



CITY COUNCIL MEETING  
405 E. COLBY STREET, WHITEHALL, MI  
CITY COUNCIL CHAMBERS  
JANUARY 25, 2022  
6:00 p.m.

**AMENDED AGENDA**

1. Meeting called to Order
  - Pledge of Allegiance
2. Approval of Agenda
3. Consent Agenda
  - Approval of the January 11 Work Session, Council Meeting, and Closed Session Minutes
  - Approval of Accounts Payable
  - Communications: BLT Minutes, Wastewater Minutes
4. Messages from the Mayor, Council, and City Manager
5. Public Comment \*
6. Old Business
7. New Business
  - Resolution 22-05 Street Improvement Bids
  - Resolution 22-06 Truck Purchase
  - Employment Agreement Extension
  - Ordinance 22-01 Rental Fees Lien
8. Public Comment \*
9. 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  
Garden Room  
January 11, 2022  
5:00 p.m.

**PRESENT:** Scott Brown, Dick Connell, Keith Heidelberg, Sean Mullally, Steve Salter, and Steve Sikkenga

**ABSENT:** Jeff Holmstrom

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

Mayor Salter called the meeting to order at 5:01 p.m.

**DISCUSSION ITEMS**

**Senior Millage** – Brown requested that part of the senior millage funds be allocated to the Senior Center instead of it all going to the Viking Athletic Center (White Lake Area Comm Ed). He expressed discontent that the WLACE has not yet provided the services/programs that the money was supposed to make possible. Huebler explained that the general fund can handle the \$2,500 allocation to the senior center and due to the pandemic, WLACE was hampered from creating new programs. Huebler was tasked with providing numbers and cost/fees associated with both the Senior Center and the Viking Athletic Center.

**Lunches, Memberships, and Training** – Brown believes that the taxpayers should not be paying for city employee training, memberships, or lunches for the BLT board. Huebler and Bourdon explained the importance of training for employee effectiveness and the memberships make it possible for additional learning opportunities, group forums, networking, and reduced and eliminated fees for training. Salter felt the small amount of money spent on lunches for BLT which has non-paid board members meet during lunch is a warranted expense.

**Manager's Contract** – Brown is not satisfied with the City Manager's contract and feels he's overpaid. Heidelberg through a series of questions on city performance maintained that the City Manager is doing his job well and is satisfied with his performance. Huebler explained that a recent salary survey of area City Managers showed his pay is slightly below average. Others expressed satisfaction with the City Manager's performance and consensus was to move forward with extending his contract.

**PUBLIC COMMENT:**

Comments were received from the public which included sidewalk snowplowing and the possibility of getting a volunteer group to help those that have difficulty clearing their sidewalks.

**MEETING ADJOURNED AT 5:58 P.M.**

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Steve Salter, Mayor

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Brenda Bourdon, City Clerk

CITY OF WHITEHALL  
CITY COUNCIL MEETING MINUTES  
Council Chambers  
January 11, 2022

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

ABSENT: None

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

Mayor Salter called the meeting to order at 6:01 p.m.

#### APPROVAL OF THE AGENDA

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

#### APPROVAL OF THE CONSENT AGENDA

- A. December 28, 2021 Council Meeting Minutes
- B. Accounts Payable - \$131,146.56
- C. Communications: MCC Annual Report, Planning Commission Minutes

Motion by Connell, seconded by Holmstrom, CARRIED, to approve the Consent Agenda.  
Yes – 6; No – 1, Brown; Absent – 0

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

Comments received from Council.

#### PUBLIC COMMENT

Comment received by Keith Olds.

#### NEW BUSINESS

##### A. Resolution 22-01 Council Pay

Motion by Mullally, seconded by Sikkenga, FAILED, to approve the increase of \$5 per month for council member pay.

Roll Call Vote: Yes – Mullally, Sikkenga; No – Heidelberg, Holmstrom, Brown, Connell, and Salter; Absent – None

##### B. Resolution 22-02 Poverty Exemption

Motion by Connell, seconded by Brown, CARRIED, to adopt the 2022 Poverty Exemption Policies and Guidelines as presented.

Roll Call Vote: Yes – Connell, Brown, Holmstrom, Heidelberg, Sikkenga, Mullally, Salter;  
No – None; Absent – None

C. Resolution 22-03 Residents Right to Protest

Motion by Brown, seconded by Holmstrom, CARRIED, to provide the right of resident and non-resident taxpayers to file protests to the Board of Review in person or in writing, without the necessity of personal appearance by the taxpayer or the taxpayer's representative, provided such written protest is received on or before the second Tuesday in March of the tax year at issue.

Roll Call Vote: Yes – Brown, Holmstrom, Heidelberg, Sikkenga, Connell, Mullally, and Salter;  
No – None; Absent – None

PUBLIC COMMENT

None.

CLOSED SESSION TO DISCUSS PURCHASE OF REAL PROPERTY

Motion by Holmstrom, seconded by Brown, CARRIED, to move in to a closed session to discuss purchase of real property.

Roll Call Vote: Yes – Holmstrom, Brown, Heidelberg, Sikkenga, Connell, Mullally, and Salter;  
No – None; Absent – None

ADJOURNMENT

Mayor Salter adjourned the Council Meeting at 6:55 pm.

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Steve Salter, Mayor

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Brenda Bourdon, City Clerk

CITY OF WHITEHALL  
ACCOUNTS PAYABLE  
January 25, 2022

**January 2022 Prepaids**

<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>Check No.</u>
City of Whitehall-Common Cash	Payroll	\$49,561.05	Transfer
IRS	Payroll	\$18,418.48	EFT
Alerus Financial	Payroll	\$5,901.71	EFT
MISDU	Payroll	\$90.34	8984
FOP-CD Hammond #99	Payroll	\$69.39	8985
Alerus Financial	Payroll	\$367.80	EFT
Teamsters Local 214	Payroll	\$379.00	8986
City of Whitehall-Common Cash	Transfer to Choice One Bank	\$2,660,215.74	24028

**Total Prepaids:**

\$2,735,003.51

**Accounts Payable:**

\$87,952.52

***TOTAL ACCOUNTS PAYABLE***

**\$2,822,956.03**

Vendor Code	Vendor Name	Description	Amount
SEAV	ALYSSA SEAVER		
	FLEX	FLEX - JAN-2022	100.85
TOTAL FOR: ALYSSA SEAVER			100.85
MISC	AMAZON.COM		
	112-2928641-336	WLYT - DISPOSABLE FACE MASKS	47.90
	112-4869186-963	QTY 6 BOXES OF 100 - DISPOSABLE FACE MASKS	35.94
	114-3904110-501	STAMPER - FINAL BILL	10.90
TOTAL FOR: AMAZON.COM			94.74
AMPLA	AMERICAN PLANNING ASSOCIATION		
	381870	MEMBERSHIP RENEWAL - HUEBLER	99.00
TOTAL FOR: AMERICAN PLANNING ASSOCIATION			99.00
MACIN	AUBREY L MACINTOSH		
	CONTRACT	BOX OFFICE MGR - WLYT PALACE THEATRE	50.00
TOTAL FOR: AUBREY L MACINTOSH			50.00
BEAM	BETH BEAMAN		
	FLEX	FLEX - JAN-2022	767.06
TOTAL FOR: BETH BEAMAN			767.06
MISC	BLAUER MANUFACTURING		
	WR21044448	QTY 3 - PROTECTIVE VESTS	404.97
TOTAL FOR: BLAUER MANUFACTURING			404.97
PARSONS	BRANDON PARSONS		
	FLEX	FLEX - JAN-2022	1,999.92
TOTAL FOR: BRANDON PARSONS			1,999.92
ARMST	BRIAN ARMSTRONG		
	FLEX	FLEX - JAN-2022	162.42
TOTAL FOR: BRIAN ARMSTRONG			162.42
SCHILLER	BROOK SCHILLER		
	FLEX	FLEX - JAN-2022	86.24
TOTAL FOR: BROOK SCHILLER			86.24
CHART	CHARTER COMMUNICATIONS		
	0038420010522	INTERNET	84.99
TOTAL FOR: CHARTER COMMUNICATIONS			84.99
MAHOC	CHRIS MAHONEY		
	FLEX	FLEX - JAN-2022	1,999.92
TOTAL FOR: CHRIS MAHONEY			1,999.92
CITY	CITY OF WHITEHALL		
	STATEMENT	PUBLIC UTILITIES - WATER/SEWER	66.54
TOTAL FOR: CITY OF WHITEHALL			66.54
CLASS	CLASSIC STAMP & SIGN		
	76039	SIGNATURE STAMP	27.95
TOTAL FOR: CLASSIC STAMP & SIGN			27.95

Vendor Code	Vendor Name	Description	Amount
COBB	COBB COMMUNICATIONS INC		
	200648	AD - WHITE LAKE VISITORS GUIDE	750.00
TOTAL FOR: COBB COMMUNICATIONS INC			750.00
MISC	COMFORT INN & SUITES		
	STATEMENT	ROOMS - IRISH CHRISTMAS PERFORMERS	493.86
TOTAL FOR: COMFORT INN & SUITES			493.86
CONSU	CONSUMER'S ENERGY		
	STATEMENT	PUBLIC UTILITIES	1,206.86
TOTAL FOR: CONSUMER'S ENERGY			1,206.86
DAN	DAN FROST DBA DAN'S AUTOMOTIVE		
	9875	CRUISER MAINT - OIL/TIRE ROTATION	54.90
TOTAL FOR: DAN FROST DBA DAN'S AUTOMOTIVE			54.90
MISC	DOLLAR GENERAL		
	06665 02 3205	POP - CHRISTMAS PARTY	8.50
TOTAL FOR: DOLLAR GENERAL			8.50
BOND	DONALD BOND		
	FLEX	FLEX - JAN-2022	152.58
TOTAL FOR: DONALD BOND			152.58
ETNA	ETNA SUPPLY INC		
	S104291055.003	QTY 4 - 1' METER YOLK VALVE	243.00
TOTAL FOR: ETNA SUPPLY INC			243.00
FRONT	FRONTIER		
	STATEMENT	TELEPHONE	109.45
	STATEMENT	TELEPHONE	51.25
TOTAL FOR: FRONTIER			160.70
GALLS	GALL'S, LLC		
	020055248	CUFF & MAG POUCHES	55.95
	19711777	JACKET/PANTS/PATCHES	352.47
TOTAL FOR: GALL'S, LLC			408.42
HAVIL	HAVILAND		
	420110/ CR42053	QTY 6 - 15 GAL DRUMS CHLORINE	1,006.28
TOTAL FOR: HAVILAND			1,006.28
J&H OIL	J&H OIL COMPANY		
	10861769	FUEL - UNLEADED 5006 GAL	11,759.25
TOTAL FOR: J&H OIL COMPANY			11,759.25
KSSB	KS STATEBANK		
	55866-3-2022	2020 FORD POLICE INTERCEPTER	11,712.00
TOTAL FOR: KS STATEBANK			11,712.00
MEEKH	MEEKHOF TIRE OF MUSKEGON INC		
	970808-81	TRUCK #12-16 - SERVICE CALL FLAT REPAIR	196.00
TOTAL FOR: MEEKHOF TIRE OF MUSKEGON INC			196.00

Vendor Code	Vendor Name	Description	Amount
MENAR	MENARDS-MUSKEGON		
	86974	QTY 2 - ROCKSOLID GARAGE FLOOR COATING	296.00
TOTAL FOR: MENARDS-MUSKEGON			296.00
MACP	MI ASSOC OF CHIEFS OF POLICE		
	2000009297	WINTER CONFERENCE REGISTRATION - SQUIERS	280.00
TOTAL FOR: MI ASSOC OF CHIEFS OF POLICE			280.00
MICR	MICR GRAPHICS PRINTING		
	114638	PRINTING - INSPECTION SLIPS - QTY 1000	177.88
TOTAL FOR: MICR GRAPHICS PRINTING			177.88
MIDC	MIDCOM SERVICE		
	86701	REPAIR & PARTS - METER ANTENNA	32.00
TOTAL FOR: MIDCOM SERVICE			32.00
MILL	MILLER'S OIL AND LUBE EXPRESS		
	107457	TRUCK #12-04 - OIL CHANGE	46.24
TOTAL FOR: MILLER'S OIL AND LUBE EXPRESS			46.24
MOWHI	MONTAGUE-WHITEHALL ROTARY CLUB		
	83 / 82	3RD QTR DUES - HUEBLER / BEAMAN	280.00
TOTAL FOR: MONTAGUE-WHITEHALL ROTARY CLUB			280.00
MRWA	MRWA		
	2020-02838	WATER CLASS - BISSON/VANDERPUTTE/YOUNG	960.00
TOTAL FOR: MRWA			960.00
MUCTR	MUSKEGON CENTRAL DISPATCH		
	2200000973	VIRTUAL SERVER & SUPPORT	527.37
TOTAL FOR: MUSKEGON CENTRAL DISPATCH			527.37
MUTRE	MUSKEGON COUNTY TREASURER'S		
	188476	ASSESSMENT ADMIN SERVICES	8,491.00
	188724	DOG TAGS - DEC-2021	336.00
TOTAL FOR: MUSKEGON COUNTY TREASURER'S			8,827.00
MISC	OFFICESUPPLY.COM		
	12082021	PD NOTEPADS/PENCILS/ERASERS/CALENDARS/CALC RI	48.23
	4770874	PAPER - NEWSLETTER/CARDSTOCK	46.66
TOTAL FOR: OFFICESUPPLY.COM			94.89
PARM	PARMENTER LAW		
	262654 - 262655	ATTORNEY FEES	1,426.50
TOTAL FOR: PARMENTER LAW			1,426.50
PREIN	PREIN & NEWHOF, PC		
	65617 - 615 - 6	ENGINEERING FEES - TANNERY PH2 / LAKEVIEW, LE	11,529.05
TOTAL FOR: PREIN & NEWHOF, PC			11,529.05
PSI	PRINTING SYSTEMS INC		
	220903-221201,	PRINTING - TAX FORMS/CHECKS	806.50
TOTAL FOR: PRINTING SYSTEMS INC			806.50



Vendor Code	Vendor Name	Description	Amount
PRHLTH	PRIORITY HEALTH		
	797242 - S001	MEDICAL INSURANCE - JAN-2022	21,971.63
TOTAL FOR: PRIORITY HEALTH			21,971.63
REEMAN	REEMAN FARM EQUIPMENT		
	46102	TRUCK #12-02 - REAR FLOW	608.18
TOTAL FOR: REEMAN FARM EQUIPMENT			608.18
REP	REPUBLIC SERVICES #240		
	0240-008612153	WASTE REMOVAL - DPW, CITY HALL & PLAYHOUSE	436.74
TOTAL FOR: REPUBLIC SERVICES #240			436.74
ROTHB	ROTHBURY HARDWARE		
	2254 - 2070	FAUCET & 3" RECIPR SAW SCRAPER	126.98
TOTAL FOR: ROTHBURY HARDWARE			126.98
RYKES	RYKES BAKERY		
	88506	CAKE/COOKIES - INSURANCE MEETING	39.50
TOTAL FOR: RYKES BAKERY			39.50
SAMS	SAM'S CLUB/GECF		
	086207424840029	COPY PAPER/PAPER PLATES	84.96
TOTAL FOR: SAM'S CLUB/GECF			84.96
SCHEI	SCHEID PLUMBING HEATING & COOL		
	15383	FAUCET - DPW	253.67
TOTAL FOR: SCHEID PLUMBING HEATING & COOL			253.67
HUEBL	SCOTT HUEBLER		
	FLEX	FLEX - JAN-2022	47.41
TOTAL FOR: SCOTT HUEBLER			47.41
MISC	SHUTTERSTOCK		
	SSTK-0842-F-327	LICENSE FEE 1 OF 12	29.00
TOTAL FOR: SHUTTERSTOCK			29.00
THTIX	THUNDERTIX		
	STATEMENT	TICKETING SUBSCRIPTION/MAINTENANCE	10.00
TOTAL FOR: THUNDERTIX			10.00
USPOS	UNITED STATES POSTMASTER		
	950551096952135	POSTAGE	7.95
TOTAL FOR: UNITED STATES POSTMASTER			7.95
WALMART	WALMART		
	581350568976851	SHOP WITH A COP - GIFT CARDS	3,545.00
TOTAL FOR: WALMART			3,545.00
WHIVE	WHITEHALL VENTURES INC		
	STATEMENT	LEASE - DEC-2021	145.00
TOTAL FOR: WHITEHALL VENTURES INC			145.00

Vendor Code	Vendor Name	Description	Amount
	Invoice		
WINDEM	WINDEMULLER		
	217367	ELECTRICAL UPGRADES - CHAMBER	1,255.00
TOTAL FOR: WINDEMULLER			<u>1,255.00</u>
MISC	ZOOM		
	INV121821127	MONTHLY SERVICE FEE	11.12
TOTAL FOR: ZOOM			<u>11.12</u>
TOTAL - ALL VENDORS			87,952.52

INVOICE GL DISTRIBUTION REPORT FOR CITY OF WHITEHALL  
 EXP CHECK RUN DATES 01/20/2022 - 01/20/2022  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID  
 CITY OF WHITEHALL ACCOUNTS PAYABLE  
 COUNCIL MEETING OF JANUARY 25, 2021

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
<b>Fund 101 GENERAL OPERATING FUND</b>					
Dept 000 648					
101-000-231.012	DUE TO OTHER SOURCES	WALMART	12/16/21	581350568976851	3,545.00
101-000-259.004	DUE TO FLEX FUND	BRIAN ARMSTRONG	01/18/22	FLEX	162.42
101-000-259.004	DUE TO FLEX FUND	BETH BEAMAN	01/18/22	FLEX	767.06
101-000-259.004	DUE TO FLEX FUND	DONALD BOND	01/18/22	FLEX	152.58
101-000-259.004	DUE TO FLEX FUND	SCOTT HUEBLER	01/18/22	FLEX	47.41
101-000-259.004	DUE TO FLEX FUND	CHRIS MAHONEY	01/18/22	FLEX	1,999.92
101-000-259.004	DUE TO FLEX FUND	BRANDON PARSONS	01/18/22	FLEX	1,999.92
101-000-259.004	DUE TO FLEX FUND	BROOK SCHILLER	01/18/22	FLEX	86.24
101-000-259.004	DUE TO FLEX FUND	ALYSSA SEAVER	01/18/22	FLEX	100.85
101-000-259.007	DUE TO COUNTY-DOG TAGS	MUSKEGON COUNTY TREASURER	01/15/22	188724	336.00
		Total For Dept 000 648			9,197.40
Dept 101 CITY COUNCIL					
101-101-962.000	OTHER EXPENSES	ZOOM	12/07/21	INV121821127	11.12
		Total For Dept 101 CITY COUNCIL			11.12
Dept 136 DISTRICT COURT					
101-136-826.000	ATTORNEY FEES	PARMENTER LAW	01/11/22	262654 - 262655	832.50
		Total For Dept 136 DISTRICT COURT			832.50
Dept 172 ADMINISTRATION					
101-172-719.000	FRINGE BENEFITS	DOLLAR GENERAL	12/17/21	06665 02 3205	8.50
101-172-719.000	FRINGE BENEFITS	OFFICESUPPLY.COM	12/08/21	12082021	14.30
101-172-719.000	FRINGE BENEFITS	OFFICESUPPLY.COM	12/17/21	4770874	46.66
101-172-727.000	OFFICE SUPPLIES	CLASSIC STAMP & SIGN	01/15/22	76039	27.95
101-172-818.000	CONTRACTUAL SERVICES	MUSKEGON CENTRAL DISPATC	01/01/22	2200000973	527.37
101-172-904.000	PRINTING	PRINTING SYSTEMS INC	11/05/21	220903-221201, 02,03	806.50
101-172-935.000	COPIER MAINTENANCE	SAM'S CLUB/GEFCF	01/08/22	08620742484002923925	29.98
101-172-958.000	MEMBERSHIPS & DUES	MONTAGUE-WHITEHALL ROTAR	01/18/22	83 / 82	140.00
		Total For Dept 172 ADMINISTRATION			1,601.26
Dept 203 ATTORNEY					
101-203-826.000	ATTORNEY FEES	PARMENTER LAW	01/11/22	262654 - 262655	594.00
		Total For Dept 203 ATTORNEY			594.00
Dept 209 ASSESSOR					
101-209-818.000	CONTRACTUAL SERVICES	MUSKEGON COUNTY TREASURER	01/15/22	188476	8,491.00
		Total For Dept 209 ASSESSOR			8,491.00
Dept 265 CITY HALL BLDG & GROUNDS					
101-265-757.000	OPERATING SUPPLIES	SAM'S CLUB/GEFCF	01/08/22	08620742484002923925	25.00
101-265-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	12/31/21	STATEMENT	1,126.03
		Total For Dept 265 CITY HALL BLDG & GROUNDS			1,151.03
Dept 276 CEMETERY					
101-276-931.000	BUILDING MAINTENANCE	MENARDS-MUSKEGON	01/18/22	86974	148.00
101-276-931.000	BUILDING MAINTENANCE	ROTHBURY HARDWARE	12/14/21	2254 - 2070	8.49
		Total For Dept 276 CEMETERY			156.49
Dept 301 POLICE					
101-301-727.000	OFFICE SUPPLIES	OFFICESUPPLY.COM	12/08/21	12082021	25.56
101-301-727.000	OFFICE SUPPLIES	UNITED STATES POSTMASTER	12/17/21	95055109695213515466	7.95

INVOICE GL DISTRIBUTION REPORT FOR CITY OF WHITEHALL  
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 COUNCIL MEETING OF JANUARY 25, 2021 .

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
<b>Fund 101 GENERAL OPERATING FUND</b>					
Dept 301 POLICE					
101-301-757.000		AMAZON.COM	12/08/21	112-4869186-9633039	35.94
101-301-759.000	OPERATING SUPPLIES	BLAUER MANUFACTURING	12/08/21	WR21044448	404.97
101-301-759.000	UNIFORMS, LAUNDRY, CLEANING	GALL'S, LLC	12/08/21	19711777	352.47
101-301-759.000	UNIFORMS, LAUNDRY, CLEANING	GALL'S, LLC	12/21/21	020055248	55.95
101-301-933.000	EQUIPMENT MAINTENANCE	DAN FROST DBA DAN'S AUTO	12/13/21	9875	54.90
101-301-957.000	CONFERENCES & WORKSHOPS	MI ASSOC OF CHIEFS OF PO	12/16/21	200009297	280.00
101-301-982.000	LEASE	KS STATEBANK	01/05/22	55866-3-2022	11,712.00
	Total For Dept 301 POLICE				12,929.74
<b>Dept 400 PLANNING DEPARTMENT</b>					
101-400-958.000 MEMBERSHIPS & DUES					
		AMERICAN PLANNING ASSOCI	12/21/21	381870	99.00
	Total For Dept 400 PLANNING DEPARTMENT				99.00
<b>Dept 448 STREET LIGHTING</b>					
101-448-920.000 PUBLIC UTILITIES					
		CONSUMER'S ENERGY	12/31/21	STATEMENT	80.83
	Total For Dept 448 STREET LIGHTING				80.83
<b>Dept 525 SANITATION</b>					
101-525-818.000 CONTRACTUAL SERVICES					
		REPUBLIC SERVICES #240	12/31/21	0240-008612153	60.00
	Total For Dept 525 SANITATION				60.00
<b>Dept 751 PARKS DEPARTMENT</b>					
101-751-775.000 REPAIRS & MAINT SUPPLIES					
101-751-931.000	BUILDING MAINTENANCE	SCHIED PLUMBING HEATING	01/14/22	15383	253.67
101-751-931.000	BUILDING MAINTENANCE	MENARDS-MUSKOGON	01/18/22	86974	148.00
		ROTHBURY HARDWARE	12/14/21	2254 - 2070	8.50
	Total For Dept 751 PARKS DEPARTMENT				410.17
<b>Dept 851 FRINGE BENEFITS</b>					
101-851-719.600 FRINGE-HEALTH INS					
101-851-719.601	FRINGE BENEFITS-RETIREE HEALTH	PRIORITY HEALTH	12/29/21	797242 - S001	20,317.92
101-851-719.685	FRINGE-MISCELLANEOUS	PRIORITY HEALTH	12/29/21	797242 - S001	1,653.71
		RYKES BAKERY	12/14/21	88506	39.50
	Total For Dept 851 FRINGE BENEFITS				22,011.13
<b>Fund 245 TAX INCREMENT FINANCE AUTHORITY #3</b>					
Dept 000 648					
245-000-818.100		WINDEMULLER	01/13/22	217367	1,255.00
245-000-818.400	CONTRACTUAL SERVICES-DOWNTOWN R	WHITEHALL VENTURES INC	01/15/22	STATEMENT	145.00
245-000-820.000	ENGINEERING FEES-MARINA	PREIN & NEWHOF, PC	01/14/22	65617 - 615 - 614	462.00
245-000-820.200	ENGINEERING-P&N-TANNERY	PREIN & NEWHOF, PC	01/14/22	65617 - 615 - 614	476.00
	Total For Dept 000 648				2,338.00
<b>Fund 248 LOCAL DEVELOPMENT FINANCE AUTHORITY</b>					
Dept 000 648					
248-000-818.100	C/S-INDUSTRIAL PARK MARKETING	COBB COMMUNICATIONS INC	01/14/22	200648	750.00
	Total For Dept 000 648				750.00
<b>Fund 248 LOCAL DEVELOPMENT FINANCE AU</b>					
248-000-818.100 C/S-INDUSTRIAL PARK MARKETING					
	Total For Dept 248 LOCAL DEVELOPMENT FINANCE AU				750.00

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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 249 BUILDING INSPECTION DEPARTMENT					
Dept 000 648	OFFICE SUPPLIES	MICR GRAPHICS PRINTING	12/31/21	114638	177.88
249-000-727.000	OFFICE SUPPLIES	SAM'S CLUB/GEFC	01/08/22	08620742484002923925	10.00
		Total For Dept 000 648			187.88
Fund 402 CAPITAL PROJECT FUND					
Dept 000 648	ENGINEERING FEES	PREIN & NEWHOF, PC	01/14/22	65617 - 615 - 614	10,591.05
402-000-820.000		Total For Dept 000 648			10,591.05
Fund 580 PLAYHOUSE					
Dept 000 648	OPERATING SUPPLIES	SHUTTERSTOCK	12/02/21	SSTK-0842-F-3274	29.00
580-000-757.000	SUPPLIES-HOSPITALITY	COMFORT INN & SUITES	12/04/21	STATEMENT	493.86
580-000-757.050	YOUTH THEATRE - OFF SEASON	AMAZON.COM	01/06/22	112-2928641-3368220	47.90
580-000-757.410	YOUTH THEATRE - OFF SEASON	AUBREY L MACINTOSH	01/06/22	CONTRACT	50.00
580-000-818.000	CONTRACTUAL SERVICES-	REPUBLIC SERVICES #240	12/31/21	0240-008612153	60.00
580-000-920.000	PUBLIC UTILITIES	CITY OF WHITEHALL	01/10/22	STATEMENT	66.54
580-000-958.000	MEMBERSHIPS & DUES	MONTAGUE-WHITEHALL ROTAR	01/18/22	83 / 82	140.00
580-000-965.000	TICKET AGENT FEES	THUNDERITX	12/23/21	STATEMENT	10.00
		Total For Dept 000 648			897.30
Fund 590 SEWER FUND					
Dept 562 SEWER CUSTOMER ACCOUNTS	OFFICE SUPPLIES	SAM'S CLUB/GEFC	01/08/22	08620742484002923925	9.99
590-562-727.000		Total For Dept 562 SEWER CUSTOMER ACCOUNTS			9.99
Fund 564 SEWER PUMPING					
Dept 564 SEWER PUMPING	PUBLIC UTILITIES	FRONTIER	01/01/22	STATEMENT	48.31
590-564-920.000		Total For Dept 564 SEWER PUMPING			48.31
Fund 591 WATER FUND					
Dept 540 WATER ADMINISTRATION	CONFERENCES & WORKSHOPS	MRWA	01/14/22	2020-02838	58.30
591-540-957.000		Total For Dept 540 WATER ADMINISTRATION			58.30
Fund 542 WATER CUSTOMER ACCOUNTS					
Dept 542 WATER CUSTOMER ACCOUNTS	OFFICE SUPPLIES	SAM'S CLUB/GEFC	01/08/22	08620742484002923925	960.00
591-542-727.000		Total For Dept 542 WATER CUSTOMER ACCOUNTS			960.00
Fund 544 METER READING					
Dept 544 METER READING	CONTRACTUAL SERVICES	MIDCOM SERVICE	01/12/22	86701	32.00
591-544-818.000		Total For Dept 544 METER READING			32.00
Fund 546 WATER SOURCE PLANT					
Dept 546 WATER SOURCE PLANT	OPERATING SUPPLIES	HAVILAND	01/05/22	420110/ CR420536	1,006.28
591-546-757.000					

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 591 WATER FUND					
Dept 546 WATER SOURCE PLANT					
Dept 550 WATER CONSTUCTION					
591-550-757.000	OPERATING SUPPLIES	ETNA SUPPLY INC	01/12/22	S104291055.003	243.00
					243.00
					2,251.27
Fund 594 MARINA FUND					
Dept 000 648					
594-000-850.000	TELEPHONE	CHARTER COMMUNICATIONS	01/05/22	0038420010522	84.99
594-000-850.000	TELEPHONE	FRONTIER	01/10/22	STATEMENT	51.25
					136.24
					136.24
Fund 661 MOTOR POOL FUND					
Dept 000 648					
661-000-111.000	INVENTORY-GASOLINE	J&H OIL COMPANY	01/05/22	10861769	11,759.25
661-000-727.000	OFFICE SUPPLIES	AMAZON.COM	12/15/21	114-3904110-5018652	10.90
661-000-727.000	OFFICE SUPPLIES	OFFICESUPPLY.COM	12/08/21	12082021	8.37
661-000-781.000	REPAIR PARTS AND SUPPLIES	REEMAN FARM EQUIPMENT	01/11/22	46102	608.18
661-000-818.000	CONTRACTUAL SERVICES	REPUBLIC SERVICES #240	12/31/21	0240-008612153	316.74
661-000-850.000	TELEPHONE	FRONTIER	01/01/22	STATEMENT	61.14
661-000-931.000	BUILDING MAINTENANCE	ROTHBURY HARDWARE	12/14/21	2254 - 2070	109.99
661-000-933.000	EQUIPMENT MAINTENANCE	MEEKHOF TIRE OF MUSKEGON	01/03/22	970808-81	196.00
661-000-933.000	EQUIPMENT MAINTENANCE	MILLER'S OIL AND LUBE EX	01/11/22	107457	46.24
					13,116.81
					13,116.81

INVOICE GL DISTRIBUTION REPORT FOR CITY OF WHITEHALL  
 EXP CHECK RUN DATES 01/20/2022 - 01/20/2022  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID  
 CITY OF WHITEHALL ACCOUNTS PAYABLE  
 COUNCIL MEETING OF JANUARY 25, 2021

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
				Fund Totals:	
				Fund 101 GENERAL OPERATING FUND	57,625.67
				Fund 245 TAX INCREMENT FINANCE	2,338.00
				Fund 248 LOCAL DEVELOPMENT FINA	750.00
				Fund 249 BUILDING INSPECTION DE	187.88
				Fund 402 CAPITAL PROJECT FUND	10,591.05
				Fund 580 PLAYHOUSE	897.30
				Fund 590 SEWER FUND	58.30
				Fund 591 WATER FUND	2,251.27
				Fund 594 MARINA FUND	136.24
				Fund 661 MOTOR POOL FUND	13,116.81
				<b>Total For All Funds:</b>	<b>87,952.52</b>

**CITY OF WHITEHALL  
BROWNFIELD, LDFA, TIFA  
January 13, 2022**

**PRESENT**

D. Copley, K. Cyr, M. Guinon, D. Hain, G. Langlois, M. McDermott, J. McDowell, T. Moore, D. Nordlund, S. Salter

**ABSENT**

J. Dillivan

**ALSO PRESENT**

Treasurer Audo, City Clerk Bourdon, Director/Secretary Huebler, City Assistant Finance Officer/Treasurer Seaver

Chair Copley called the meeting to order at 12:07 p.m.

**OATHS OF OFFICE**

Clerk Bourdon administered the oaths of office to Hain, Lanlois, and Salter.

**APPROVAL OF AGENDA**

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

**ELECTION OF OFFICERS**

Motion by Guinon, second by Nordlund, CARRIED, to elect Copley as Chair, Salter as Vice Chair, Huebler as Director/Secretary, and Seaver as Treasurer. All voted yes.

**APPROVAL OF MINUTES**

Motion by McDowell, second by Langlois, CARRIED, to approve the October 2021 meeting minutes as submitted. All voted yes.

**COMMUNICATIONS**

Motion by Salter, second by Cyr, to accept and place on file the Annual Report, Mid-year Financial Report, and Meeting Schedule. All voted yes.

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**Resolution 22-01: LDFA Budget Amendment**

Motion by Guinon, second by McDermott, CARRIED, to approve Resolution 22-01 as submitted. Roll Call Vote: 10 yes, 1 absent



**Resolution 22-02: TIFA Budget Amendment**

Motion by Guinon, second by Salter, CARRIED, to approve Resolution 22-02 as submitted. Roll Call Vote: 7 yes.

**PUBLIC COMMENT**

**ADJOURNMENT**

There being no further business, motion by Salter, second by Guinon, CARRIED, to adjourn the meeting at 12:33 p.m. All voted yes.

DRAFT

# MUSKEGON MUNICIPAL WASTEWATER MANAGEMENT COMMITTEE

December 16, 2021

1:30 P.M.

Muskegon Township Hall- 1990 E. Apple Ave

## MINUTES

### Members Present

Troy Bell- Muskegon Heights  
John Holter- Egelston Township  
Steve Biesiada- Fruitport Township  
Mark Disselkoen- North Muskegon  
Ben VanHoeven- City of Roosevelt Park  
Leo Evans- City of Muskegon

Jeff Martin- Dalton Township  
Kim Arter- Laketon Township  
Jim Murphy- City of Norton Shores  
Scott Huebler- City of Whitehall  
Jennifer Hodges- Muskegon Township

### Others Present

Mike Ortega- legal counsel  
Dave Johnson- Muskegon County  
Morgan Carrol- Greater Muskegon Economic Development  
Tom Zant- Greater Muskegon Economic Development  
Chris Patterson- legal counsel  
Brenda Moore- Water Resources Commissioner

1. Approval of the August 19, 2021 and October 21, 2021 Meeting Minutes-

Motion by John Holter and supported by Troy Bell to approve the August 19, 2021 and October 21, 2021 meeting minutes.

**Motion Carried**

2. Directors Report

a. November Resource Recovery Center Monthly Report

Director Dave Johnson summarized the November Recovery Center Monthly Report that was included in the packet. Mr. Johnson presented the monthly financial report, provided a status report on farming, let the committee know that the RRC had record lows for November. Director Johnson also indicated that J-station replacement project is moving along and all of the underground work is in place and the force main work is almost complete. The project is still ongoing.

3. Communications

a. Greater Muskegon Economic Development Report

Tom Zant, the new Greater Muskegon Economic Development board chair introduced himself to the users group and thanks us for the ongoing participation. Morgan Carrol summarized the GMED monthly report and highlighted a few items such as GMED's small business focus, on-going developments in Montague, Egelston, and Muskegon Township. The broadband committee is still focused on expanding broadband in Muskegon County and continues to meet regularly.

4. Presentation

- a. Environmental Cleanup Project- Water Resource Commissioner Moore  
Water Resource Commissioner Moore presented an environmental cleanup project of the old celery flats near Mona Lake. Ms. Moore and her staff would like to apply for a fisheries grant through the Great Lakes Restoration Initiative that would benefit this area as it is the number one source of phosphorus to Mona Lake. Ms. Moore would like support of the management committee and the possibility of temporary reduced rates should this project move forward.

5. Unfinished Business

There was no unfinished business discussed.

6. New Business

- a. Consideration of lease request  
Motion by Troy Bell and support by John Holter to lease 10,000 square feet of garage space as cold storage in the Zelenka Building at the Resource Recovery Center to the Muskegon County Sheriff's Department for \$500/month.  
**Motion Carried**
- b. Consideration of Water Resource Commissioner's request for discounted sewer rate for proposed environmental cleanup project.  
Motion by Leo Evans and supported by Kim Arter to support the Water Resource Commissioners request for a reduced rate contingent on review and approval of the feasibility study.  
**Motion Carried**
- c. Approval of 2022 meeting schedule  
Motion by Kim Arter and support by Jim Murphy to approve the 2022 meeting schedule included in the packet.  
**Motion Carried**
- d. Memorandum of Understanding (update)  
Legal Counsel Mike Ortega informed the committee that there is a draft of the Memorandum of Understanding. Legal Counsel, Mike Ortega and Chris Patterson, along with Financial Advisor Bart Foster, will review the draft and will likely present the Memorandum of Understanding at the January 2022 meeting.

7. Community Updates/Information/Public Comment

There were no public comments of community updates.

8. Adjournment

Chair Huebler adjourned the meeting at 2:24 pm.

Respectfully submitted by Jennifer Hodges

CITY OF WHITEHALL  
RESOLUTION 22-05  
2022 Street Improvement Bids

WHEREAS, the City Council budgeted \$1,186,405 for street and infrastructure improvements on Alice, Elizabeth, Lakeview, Lewis, Hall, Peach, and Wilshire streets in accordance with our Transportation Asset Management Plan.

WHEREAS, the final pre-bid construction estimate was \$1,679,350.

WHEREAS, the City solicited for and received the following bids,

Hallack Contracting (Hart)	\$1,594,084.81
White Lake Excavating (Whitehall Twp)	\$1,640,567.50
McCormick Sand (Twin Lake)	\$1,749,462.00
Schippers Excavating (West Olive)	\$1,911,611.50
Wadel Stabilization (Hart)	\$1,996,523.00
Kamminga & Roodvoets (Grand Rapids)	\$2,303,709.40

WHEREAS, the low bid plus engineering fees brings this project to a total cost of \$1,817,985.

WHEREAS, the Tax Increment Finance Authority has approved an additional \$247,740 and staff is recommending an appropriation of \$100,000 from the Major Street Fund Balance of \$525,000 towards this project.

WHEREAS, \$290,000 will be requested in the FY 2022/23 budget from the Sewer and Water funds to complete the financing.

WHEREAS, city staff and the City engineer have reviewed the bids with a recommend that the bid be awarded to Hallack Contracting

NOW, THEREFORE, LET IT BE RESOLVED

That the Whitehall City Council does hereby award the 2022 Street Improvement Project to Hallack Contracting for the low qualified bid of \$1,594,084.81.

BE IT FURTHER RESOLVED

That the Whitehall City Council does hereby approve a FY2021/22 Budget amendment transferring \$247,740 from TIFA and \$100,000 from Major Streets to the Capital Fund.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, and thereafter adopted by the City Council of the City of Whitehall, at a regular meeting held January 25, 2022 at 6:00 p.m. ( \_ yes; \_ no, \_ absent).

\_\_\_\_\_  
Steve Salter, Mayor

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

January 12, 2022  
2210513

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

RE: 2022 Street and Utility Improvements  
Lakeview & Lewis, Sanitary, Water Main, Drainage and Road Reconstruction  
Wilshire & Peach, Water Main and Road Improvements  
Elizabeth Resurfacing and Sanitary Improvement at Alice  
Hall Street Resurfacing

Dear Mr. Huebler:

Please find enclosed for your use the itemized bid tabulation for the subject project. A total of 6 bids were received on January 11, 2022, ranging from \$1,594,084.81 to \$2,303,709.40. The engineer's estimate was \$1,679,350. Hallack Contracting of Hart is the low bidder and has worked on numerous projects of similar scope in West Michigan including projects in the City of Whitehall. We recommend awarding the project to Hallack Contracting.

If you have any questions, please do not hesitate to contact me.

Sincerely,

**Prein&Newhof**



Daniel J. Sorek, PE

Enclosure(s): Bid Tabulation  
Engineer's Opinion of Cost

cc: Brian Armstrong, Public Works Director

CITY OF WHITEHALL  
RESOLUTION 22 - 06  
Truck Purchase

WHEREAS, The City is in need of replacing the 1994 Parks Truck.

WHEREAS, Great Lakes Ford submitted three quotes.

Truck	Mileage	Cost
2014 RAM 1500	161,083	\$20,233
2017 Ford F150	35,840	\$20,995
2017 Ford F150	143,978	\$25,243

WHEREAS, Public Works staff have reviewed the specifications and confirm that they meet our needs.

WHEREAS, the Public Works Director has reviewed bids and recommends purchasing the 2017 Ford F150.

WHEREAS, the City budgeted \$20,000 for a used parks truck and will transfer \$995 from building maintenance to equipment to cover the cost.

NOW, THEREFORE, LET IT BE RESOLVED

That the Whitehall City Council does hereby approve the purchase of the 2017 Ford F150 Truck with 35,840 miles at a cost of \$20,995.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, and thereafter adopted by the City Council of the City of Whitehall, at a regular meeting held January 25, 2022 at 6:00 p.m.

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

\_\_\_\_\_  
Steven Salter, Mayor

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

THE CITY OF WHITEHALL  
EMPLOYMENT AGREEMENT EXTENSION

This Extension is made effective the 25<sup>th</sup> day of January, 2022 by and between the **City of Whitehall**, a Michigan municipal corporation ("City") and **Scott K. Huebler** ("Employee") with reference to the following facts:

**Background**

A. The City and Employee entered into an Employment Agreement on August 25, 2015 ("Agreement") by which the City employed Employee as its City Manager. The Agreement is in full force and effect as of the date of this Extension.

B. The term of the Agreement is for seven years, ending on August 25, 2022. Section 4 of the Agreement provides that term of the Agreement will be extended for an additional term of three years in the event written notice is not given by either party 180 days prior to the termination date.

C. At the request of Employee, the City Council approved a three-year extension of the Agreement at its meeting on January 25, 2022. The parties now desire to extend the term of the Agreement until August 24, 2025.

**Therefore, for valuable consideration, the parties agree as follows:**

1. **Extension.** The term of the Agreement is extended for three years from the original termination date of August 24, 2022. The new termination date of the Agreement is August 24, 2025.

2. **Full Force and Effect.** Except as set forth in this Extension, the Agreement between the parties dated August 25, 2015 is in full force and effect.

**City:**

**CITY OF WHITEHALL**

By: \_\_\_\_\_

Name: Steve Salter

Title: Mayor

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

**Employee:**

\_\_\_\_\_  
Scott K. Huebler

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

and: \_\_\_\_\_

Name: Brenda Bourdon

Title: Clerk

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

**CITY OF WHITEHALL  
MUSKEGON COUNTY, MICHIGAN  
ORDINANCE NO. 22-01**

THE CITY COUNCIL OF THE CITY OF WHITEHALL HEREBY ORDAINS:

1. Title 6, Chapter 67 of the Code of Ordinances of the City of Whitehall, Michigan, Sections 67.04 is amended to read as follows:

Failure to register within the prescribed time period shall result in a penalty fee as established from time to time by the City Council.

Rental Registration Fee and Rental Inspection Fee shall constitute a lien on the property and improvements, effective at the same times and enforceable in the same manner as general property taxes.

2. This Ordinance is to become effective ten (10) days after publication.

Ayes:

Nays:

CERTIFICATE

The undersigned, being the duly qualified Clerk of the City of Whitehall, Muskegon County, Michigan, does hereby certify that the foregoing is a true and complete copy of an ordinance adopted by the City Council of the City of Whitehall, at a regular meeting of the City Council on the 25 day of January, 2022, at which meeting a quorum was present and remained throughout, and that the meeting was conducted and public notice was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan of 1976, as amended, and that minutes were kept and will be or have been made available as required thereby.

Date: \_\_\_\_\_, 2022

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