliberate/decide on official business is wrongful and raises the possibility that user’s private mail account may be subject to inspection and disclosure for OMA compliance, as well as Michigan Freedom of Information Act requests.
- One member can canvass other board or commission members to see where votes are coming out on a specific issue, but this process can easily slide into an illegal “round-robin” voting.
- Members often have legitimate concerns about business operations that need to be communicated. To avoid OMA problems, members asking questions or making recommendations by email or other communications shall direct these communications to city staff, with no courtesy copies to other members. The head of the public body can then present these questions and recommendations to the public body for discussion in open or appropriate closed sessions.
- The reasons for closed meetings are very few and narrow, accordingly:

- A specific employment action is needed and the affected employee must ask for the closed meeting.
- Discussions or resolution of legal demands or threatened litigation do not authorize a closed session, but consideration of a related attorney-client communication may.
- During the closed session, members must not stray into matters outside of the purpose for calling the closed sessions.

NOTIFICATION OF MEETINGS

- The law states that within ten days of the first meeting of a public body in each calendar or fiscal year, the body must publicly post a list stating the dates, times and places of all its regular meetings at its principal office.
- For the purposes of all commissions, all postings are made at City Hall by the City Clerk.
- If there is a change in schedule, within three days of the meeting in which the change is made, the public body must post a notice stating the new dates, times and places of regular meetings.

SPECIAL MEETINGS

- For special meetings, public bodies must post a notice indicating the date, time and place at least 18 hours before the meetings.
- Note: a regular meeting of a public body, which is recessed for more than 36 hours, can only be reconvened if a notice is posted 18 hours in advance.

CLOSED MEETINGS

The law provides for closed meetings in a few specified circumstances. In order for a public body to hold a closed meeting, two-thirds of its members must vote affirmatively in a roll call. Also, the purpose for which the closed meeting is being called must be stated in the meeting when the roll call is taken.

Closed meetings may be called **without** a two-thirds vote for the following reasons:

- Considering the dismissal, suspension or discipline of, or to hear complaints or charges brought against a public officer, employee, staff member or individual when the person requests a closed hearing;
- Strategy and negotiation sessions necessary in reaching a collective bargaining agreement when either party requests a closed hearing.

Other reasons a public body may hold a closed meeting, but which in order to call for the closed meeting **require** a two-thirds vote of all members elected or appointed and serving:

- To consider the purchase or lease of real property;
- Consult with its attorney about trial or settlement strategy in pending litigation, but only when an open meeting would have detrimental financial effect on the public body's position;
- To consider material exempt from discussion or disclosure by state or federal statute.

EXPLANATION OF MINUTES OF CLOSED MEETING

Minutes of closed meetings must also be taken although they are not available for public inspection and would only be disclosed if required by a civil action. These minutes may be destroyed one year and one day after approval of the minutes of the regular meeting at which the closed session was approved. If an audio-tape is made of a closed meeting, it must also be retained for one year and one day.

ENFORCEMENT OF THE ACT

Under the law, the attorney general, prosecutor or any citizen can challenge in circuit court the validity of a decision of a public body to meet in closed session made in violation of the law. If the body is determined to be in violation of the law and makes a decision, that decision can be invalidated by the court. In any case when an action has been initiated to invalidate a decision of a public body, the public body may reenact the disputed decision in conformity with the act. A decision reenacted in this manner shall be effective from the date of reenactment and will not be declared invalid by reason of a deficiency in the procedure used for its initial enactment.

PENALTIES UNDER THE ACT

The first time a public official intentionally breaks this law, he or she can be punished by a maximum fine of \$1,000.

For a second offense with the same term of office, the official can be fined up to \$2,000, jailed for a maximum of one year or both.

A public official who intentionally violates the act is also personally liable for actual and exemplary damages up to \$500, plus court costs and attorney fees.

MEETING PROCEDURES

PARLIAMENTARY PROCEDURE

All commissions are required to use some form of parliamentary procedures (set of rules governing the body) to conduct their meetings. Commissioners may want to familiarize themselves with the most commonly known parliamentary procedure guide, Robert's Rules of Order; however, this is used only as a guide when conducting meetings. Its primary use is to provide the chair with a framework to conduct fair and efficient meetings.

Roberts Rule: <http://www.rulesonline.com/>

AGENDA

City staff in conjunction with the Mayor or appropriate Chair, prepare the agenda for each regular or special meeting. The deadline for submitting items is determined by the secretary or administrator for each board.

MINUTES

- Each public body shall keep minutes of each meeting showing the date, time, place, members present, member absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session held. The minutes shall include all votes taken at the meeting to which the minutes refer. The public body shall make corrected minutes available at or before the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction.
- Except for minutes taken during a closed session, all minutes are public records open to public inspection, and a public body shall make the minutes available at the address designated on posted public notices pursuant to the OMA. The public body shall make copies of the minutes available to the public for inspection or at the reasonable estimated cost for printing and copying.
- A public body shall make proposed minutes available within 8 business days after the meeting to which the minutes refer. The public body shall make approved minutes available within 5 business days after the meeting at which the minutes are approved by the public body.
- The clerk will be responsible for maintaining the official record and minutes of each meeting of the council, and the secretary (chosen by the boards) will be responsible for maintaining the official record of each board and providing a copy to the City Clerk. The Clerk will also maintain in city hall a file of each resolution and ordinance passed by the council.
- The recording secretary will NOT be responsible for maintaining a written record or summary of the discussion or comments of the board or members of the public made during board meetings, unless directed to do so by the board.

MAKING A MOTION

- A motion cannot be discussed unless it is seconded.
- Obtain the floor (the right to speak) by requesting permission from the Chair.
- Debate cannot begin until the Chair has stated the motion or resolution. If there is no debate, then the Chair calls the question (asking for a vote).
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The immediate pending question is the last question stated by the Chair
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once.
- All remarks must be directed to the Chair. Remarks must be courteous in language and demeanor, avoid all personalities, and never allude to others by name or to motives.

AMEND A MOTION

An amendment to a motion is really a new motion made to change or modify the previous motion which is under consideration.

An amendment may do one of four things:

1. Add or insert a certain word or words, or a sentence to the motion under consideration.
2. Strike out a certain word or words, or a sentence, in the motion under consideration.
3. Substitute another motion for the one being considered.
4. Substitute words or replace wording under consideration. An amendment, like the principal motion, must be seconded. It is also debatable; and may again be amended.

The proper form for making an amendment is: "I move to amend the motion to read..." or "I move to amend the motion by ..."

The amendment to a motion, if seconded, must be voted upon before the original motion. If the amendment to the motion is carried, the original motion must be voted upon as amended. On the other hand, if the amendment is lost, the motion is voted upon as originally stated. In case of an amendment to an amendment, the last amendment is always voted on first. If it is carried, the preceding amendment is then voted up on as amended.

WAYS OF VOTING

When the discussion is over, the chairman repeats the motion. He then puts it to a vote. The following are methods commonly used:

- 1) Vote by acclamation – “Aye” or “Nay” (“yes” or “no”). Most commonly used method of voting.
- 2) Voting by standing or raising the hand.
- 3) Voting by roll call.

Typically, the motions that require a roll call vote are resolutions and matters authorizing expenditure of money, or when requested by a member of the board.

VOTING DUTY

Whenever a question is called by the chair, every member present will vote. No member will abstain from voting unless that member states his or her conflict of interest. Conflict of interest will be the only reason from a request to abstain from voting.

WORKING SUCCESSFULLY TOGETHER

Locally, we routinely choose to appoint individuals to a commission whose views, backgrounds, opinions and values vary widely from one another. The purpose of diverse representation on city commissions is to ensure that the entire community has a voice in decision-making. Sometimes these differences cause conflict during the process of deliberation and finalizing recommendations. Nonetheless, in order to be an effective board member, each individual must:

- Attend all meetings; be on time and prepared;
- Work within a team framework of compromise and exchange;
- Separate people from the issues when conflict arises;
- Focus on mutual interests and shared goals;
- Look for compromises and work to understand diverse perspectives;
- Examine one’s own approach to dealing with conflict and be open about concerns where there is room for compromise
- Strive to problem-solve based on collaboration rather than simply making a decision.

Most issues will be resolved and decisions made through the voting and deliberation process. It is important to recognize that as a board member, you have done your job by thoroughly examining the pros and cons of each situation. Once an issue is decided, it is equally important to accept the wishes of the majority and move on to the next issue.

PUBLIC PARTICIPATION AT MEETINGS

Board and commission meetings are open to the public. As the presiding member, the chairperson is responsible for calling the meeting to order on time and adjourning at a reasonable hour.

If meetings are canceled or rescheduled, notification must be posted 18 hours in advance so that those individuals wishing to attend and participate have access to advanced notice.

People who come to participate in a public hearing or come to express their views on an issue may be doing so for the first time. The experience can be intimidating and emotional. Sometimes their behavior is nervous, forgetful or even aggressive; however, most people will relax when they perceive that they are treated well and that their concerns are given thoughtful consideration.

MEETING COURTESY

- An agenda shall always be available for members of the audience;
- Commissioners shall treat the members of the public with dignity and respect;
- Commissioners shall refrain from displaying negative gestures or sounds when they disagree with a member of the public or another commissioner;
- Side conversations shall be avoided;
- The chairperson shall inform the audience of the time limits for speakers and should adhere to those limits;
- The chairperson shall explain the purpose of the meeting and the appropriate time to ask questions;
- The chairperson shall explain technical terms or jargon that might otherwise make it difficult for the audience to follow the deliberations;
- The chairperson shall thank participants for their attendance.

THE CHALLENGING MEETING

If it is anticipated that a particular meeting may be difficult because of controversy surrounding an issue, the chairperson is encouraged to discuss the situation with the staff representative and another commissioner whose input he or she respects. Consideration should be given to making the meeting as productive as possible while respecting differences and individual needs.

DURING THE MEETING

- Begin with a staff review of the issue so everyone is operating with the same set of facts;
- Review procedural expectations including speaker time limits;
- Remind the speakers that they must address the commission, not the audience;
- Explain the rules surrounding public comment and if questions from the audience will be accepted;
- Remind the audience that there shall be no demonstration for or against a speaker;
- Make sure that all who wish to speak have an opportunity to do so;
- Model polite listening behavior;
- Apply speaker time limits impartially.

ROLE OF CHAIRPERSON

The chairperson is key to the effectiveness of the group decision-making process. The chairperson provides direction and sets the tone for the meeting with the other members and with the public. The chairperson must strike a balance between moving the meeting along and allowing for an

inclusive and democratic process. To be effective, the chair needs the support and trust of the other members.

In the chair's absence, the vice-chair will assume the duty of presiding over the meeting. In the absence of the vice-chair, the member who has served the longest will preside.

TECHNIQUES OF AN EFFECTIVE CHAIR

- Follows the agenda to keep the group moving toward its goals.
- Uses parliamentary procedure.
- Expects courteous behavior from all members and models the behavior.
- Treats the public with courtesy and diplomacy.
- Listens attentively to all speakers.
- Solicits opinions, ideas and perspectives from all members and avoids letting a few dominate the discussion.
- Lets all members speak once before allowing anyone to speak a second time.
- Protects new ideas from rejection prior to fair evaluation.
- Keeps the discussion focused on the topic at hand and redirects the group when it digresses.
- Delays decision-making until all of the ideas have been articulated and given consideration.
- Attempts to gain consensus.
- Balances discussion and meeting time constraints.
- Assures formal decorum is observed at all times.
- Keeps the audience apprised of process and procedure being used by the group.
- Always restates the motion prior to calling or a vote.
- Applies time limits to all speakers consistently.

PRINCIPLES OF ETHICAL CONDUCT

The following principles of ethical conduct apply to all officers, employees, board members, or agents of the City and form the basis for specific standards:

Board members:

- Shall not hold financial interests that conflict with the performance of duty.
- Shall not engage in financial transactions using nonpublic government information or allow the improper use of such information to further any private interest referred to in the regulations.
- Shall not accept any gift or other item of monetary value from any person or entity seeking official actions from doing business with, or conducting activities regulated by the City or whose interests may be substantially affected by the performance or nonperformance of their duties.

- Shall put forth effort in the performance of their duties.
- Shall make no unauthorized commitments or promises of any kind purporting to bind the City.
- Shall not use public office for private gain.
- Shall not engage in outside employment or activities, including seeking or negotiating for employment that conflict with official City duties and responsibilities.
- Shall disclose waste, fraud, abuse, and corruption to proper authorities.
- Shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those such as Federal, State, and local taxes that are imposed by law.
- Shall adhere to all laws and regulations that provide equal opportunity for all people regardless of race, religion, color, national origin, sexual orientation, gender identity or expression, age, status as an individual with a disability, or other applicable legally protected characteristics.
- Shall endeavor to avoid any actions creating the appearance that they are violating the law or these standards of ethical conduct.

GENERAL LIABILITY

The City's "errors and omission" insurance policy covers all commission members as they engage in the policy process. Commissions and City Council members are covered in their actions as long as they are based on standards or accepted review procedures in the ordinance they follow. However, if a commission or a commissioner makes an administrative decision that is "arbitrary and capricious" and is not based on standards of review, they will not be covered under this policy. Any individual or group decision to deviate from this policy manual may result in the individual or group's immediate removal from the commission and/or result in a lack of qualified coverage under the City's general liability policy.

TRAINING

Training within the first year of serving on a board is highly recommended. All reasonable costs for training are covered by the City.

YOUR COMMITMENT

Thank you for your service. In concluding we sincerely hope you enjoy your experience serving on one of the City's boards, commissions or authorities. Most participants report satisfaction with the process and with the opportunity to interact with residents with a shared commitment to the policy process and to serving the community. Your dedication is greatly appreciated.

HELPFUL LINKS

CITY CHARTER:

<https://cityofwhitehall.org/wp-content/uploads/2018/06/City-Charter.pdf>

ZONING ORDINANCES:

<https://cityofwhitehall.org/wp-content/uploads/2019/01/AMENDED-ZONING-ORDINANCE-Nov-2018.pdf>

CODE OF ORDINANCES:

<https://cityofwhitehall.org/city-hall/city-council/ordinances/>

MICHIGAN MUNICIPAL LEAGUE – Resources:

<http://www.mml.org/resources/index.html>

PUBLICATION: FREEDOM OF INFORMATION AND OPEN MEETINGS

<http://www.legislature.mi.gov/publications/openmtgsfreedom.pdf>

PUBLICATION: CITIZENS GUIDE TO STATE GOVERNMENT

<https://www.legislature.mi.gov/Publications/CitizensGuide.pdf>

Boards & Commissions Listing

Board of Review (3-year term)

Provides rulings on property assessment appeals. Meets in March, July & December. Members must be city residents qualified by experience and/or training in matters related to real estate.

Brownfield Redevelopment Authority (4-year term)

Promotes the revitalization of environmentally distressed properties through tax increment financing. Meets quarterly. Members are appointed by the mayor. Members are not required to be city residents but must be qualified by experience and/or training in matters related to redevelopment.

Construction Board of Appeals (2-year term)

Provides decisions on appeals to building code regulations. Meets as needed. Members are appointed by the mayor. Members must be qualified by experience and/or training in matters relating to construction. Experience in the following is desired:

- Architecture
- Banking/Financing
- Building Construction
- Engineering
- Real Estate/Development/Law

Election Commission (2-year term)

Appoint election inspectors and conduct voting equipment accuracy tests. Meets prior to each election (max. of three a year). By charter, the mayor, clerk and one other elective or appointive officer designated by the council serves on the Commission.

Planning Commission (3-year term)

Promotes and protects the public health, safety, and general welfare of the city through implementation and enforcement of the comprehensive plan and zoning regulations. Meets monthly. Members must be qualified by experience and/or training in matters related to land use planning. Experience in the following is desired:

- Architecture
- Building Construction
- Civil Engineering
- Facilities Management
- GIS/AutoCAD
- Historic Preservation
- Land Use Planning
- Landscape Architecture
- Property Maintenance/Management
- Real Estate/Development/Law

Tax Increment Finance Authority (4-year term)

Promotes economic development through tax increment financing with an emphasis on the downtown. Meets quarterly. Members are not required to be city residents but must be qualified by experience and/or training in matters related to redevelopment.

West Michigan Shoreline Regional Development Commission Transportation Policy Committee and Users Group (no term limits)

Provides policy on a wide range of transportation issues with a focus on long range transportation planning. Meets monthly.

**Local Development Finance Authority
(4-year term)**

Promotes the attraction and expansion of manufacturing businesses within the city owned industrial park. Meets quarterly.

Local Officers Compensation Commission (5-year term)

Establish the salaries of elected officials. Meets every two years. Members are required to be registered electors of the city.

Marina Advisory (2-year term)

Provides recommendations on marina operations. Meets a minimum of twice a year (spring and fall). Members are not required to be city residents but must be qualified by experience and or training in matters relating to marina operations.

White Lake Fire Authority (no term limits)

Establish policy for fire and rescue services. Meets bimonthly.

White Lake Library Authority (4-year term)

Establish policy for library services. Meets monthly.

White Lake Solid Waste Authority (no term limit)

Establish policy for recycling and waste disposal. Meets six times a year.

Zoning Board of Appeals (3-year term)

Provides review of administrative rulings and decisions regarding zoning variances. Meets as needed. Members must be city residents qualified by experience and/or training in matters related to construction, land use planning and/or zoning.

CITY OF WHITEHALL
Boards and Commissions Handbook

My signature below confirms that I have received a copy of the City of Whitehall Boards and Commissions Handbook. I agree to adhere to and abide by the Handbook and the Code of Ethics as written.

Signature: _____

Printed Name: _____

Date: _____

Name of Board: _____

PLEASE RETURN TO THE CITY CLERK

CITY OF WHITEHALL
RESOLUTION 21-27
PRIMARY BANKING INSTITUTION

WHEREAS, the City uses PNC Bank as its primary depository for checking and savings.

WHEREAS, PNC Bank assesses 29 fees against City accounts on combined deposits of \$6.2M which have continued to rise in cost.

WHEREAS, city staff sought proposals from financial institutions to serve as our primary bank.

WHEREAS, the following proposals were submitted (compared against current PNC banking)

	<u>Fees</u>	<u>Earnings</u>	<u>Net</u>
Choice One	\$ 0	\$1,553	\$1,553
5 th Third	\$ 78	\$1,243	\$1,165
Shelby	\$ 205	\$ 621	\$ 416
PNC	\$1,462	\$1,003	(\$ 459)

Huntington Bank and Harbor Light Credit Union did not respond.

WHEREAS, Finance Officer/Treasurer Audo and City Manager Huebler have reviewed the overall costs, services offered, and references with a recommendation to transfer primary banking to Choice One.

NOW, THEREFORE, LET IT BE RESOLVED

That the Whitehall City Council authorizes the transfer of primary banking services from PNC Bank to Choice One Financial Services.

Moved by _____, seconded by _____, and thereafter adopted by the City Council of the City of Whitehall at a regular meeting held on November 23, 2021 at 6:00 p.m. (___ yes, ___ no, ___ absent).

Steve Salter, Mayor

Brenda Bourdon, City Clerk

CITY OF WHITEHALL
RESOLUTION 21-28
BANKING AND FINANCIAL TRANSACTIONS

WHEREAS, the City is required to adopt a resolution authorizing City officials to make banking transactions with financial institutions holding city funds.

WHEREAS, the City Council has approved Choice One Bank, Comerica Bank, Fifth Third Bank, Flagstar Bank, Harbor Light Credit Union, Huntington Bank, Level One Bank, Michigan Cooperative Liquid Assets Securities System, Muskegon Governmental Credit Union, PNC Bank, Shelby State Bank, and West Michigan Community Bank as depositories.

WHEREAS, past practice has been to name the Finance Officer/Treasurer, City Manager, Mayor, and Mayor Pro Tem as authorized banking officials.

WHEREAS, the City Council recently added Choice One Bank as a depository and has new members of Council serving as mayor and mayor pro tem.

NOW, THEREFORE, LET IT BE RESOLVED

That the Whitehall City Council authorizes Finance Officer/Treasurer Laurie Audo, City Manager Scott Huebler, Mayor Steve Salter, and Mayor Pro-Tem Sean Mullally as signatories to making banking transactions with the above named financial institutions on behalf of the City.

Moved by _____, seconded by _____, and thereafter adopted by the City Council of the City of Whitehall at a regular meeting held on November 23, 2021 at 6:00 p.m. (___ yes, ___ no, ___ absent).

Steve Salter, Mayor

Brenda Bourdon, City Clerk

CITY OF WHITEHALL
RESOLUTION 21-29
COUNCIL MEETING SCHEDULE

WHEREAS, the Charter for the City of Whitehall states the Council shall at its first meeting held following each regular city election...shall, by resolution, set the times for holding regular meetings of the Council.

WHEREAS, the Charter requires that regular council meetings be held at least twice a month.

WHEREAS, the Whitehall City Council meets on the second and fourth Tuesday of each month providing no conflicts exist with other official meetings or events commencing at 6:00 p.m.

WHEREAS, the Whitehall City Council meets on the second Tuesday of each month at 5 pm for work sessions.

NOW, THEREFORE, LET IT BE RESOLVED

That the attached meeting schedule be adopted and considered a part of this resolution, setting the meeting time for 6:00 p.m. and the meeting dates for the second and fourth Tuesday of each month.

Moved by _____, seconded by _____, and thereafter adopted by the City Council of the City of Whitehall, at a regular meeting held Tuesday, November 23, 2021 at 6:00 p.m. (___ yes, ___ no, ___ absent).

Steve Salter, Mayor

Brenda Bourdon, City Clerk



2021/2022
Work Session and Council Meeting Schedule
At 405 E. Colby Street, Whitehall, MI

2nd Tuesday of the Month

Work Session @ 5 pm, Garden Room
followed by Council Meeting at 6 pm,
Council Chambers

December 14, 2021

January 11, 2022

February 8, 2022

March 8, 2022

April 12, 2022

May 10, 2022

June 14, 2022

July 12, 2022

August 9, 2022

September 13, 2022

October 11, 2022

November 8, 2022

4th Tuesday of the Month

Council Meeting @ 6 pm,
Council Chambers

December 28, 2021

January 25, 2022

February 22, 2022

March 22, 2022

April 26, 2022

May 24, 2022

June 28, 2022

July 26, 2022

August 23, 2022

September 27, 2022

October 25, 2022

November 22, 2022

CITY OF WHITEHALL
ORDINANCE NO. 21-04

AN ORDINANCE ADOPTING AND ENACTING A ZONING ORDINANCE FOR THE CITY OF WHITEHALL, MICHIGAN; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH ORDINANCE; AND PROVIDING WHEN SUCH ORDINANCE AND THIS ORDINANCE SHALL BECOME EFFECTIVE.

THE CITY OF WHITEHALL ORDAINS:

Section 1. Short Title. This ordinance shall be known as the “Zoning Ordinance Adopting Ordinance” and may be so cited.

Section 2. Adoption of Code Ordinances. The code entitled “City of Whitehall Zoning Ordinance,” published by the City of Whitehall, consisting of Article I through Article 27, each inclusive, is adopted.

Section 3. Repealer. All Zoning ordinances of a general and permanent nature enacted on or before November 23, 2021, and not included in the City of Whitehall Zoning Ordinance or recognized and continued in force by reference therein, are repealed.

Section 4. Prior ordinances not revived. The repeal provided for in section 3 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.

Section 5. Penalty. Whenever in this code or any ordinance of the city an act is prohibited or is made or declared to be a misdemeanor or a municipal civil infraction, or whenever in this code or any ordinance the doing of any act is required or the failure to do any act is declared to be a misdemeanor or municipal civil infraction, the violation of any such

provision by any person shall, upon conviction of a misdemeanor, be punished by a fine not exceeding \$500.00 or imprisonment for a term not exceeding 90 days, or both, except whenever a specific penalty is otherwise provided. Whenever any such violation shall constitute a municipal civil infraction, a finding of responsibility shall be punished by a civil fine not exceeding \$500.00, except whenever a specific penalty is otherwise provided.

Each act of violation and each day upon which any such violation shall occur shall constitute a separate offense. The penalty provided by this section, unless another penalty is expressly provided, shall apply to the amendment of any Code section, whether or not such penalty is reenacted in the amendatory ordinance. In addition to the penalty prescribed above, the City may pursue other remedies such as abatement of nuisances, injunctive relief and revocation of licenses or permits.

Section 6. Code additions or amendments. Additions or amendments to the Code when passed in such form as to indicate the intention of the City Council to make the same part of the Code shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments.

Section 7. Later Ordinances. Ordinances adopted after November 23, 2021 that amend or refer to the City of Whitehall Zoning Ordinance that has been codified shall be construed as if they amend or refer to like provisions of the Zoning Ordinance.

Section 8. Effective date. This ordinance shall become effective December 15, 2021.

PASSED AND ADOPTED by the City Council on this 23rd day of November, 2021

By: _____
Steven A. Salter, Mayor

Attest: _____
Brenda Bourdon, City Clerk

Adopted: November 23, 2021
Publish: December 5, 2021
Effective: December 15, 2021

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 23, 2021. 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

CITY OF WHITEHALL ZONING ORDINANCE SUBSTANTIVE CHANGES

The Zoning Ordinance Review Committee comprised of members Brian Armstrong, Dave Bedeau, Susan Dillivan, Kyle Esh, Debi Hillebrand, Chris Mahoney, Bobbi Oldenburg, and Brad VanBergen began a comprehensive review of the ordinances in October 2019. After two years, they respectfully submit an extensively overhauled ordinance that complies with current legal requirements and community trends. The Comprehensive Master Plan was the basis of the review and consulted frequently. While the Master Plan recommended going from the current 12 zoning districts to 16, the Committee is suggesting a reduction to 10. This stays in line with their goal of simplifying the ordinances.

Formatting was perhaps the largest change. Currently, a business wanting to build in the city would have to review and comply with no less than five Articles. All of the essential elements of each district are now combined into one Article specific to that district. There will be the occasional exception to this simplification if a business locates in the wellhead protection zone, seeks a variance, applies for a planned unit development, or request a special use permit.

Substantive changes include...

- Combined Automobile Repair Garage, Automobile Service Station, Automobile Services, and Gasoline Service Center into a single definition "Automobile Services".
- Changed the minimum side yard residential setbacks from no less than 6/8 feet and a total of both sides of 16/20 feet to a straight 8 feet, both sides.
- Reduced the minimum single family square foot requirement from 1,000 feet to 800.
- Eliminated financial performance guarantees.
- Prohibited professional offices and business services on the first floor in the downtown.
- Combined zoning districts and Articles XIII Limited Industrial, XIV General Industrial, and XVIII Limited Industrial Commercial into one district under Article 10 Industrial.
- Prohibited sexually oriented business within 300 feet of a church, park, residential district, or school.
- Eliminated minimum lot areas, lot widths, and yard setbacks in the Lakefront districts.
- Eliminated compatibility conferences.
- Classified satellite dish antennas as accessory structures.
- Removed specific regulations for the exterior of dwellings but still require that they be aesthetically compatible to adjacent homes.
- Allow non-family members to work in residential home occupations.
- Replaced the schedule of minimum parking requirements with developer based designs subject to approval by the Commission.
- Amended sign regulations to comply with a Supreme Court ruling that if a sign has to be read to regulate it, the regulation is invalid as a violation of freedom of speech. We can still regulate the type, size, and location of signs.
- One yard sign per 12 feet of road frontage is allowed.
- Adopted the federal highway standard by limiting the flashing and changing of signs to no more often than every eight seconds.
- Persons denied a site plan or special use permit can no longer appealing to the ZBA.

- Eliminated the restrictions and definition of functional family.
- Removed the number of days (21) that an RV or camper can stay in a campground.
- Surveys will only be required for development on vacant land or on developed land if requested by the Commission or zoning administrator.
- Removed specific requirements for buffers and landscaping, giving more discretion to the developer and Commission.
- Amended the public notification, zoning board of appeals, planning commission, and subdivision articles to comply with state law.
- Commissioners can now only be removed for three “unexcused” absences.
- Recommendations sent back to the Commission by the Council must have specific guidance as to the reasons for sending them back.
- Amendments that are protested by 20% of the affected people no longer needs a 2/3 vote to be adopted by the Council.