



CITY COUNCIL MEETING  
405 E. COLBY STREET, WHITEHALL, MI  
CITY COUNCIL CHAMBERS  
FEBRUARY 22, 2022  
6:00 p.m.

AGENDA

1. Meeting called to Order
  - Pledge of Allegiance
2. Approval of Agenda
3. Consent Agenda
  - Approval of the February 8 Work Session, Council Meeting, and Closed Session Minutes
  - Approval of Accounts Payable – \$68,237.43
  - Communications: Central Dispatch Financial Statements, Central Dispatch Minutes, Climate Report, Frank Hollister Letter, West MI Shoreline Reg. Dev. Comm. Annual Report
4. Messages from the Mayor, Council, and City Manager
  - Presentation to Laurie Audo
5. Public Comment \*
6. Old Business
7. New Business
  - Resolution 22-09 Banking Transactions
  - Resolution 22-10 Authorized Signatures
  - Resolution 22-11 Senior Millage
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  
February 8, 2022  
5:00 p.m.

**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 5:00 p.m.

**DISCUSSION ITEMS**

**Senior Millage** – Huebler highlighted the list of activities provided by White Lake Community Ed for senior programming and the Senior Center; he commented that we could continue to take the \$2,400 from the General Fund for the Senior Center as in the past and the \$13,913 from the county-wide senior millage to White Lake Community Ed. Consensus was to take the \$2,400 from the senior millage funding and the remaining \$11,513 to the White Lake Community Ed.

**White Lake Fire Authority, Ambulance Service** – Fire Chief Pete McCarthy provided an overview of the Fire Department ambulance services citing poor response times from current ambulance services as the push for another option. Pete outlined his plan and cost of \$75,000 from both the City and Fruitland Township annually to fund the service.

**PUBLIC COMMENT:**

Sandra Gibbs provided senior census data; Val Barnes requested more recycling opportunities for city residents.

**MEETING ADJOURNED AT 5:56 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  
February 8, 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 6:00 p.m.

**APPROVAL OF THE AGENDA**

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

**APPROVAL OF THE CONSENT AGENDA**

- A. January 25, 2022 Council Meeting Minutes
- B. Accounts Payable - \$230,082.08
- C. Communications: Community Foundation, Planning Commission Minutes, Quarterly Financial Report, Whitehall Twp Water Consumption

Motion by Connell, seconded by Mullally, 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 from Frank Hollister regarding ADA compliance for city establishments.

**NEW BUSINESS**

**A. Tag Day Request**

Motion by Holmstrom, seconded by Brown, CARRIED, to approve the tag day request from Knights of Columns for Saturday, April 9, 2022. All yeses.

**B. Resolution 22-07 Lot Split Request**

Motion by Sikkenga, seconded by Heidelberg, CARRIED, to approve the lot split request for 407 Mill Pond Road.

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

**C. Resolution 22-08 Budget Amendment**

Motion by Mullally, seconded by Sikkenga, CARRIED, to approve the budget amendments as presented.

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

**D. Ordinance 22-02 Subdivision Regulations**

Motion by Connell, seconded by Sikkenga, CARRIED, to approve the addition of Article 28 Subdivision Regulations to the Zoning Ordinances.

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

**PUBLIC COMMENT**

None

**CLOSED SESSION TO DISCUSS PURCHASE OF REAL PROPERTY**

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

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

**ADJOURNMENT**

Mayor Salter adjourned the Council Meeting at 7:15 pm.

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Steve Salter, Mayor

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Brenda Bourdon, City Clerk

CITY OF WHITEHALL  
ACCOUNTS PAYABLE  
February 22, 2022

**February 2022 Prepays**

<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>Check No.</u>
City of Whitehall-Common Cash	Payroll		Transfer
IRS	Payroll	\$16,056.55	EFT
Alerus Financial	Payroll	\$5,901.71	EFT
MISDU	Payroll	\$90.34	8990
FOP-CD Hammond #99	Payroll	\$69.39	8991
Alerus Financial	Payroll	\$367.80	EFT
Teamsters Local 214	Payroll	\$379.00	8992

**Total Prepays:** \$22,864.79

**Accounts Payable:** \$45,372.64

***TOTAL ACCOUNTS PAYABLE*** \$68,237.43

Vendor Code	Vendor Name	Description	Amount
AFLAC	AFLAC 833805	PREMIUM JANUARY-2022	440.26
TOTAL FOR: AFLAC			440.26
EVERA	ALEXXANDER AK 22-1832	EVERGREEN REIMBURSEMENT - FINGERPRINTING	75.00
TOTAL FOR: ALEXXANDER AK EVERGREEN			75.00
MISC	AMAZON.COM 113-1196564-830 113-4442545-892	MS OFFICE 2021 - LIFETIME LICENSE RETIREMENT GIFT - AUDIO	113.05 456.00
TOTAL FOR: AMAZON.COM			569.05
UBMISC	ANDERSON ARIEL 02/17/2022	UB refund for account: 013-04685-00	7.00
TOTAL FOR: ANDERSON ARIEL			7.00
HOLMES	ANDREA HOLMES AW2223354K	REIMBURSEMENT - FINGERPRINTING	76.88
TOTAL FOR: ANDREA HOLMES			76.88
UBMISC	BABCOCK AMY 02/17/2022	UB refund for account: 001-00155-00	50.00
TOTAL FOR: BABCOCK AMY			50.00
UBMISC	BATES THERESA 02/17/2022	UB refund for account: 012-04470-00	21.66
TOTAL FOR: BATES THERESA			21.66
MISC	BEST BUY STATEMENT	LAPTOP/USB HUB	1,950.38
TOTAL FOR: BEST BUY			1,950.38
BEAM	BETH BEAMAN 894795 FLEX	REIMBURSEMENT - POST-ITS/BAND-AIDS FLEX - FEB-2022	26.00 119.66
TOTAL FOR: BETH BEAMAN			145.66
MISC	BONE ENDS 233501020119221	MAYORS & MANAGERS - 12 COLD BOXED LUNCHES	130.68
TOTAL FOR: BONE ENDS			130.68
ARMST	BRIAN ARMSTRONG FLEX	FLEX - FEB-2022	45.00
TOTAL FOR: BRIAN ARMSTRONG			45.00
SCHILLER	BROOK SCHILLER FLEX	FLEX - FEB-2022	519.36
TOTAL FOR: BROOK SCHILLER			519.36
UBMISC	BROUWER SUE 02/17/2022	UB refund for account: 013-04835-00	7.41
TOTAL FOR: BROUWER SUE			7.41

Vendor Code	Vendor Name	Description	Amount
CHART	CHARTER COMMUNICATIONS		
	STATEMENT	INTERNET - MARINA/DPW	199.97
TOTAL FOR: CHARTER COMMUNICATIONS			199.97
CONCE	CONCEPTS GRAPHIC DESIGN		
	9980	WLYT - ED CLASSES POSTERS/FLIERS	56.25
TOTAL FOR: CONCEPTS GRAPHIC DESIGN			56.25
CONCORD	CONCORD THEATRICALS CORP		
	448624	PERFORMANCE FEE - MOON OVER BUFFALO	520.00
TOTAL FOR: CONCORD THEATRICALS CORP			520.00
CONSU	CONSUMER'S ENERGY		
	9322108640	UNDERGROUND SERVICE - NEW LIFT STATION	130.00
	STATEMENT	PUBLIC UTILITIES	5,363.47
TOTAL FOR: CONSUMER'S ENERGY			5,493.47
DAN	DAN FROST DBA DAN'S AUTOMOTIVE		
	9939	CRUISER MAINT - OIL CHG/BATTERY	306.15
TOTAL FOR: DAN FROST DBA DAN'S AUTOMOTIVE			306.15
DPS	DRAMATISTS PLAY SERVICE INC		
	SO_00000730207	ROYALTY FEES - RED	640.00
TOTAL FOR: DRAMATISTS PLAY SERVICE INC			640.00
MISC	DUNHAM'S		
	333	RETIREMENT GIFT - ORTEGA	21.19
TOTAL FOR: DUNHAM'S			21.19
EJ	EJ USA INC		
	110220007634	QTY 20 - YOKES 5/8 METER FOR LEAD SERVICES	429.60
TOTAL FOR: EJ USA INC			429.60
FAST	FASTENAL		
	MIMUS292816	PLOWS - NUTS/BOLTS/WASHERS	771.52
TOTAL FOR: FASTENAL			771.52
FRONT	FRONTIER		
	STATEMENT	TELEPHONE	100.51
TOTAL FOR: FRONTIER			100.51
UBMISC	GOODRICH JESSICA		
	02/17/2022	UB refund for account: 010-03172-00	50.00
TOTAL FOR: GOODRICH JESSICA			50.00
MISC	GRAND RAPIDS POPCORN		
	33301697-20	POPCORN - PLAYHOUSE CONCESSIONS	121.80
TOTAL FOR: GRAND RAPIDS POPCORN			121.80
JURCICH	HANNAH JURCICH		
	A002KW	REIMBURSEMENT - FINGERPRINTING	76.88
TOTAL FOR: HANNAH JURCICH			76.88

Vendor Code	Vendor Name	Description	Amount
HAVIL	HAVILAND		
	423648/CR423926	QTY 16 - 15 GAL DRUMS CHLORINE	926.28
TOTAL FOR: HAVILAND			926.28
UBMISC	HECTOR KATHY		
	02/17/2022	UB refund for account: 012-04140-00	125.97
TOTAL FOR: HECTOR KATHY			125.97
J&J	J&J FARM SALES		
	92364/92399	CHAINSAW PARTS	49.99
TOTAL FOR: J&J FARM SALES			49.99
BEAMANJ	JACOB BEAMAN		
	AW22203355M	REIMBURSEMENT - FINGERPRINTING	76.88
TOTAL FOR: JACOB BEAMAN			76.88
UBMISC	JASIC GARY		
	02/17/2022	UB refund for account: 010-03173-00	13.92
TOTAL FOR: JASIC GARY			13.92
DAVIS	JULIE DAVIS		
	FLEX	FLEX - FEB-2022	103.58
TOTAL FOR: JULIE DAVIS			103.58
KENT EQUIP	KENT EQUIPMENT, INC.		
	P42061	PLOW PARTS - TRUCK 70-01C	125.91
TOTAL FOR: KENT EQUIPMENT, INC.			125.91
AUDO	LAURIE H AUDIO		
	OPTICAL	OPTICAL - MARK	125.97
TOTAL FOR: LAURIE H AUDIO			125.97
WLBEA	LUDINGTON DAILY NEWS		
	STATEMENT	PUBLISHING	121.60
TOTAL FOR: LUDINGTON DAILY NEWS			121.60
MENAR	MENARDS-MUSKEGON		
	87880	WALL ADHESIVE/RUBBER WALL BASE	106.28
TOTAL FOR: MENARDS-MUSKEGON			106.28
MACP	MI ASSOC OF CHIEFS OF POLICE		
	3000007407	MEMBERSHIP RENEWAL - SQUIERS	115.00
TOTAL FOR: MI ASSOC OF CHIEFS OF POLICE			115.00
MAMC	MI ASSOC OF MUNICIPAL CLERKS		
	MEMBERSHIP	MEMBERSHIP RENEWAL - BOURDON	60.00
TOTAL FOR: MI ASSOC OF MUNICIPAL CLERKS			60.00
MDEQ	MI DEPT EGLE		
	20138	CERTIFICATION EXAMINATION FEE - VANDERPUTTE	70.00
TOTAL FOR: MI DEPT EGLE			70.00



Vendor Code	Vendor Name	Description	Amount
PIZZA	MICHIGAN PIZZA HUT INC		
	008127	BLT MEETING	85.51
TOTAL FOR: MICHIGAN PIZZA HUT INC			85.51
MICHSTPOL	MICHIGAN STATE POLICE-CASHIERS OFF		
	551-594795	SOR REGISTRY FEES	120.00
TOTAL FOR: MICHIGAN STATE POLICE-CASHIERS OFF			120.00
MUCTR	MUSKEGON CENTRAL DISPATCH		
	2200001006/0982	VIRTUAL SERVER & SUPPORT/DISPATCH FEES/DPW PH	4,245.89
TOTAL FOR: MUSKEGON CENTRAL DISPATCH			4,245.89
MUCCA	MUSKEGON COUNTY CLERK'S ASSOC		
	MEMBERSHIP	MEMBERSHIP RENEAWAL - BOURDON	30.00
TOTAL FOR: MUSKEGON COUNTY CLERK'S ASSOC			30.00
MUCRD	MUSKEGON COUNTY ROAD COMMISSIO		
	6421	SALT/SAND/BRINE	9,704.78
TOTAL FOR: MUSKEGON COUNTY ROAD COMMISSIO			9,704.78
ED	OGBORN ENTERPRISES, INC.		
	WDPW22-02/WCH22	CLEANING SERVICES - DPW/CH	587.71
TOTAL FOR: OGBORN ENTERPRISES, INC.			587.71
PARM	PARMENTER LAW		
	263346/263345	ATTORNEY FEES	2,094.53
TOTAL FOR: PARMENTER LAW			2,094.53
PLAY	PLAYSCRIPTS INC		
	2267004	ROYALTIES - THE OUTSIDER	440.00
TOTAL FOR: PLAYSCRIPTS INC			440.00
PREIN	PREIN & NEWHOF, PC		
	65965	ENGINEERING SVCS - LAKEVIEW/LEWIS/WILSHIRE	2,801.42
TOTAL FOR: PREIN & NEWHOF, PC			2,801.42
REP	REPUBLIC SERVICES #240		
	0240-008636250	WASTE REMOVAL - DPW, CITY HALL & PLAYHOUSE	448.74
TOTAL FOR: REPUBLIC SERVICES #240			448.74
ROTHB	RIVERS ACE		
	STATEMENT	PARTS & SUPPLIES	47.95
TOTAL FOR: RIVERS ACE			47.95
SAMS	SAM'S CLUB/GECF		
	STATEMENT	PLAYHOUSE CONCESSIONS/OFFICE SUPPLY	246.64
TOTAL FOR: SAM'S CLUB/GECF			246.64
UBMISC	SCHULTZ NORMAN L JR		
	02/17/2022	UB refund for account: 005-01540-00	40.00
TOTAL FOR: SCHULTZ NORMAN L JR			40.00

Vendor Code	Vendor Name	Description	Amount
HUEBL	SCOTT HUEBLER		
	FLEX	FLEX - FEB-2022	653.88
	JAN-2022	CAR ALLOWANCE - JAN-2022	300.00
TOTAL FOR: SCOTT HUEBLER			953.88
UBMISC	SHARLOW MELISSA		
	02/17/2022	UB refund for account: 005-01585-00	6.08
TOTAL FOR: SHARLOW MELISSA			6.08
MISC	SHUTTERSTOCK		
	SSTK-0842F-3274	LICENSE FEE 2 OF 12	29.00
TOTAL FOR: SHUTTERSTOCK			29.00
SKYL	SKYLINE MUSIC DEPOSIT ACCT		
	47033	PERFORMANCE - MOUNTAIN HEART 4/9	2,900.00
TOTAL FOR: SKYLINE MUSIC DEPOSIT ACCT			2,900.00
STAPL	STAPLES CREDIT PLAN		
	STATEMENT	OFFICE SUPPLIES	152.65
TOTAL FOR: STAPLES CREDIT PLAN			152.65
MI	STATE OF MICHIGAN		
	RENEWAL	PLATE RENEWAL & SOS FEE	26.54
TOTAL FOR: STATE OF MICHIGAN			26.54
MICH	STATE OF MICHIGAN		
	MIDEAL-310	PURCHASING PROGRAM	180.00
TOTAL FOR: STATE OF MICHIGAN			180.00
SWANK	SWANK MOTION PICTURES, INC.		
	BO 1864259	MOVIE RIGHTS - WALL-E	395.00
	BO 1866137	MOVIE RIGHTS - KATWE/THE QUIET MAN	550.00
TOTAL FOR: SWANK MOTION PICTURES, INC.			945.00
THTIX	THUNDERTIX		
	STATEMENT	SUBSCRIPTION MAINTENANCE	10.00
TOTAL FOR: THUNDERTIX			10.00
TRUCK	TRUCK & TRAILER SPECIALTIES		
	DS0009917	SCRAPER PLOW BLADE - TRUCK 12-15	779.22
TOTAL FOR: TRUCK & TRAILER SPECIALTIES			779.22
UBMISC	TUUK DAVID		
	02/17/2022	UB refund for account: 017-00100-00	7.48
TOTAL FOR: TUUK DAVID			7.48
USPOS	UNITED STATES POSTMASTER		
	950011242111202	POSTAGE - PACKAGE	5.10
TOTAL FOR: UNITED STATES POSTMASTER			5.10
VERIZ	VERIZON WIRELESS		
	989365527	ON CALL CELL PHONE	6.34
TOTAL FOR: VERIZON WIRELESS			6.34

Vendor Code	Vendor Name	Description	Amount
	Invoice		
WB3	WE BANJO 3 LLC		
	46495	PERFORMANCE 3/8/2022 - WE BANJO 3	3,450.00
TOTAL FOR: WE BANJO 3 LLC			3,450.00
WMACP	WEST MICHIGAN ASSOC OF CHIEFS		
	RENEWAL	MEMBERSHIP RENEWAL - SQUIERS	25.00
TOTAL FOR: WEST MICHIGAN ASSOC OF CHIEFS			25.00
WHIVE	WHITEHALL VENTURES INC		
	FEB-2022	LEASE - FEB-2022	145.00
TOTAL FOR: WHITEHALL VENTURES INC			145.00
MISC	ZOOM		
	INV126669449	MONTHLY SERVICE FEES	11.12
TOTAL FOR: ZOOM			11.12
TOTAL - ALL VENDORS			45,372.64

INVOICE GL DISTRIBUTION REPORT FOR CITY OF WHITEHALL  
 EXP CHECK RUN DATES 02/17/2022 - 02/17/2022  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID  
 CITY OF WHITEHALL ACCOUNTS PAYABLE  
 COUNCIL MEETING OF FEBRUARY 22, 2022

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	MICHIGAN STATE POLICE-CA	02/03/22	551-594795	120.00
101-000-259.004	DUE TO FLEX FUND	BETH BEAMAN	02/15/22	FLEX	119.66
101-000-259.004	DUE TO FLEX FUND	BRIAN ARMSTRONG	02/15/22	FLEX	45.00
101-000-259.004	DUE TO FLEX FUND	BROOK SCHILLER	02/15/22	FLEX	519.36
101-000-259.004	DUE TO FLEX FUND	JULIE DAVIS	02/15/22	FLEX	103.58
101-000-259.004	DUE TO FLEX FUND	SCOTT HUEBLER	02/15/22	FLEX	653.88
101-000-259.005	DUE TO ALFAC	AFLAC	01/12/22	833805	440.26
		Total For Dept 000 648			2,001.74
<b>Dept 101 CITY COUNCIL</b>					
101-101-957.000	CONFERENCES & WORKSHOPS	BONE ENDS	01/19/22	2335010201192215949	130.68
101-101-962.000	OTHER EXPENSES	ZOOM	01/07/22	INV126669449	11.12
		Total For Dept 101 CITY COUNCIL			141.80
<b>Dept 111 CITY CLERK</b>					
101-111-905.000	PUBLISHING	LUDINGTON DAILY NEWS	01/31/22	STATEMENT	121.60
101-111-958.000	MEMBERSHIPS & DUES	MI ASSOC OF MUNICIPAL CL	02/04/22	MEMBERSHIP	60.00
101-111-958.000	MEMBERSHIPS & DUES	MUSKEGON COUNTY CLERK'S	01/01/22	MEMBERSHIP	30.00
		Total For Dept 111 CITY CLERK			211.60
<b>Dept 136 DISTRICT COURT</b>					
101-136-826.000	ATTORNEY FEES	PARMENTER LAW	02/10/22	263346/263345	897.00
		Total For Dept 136 DISTRICT COURT			897.00
<b>Dept 172 ADMINISTRATION</b>					
101-172-727.000	OFFICE SUPPLIES	STAPLES CREDIT PLAN	01/31/22	STATEMENT	47.18
101-172-850.000	TELEPHONE	MUSKEGON CENTRAL DISPATC	02/01/22	2200001006/0982/1001	527.37
101-172-962.000	OTHER EXPENSES	DUNHAM'S	01/15/22	333	21.19
		Total For Dept 172 ADMINISTRATION			595.74
<b>Dept 203 ATTORNEY</b>					
101-203-826.000	ATTORNEY FEES	PARMENTER LAW	02/10/22	263346/263345	1,197.53
		Total For Dept 203 ATTORNEY			1,197.53
<b>Dept 265 CITY HALL BLDG &amp; GROUNDS</b>					
101-265-775.000	REPAIRS & MAINT SUPPLIES	KENT EQUIPMENT, INC.	02/14/22	P42061	41.97
101-265-818.700	CONTRACTUAL SERVICES-CLEANERS	OGBORN ENTERPRISES, INC.	02/01/22	WDPW22-02/WCH22-02	350.53
		Total For Dept 265 CITY HALL BLDG & GROUNDS			392.50
<b>Dept 276 CEMETERY</b>					
101-276-757.000	OPERATING SUPPLIES	STAPLES CREDIT PLAN	01/31/22	STATEMENT	31.49
101-276-931.000	BUILDING MAINTENANCE	MENARDS-MUSKEGON	02/02/22	87880	53.14
101-276-931.000	BUILDING MAINTENANCE	RIVERS ACE	02/11/22	STATEMENT	20.99
		Total For Dept 276 CEMETERY			105.62
<b>Dept 301 POLICE</b>					
101-301-727.000	OFFICE SUPPLIES	UNITED STATES POSTMASTER	01/24/22	95001124211120212455	5.10
101-301-757.000	OPERATING SUPPLIES	STATE OF MICHIGAN	01/20/22	RENEWAL	26.54
101-301-850.000	TELEPHONE	MUSKEGON CENTRAL DISPATC	02/01/22	2200001006/0982/1001	3,676.00
101-301-920.000	UTILITIES-EMERGENCY SIRENS	CONSUMER'S ENERGY	01/31/22	STATEMENT	20.41
101-301-933.000	EQUIPMENT MAINTENANCE	DAN FROST DBA DAN'S AUTO	01/05/22	9939	306.15
101-301-958.000	MEMBERSHIPS & DUES	MI ASSOC OF CHIEFS OF PO	02/01/22	3000007407	115.00

INVOICE GL DISTRIBUTION REPORT FOR CITY OF WHITEHALL  
 EXP CHECK RUN DATES 02/17/2022 - 02/17/2022  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID  
 CITY OF WHITEHALL ACCOUNTS PAYABLE  
 COUNCIL MEETING OF FEBRUARY 22, 2022

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
<b>Fund 101 GENERAL OPERATING FUND</b>					
Dept 301 POLICE	MEMBERSHIPS & DUES	WEST MICHIGAN ASSOC OF C	01/31/22	RENEWAL	25.00
101-301-958.000	OTHER EXPENSES	STATE OF MICHIGAN	02/16/22	MIDEAL-310	90.00
101-301-962.000			Total For Dept 301 POLICE		4,264.20
<b>Dept 442 SIDEWALKS</b>					
101-442-775.000	REPAIRS & MAINT SUPPLIES	KENT EQUIPMENT, INC.	02/14/22	P42061	41.97
			Total For Dept 442 SIDEWALKS		41.97
<b>Dept 448 STREET LIGHTING</b>					
101-448-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	01/31/22	STATEMENT	5,258.35
			Total For Dept 448 STREET LIGHTING		5,258.35
<b>Dept 525 SANITATION</b>					
101-525-818.000	CONTRACTUAL SERVICES	REPUBLIC SERVICES #240	01/31/22	0240-008636250	72.00
			Total For Dept 525 SANITATION		72.00
<b>Dept 751 PARKS DEPARTMENT</b>					
101-751-931.000	BUILDING MAINTENANCE	MENARDS-MUSKEGON	02/02/22	87880	53.14
101-751-931.000	BUILDING MAINTENANCE	RIVERS ACE	02/11/22	STATEMENT	21.00
			Total For Dept 751 PARKS DEPARTMENT		74.14
<b>Dept 851 FRINGE BENEFITS</b>					
101-851-719.500	FRINGE-ADMIN CAR ALLOW	SCOTT HUEBLER	02/15/22	JAN-2022	300.00
101-851-719.650	FRINGE-OPTICAL	LAURIE H AUDIO	02/09/22	OPTICAL	125.97
101-851-719.685	FRINGE-MISCELLANEOUS	AMAZON.COM	01/24/22	113-4442545-8923438	456.00
			Total For Dept 851 FRINGE BENEFITS		881.97
<b>Total For Fund 101 GENERAL OPERATING FUND</b>					<b>16,136.16</b>
<b>Fund 202 MAJOR STREET FUND</b>					
Dept 478 WINTER MAINT	OPERATING SUPPLIES	FASTENAL	02/01/22	MIMUS292816	385.76
202-478-757.000	OPERATING SUPPLIES	MUSKEGON COUNTY ROAD COM	02/09/22	6421	6,913.43
202-478-757.000	OPERATING SUPPLIES	TRUCK & TRAILER SPECIALT	02/10/22	DS0009917	389.61
			Total For Dept 478 WINTER MAINT		7,688.80
<b>Dept 497 TRUNKLINE WINTER MAINT</b>					
202-497-757.000	OPERATING SUPPLIES	MUSKEGON COUNTY ROAD COM	02/09/22	6421	486.88
			Total For Dept 497 TRUNKLINE WINTER MAINT		486.88
<b>Total For Fund 202 MAJOR STREET FUND</b>					<b>8,175.68</b>
<b>Fund 203 LOCAL STREET FUND</b>					
Dept 478 WINTER MAINT	OPERATING SUPPLIES	FASTENAL	02/01/22	MIMUS292816	385.76
203-478-757.000	OPERATING SUPPLIES	MUSKEGON COUNTY ROAD COM	02/09/22	6421	2,304.47
203-478-757.000	OPERATING SUPPLIES	TRUCK & TRAILER SPECIALT	02/10/22	DS0009917	389.61
			Total For Dept 478 WINTER MAINT		3,079.84
<b>Total For Fund 203 LOCAL STREET FUND</b>					<b>3,079.84</b>
<b>Fund 245 TAX INCREMENT FINANCE AUTHORITY #3</b>					

INVOICE GL DISTRIBUTION REPORT FOR CITY OF WHITEHALL  
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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
<b>Fund 245 TAX INCREMENT FINANCE AUTHORITY #3</b>					
Dept 000 648					
245-000-818.400	CONTRACTUAL SERVICES-DOWNTOWN R	WHITEHALL VENTURES INC	02/15/22	FEB-2022	145.00
245-000-962.000	OTHER EXPENSES	MICHIGAN PIZZA HUT INC	01/13/22	008127	85.51
		Total For Dept 000 648			230.51
<b>Dept 300 DOWNTOWN STREETScape</b>					
245-300-757.000	OPERATING SUPPLIES	KENT EQUIPMENT, INC.	02/14/22	P42061	41.97
245-300-921.000	ELECTRICAL-PEDESTRIAN LIGHTS	CONSUMER'S ENERGY	01/31/22	STATEMENT	84.71
		Total For Dept 300 DOWNTOWN STREETScape			126.68
<b>Fund 402 CAPITAL PROJECT FUND</b>					
Dept 000 648					
402-000-820.000	ENGINEERING FEES	PREIN & NEWHOF, PC	02/07/22	65965	2,801.42
		Total For Dept 000 648			2,801.42
<b>Fund 580 PLAYHOUSE</b>					
Dept 000 648					
580-000-123.000	PREPAID EXPENSES	CONCORD THEATRICALS CORP	01/27/22	448624	520.00
580-000-123.000	PREPAID EXPENSES	DRAMATISTS PLAY SERVICE	01/12/22	SO_00000730207	640.00
580-000-123.000	PREPAID EXPENSES	PLAYSCRIPTS INC	01/24/22	2267004	440.00
580-000-727.000	OFFICE SUPPLIES	AMAZON.COM	01/08/22	113-1196564-8304202	113.05
580-000-727.000	OFFICE SUPPLIES	SAM'S CLUB/GEFC	02/03/22	STATEMENT	31.24
580-000-727.000	OFFICE SUPPLIES	STAPLES CREDIT PLAN	01/31/22	STATEMENT	61.81
580-000-757.400	OPERATING-YOUTH THEATRE - SUMM	ALEXANDER AK EVERGREEN	02/14/22	22-1832	75.00
580-000-757.410	YOUTH THEATRE - OFF SEASON	ANDREA HOLMES	02/14/22	AW2223354K	76.88
580-000-757.410	YOUTH THEATRE - OFF SEASON	BETH BEAMAN	02/09/22	894795	26.00
580-000-757.410	YOUTH THEATRE - OFF SEASON	CONCEPTS GRAPHIC DESIGN	10/22/21	9980	56.25
580-000-757.410	YOUTH THEATRE - OFF SEASON	HANNAH JURCICH	02/16/22	A002KW	76.88
580-000-757.410	YOUTH THEATRE - OFF SEASON	JACOB BEAMAN	02/14/22	AW22203355M	76.88
580-000-757.500	OPERATING SUPPLIES- SNACKS	GRAND RAPIDS POPCORN	01/28/22	33301697-20	121.80
580-000-757.500	OPERATING SUPPLIES- SNACKS	SAM'S CLUB/GEFC	02/03/22	STATEMENT	215.40
580-000-805.000	MARKETING	SHUTTERSTOCK	12/02/21	SSTK-0842F-3274	29.00
580-000-818.000	CONTRACTUAL SERVICES-	REPUBLIC SERVICES #240	01/31/22	0240-008636250	60.00
580-000-818.400	CONTRACTUAL SERVICES-MUSIC	SKYLINE MUSIC DEPOSIT AC	11/20/21	47033	2,900.00
580-000-818.400	CONTRACTUAL SERVICES-MUSIC	WE BANJO 3 LLC	09/16/21	46495	3,450.00
580-000-962.100	RIGHTS AND ROYALTIES	SWANK MOTION PICTURES, I	01/10/22	BO 18666137	550.00
580-000-962.100	RIGHTS AND ROYALTIES	SWANK MOTION PICTURES, I	12/23/21	BO 1864259	395.00
580-000-965.000	TICKET AGENT FEES	THUNDERTIX	01/23/22	STATEMENT	10.00
580-000-976.000	EQUIPMENT	BEST BUY	01/06/22	STATEMENT	1,950.38
		Total For Dept 000 648			11,875.57
<b>Fund 590 SEWER FUND</b>					
Dept 562 SEWER CUSTOMER ACCOUNTS					
590-562-850.000	TELEPHONE	CHARTER COMMUNICATIONS	02/01/22	STATEMENT	57.49
		Total For Fund 580 PLAYHOUSE			11,875.57
<b>Dept 564 SEWER PUMPING</b>					
Dept 564 SEWER PUMPING					
		Total For Dept 562 SEWER CUSTOMER ACCOUNTS			57.49

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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 590 SEWER FUND					
Dept 564 SEWER PUMPING					
590-564-920.000	PUBLIC UTILITIES	FRONTIER	02/01/22	STATEMENT	39.02
			Total For Dept 564 SEWER PUMPING		39.02
Dept 568 SEWER T & D					
590-568-850.000	TELEPHONE	VERIZON WIRELESS	01/28/22	989365527	3.17
			Total For Dept 568 SEWER T & D		3.17
			Total For Fund 590 SEWER FUND		99.68
Fund 591 WATER FUND					
Dept 000 648					
591-000-215.000	Water	ANDERSON ARIEL	02/17/22	02/17/2022	7.00
591-000-215.000	Water	BABCOCK AMY	02/17/22	02/17/2022	50.00
591-000-215.000	Water	BATES THERESA	02/17/22	02/17/2022	21.66
591-000-215.000	Water	BROUWER SUE	02/17/22	02/17/2022	7.41
591-000-215.000	Water	GOODRICH JESSICA	02/17/22	02/17/2022	50.00
591-000-215.000	Water	HECTOR KATHY	02/17/22	02/17/2022	125.97
591-000-215.000	Water	JASIC GARY	02/17/22	02/17/2022	13.92
591-000-215.000	Water	SCHULTZ NORMAN L JR	02/17/22	02/17/2022	40.00
591-000-215.000	Water	SHARLOW MELISSA	02/17/22	02/17/2022	6.08
591-000-215.000	Water	TUUK DAVID	02/17/22	02/17/2022	7.48
			Total For Dept 000 648		329.52
Dept 540 WATER ADMINISTRATION					
591-540-957.000	CONFERENCES & WORKSHOPS	MI DEPT EGLE	02/07/22	20138	70.00
			Total For Dept 540 WATER ADMINISTRATION		70.00
Dept 542 WATER CUSTOMER ACCOUNTS					
591-542-850.000	TELEPHONE	CHARTER COMMUNICATIONS	02/01/22	STATEMENT	57.49
			Total For Dept 542 WATER CUSTOMER ACCOUNTS		57.49
Dept 546 WATER SOURCE PLANT					
591-546-757.000	OPERATING SUPPLIES	HAVILLAND	02/09/22	423648/CR423926	926.28
591-546-775.000	REPAIRS & MAINT SUPPLIES	RIVERS ACE	02/11/22	STATEMENT	22.95
591-546-920.000	PUBLIC UTILITIES	CONSUMER'S ENERGY	01/04/22	9322108640	130.00
			Total For Dept 546 WATER SOURCE PLANT		1,079.23
Dept 548 WATER T & D					
591-548-818.100	CONTRACTUAL SERVICES-LATERALS P	EJ USA INC	02/05/22	110220007634	429.60
591-548-850.000	TELEPHONE	VERIZON WIRELESS	01/28/22	989365527	3.17
			Total For Dept 548 WATER T & D		432.77
			Total For Fund 591 WATER FUND		1,969.01
Fund 594 MARINA FUND					
Dept 000 648					
594-000-850.000	TELEPHONE	CHARTER COMMUNICATIONS	02/01/22	STATEMENT	84.99
			Total For Dept 000 648		84.99
			Total For Fund 594 MARINA FUND		84.99

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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 661 MOTOR POOL FUND					
Dept 000 648					
661-000-727.000	OFFICE SUPPLIES	STAPLES CREDIT PLAN	01/31/22	STATEMENT	12.17
661-000-777.000	SMALL TOOLS	RIVERS ACE	02/11/22	STATEMENT	(16.99)
661-000-781.000	REPAIR PARTS AND SUPPLIES	J&J FARM SALES	02/10/22	923664/92399	49.99
661-000-818.000	CONTRACTUAL SERVICES	REPUBLIC SERVICES #240	01/31/22	0240-008636250	316.74
661-000-818.700	CONTRACTUAL SERVICES-CLEANING	OGBORN ENTERPRISES, INC.	02/01/22	WDPW22-02/WCH22-02	237.18
661-000-850.000	TELEPHONE	FRONTIER	02/01/22	STATEMENT	61.49
661-000-931.000	BUILDING MAINTENANCE	MUSKOGON CENTRAL DISPATC	02/01/22	2200001006/0982/1001	42.52
661-000-962.000	OTHER EXPENSES	STATE OF MICHIGAN	02/16/22	MIDEAL-310	90.00
		Total For Dept 000 648			793.10
		Total For Fund 661 MOTOR POOL FUND			793.10



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CITY OF WHITEHALL ACCOUNTS PAYABLE  
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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
	Fund Totals:				
	Fund 101	GENERAL OPERATING FUND			16,136.16
	Fund 202	MAJOR STREET FUND			8,175.68
	Fund 203	LOCAL STREET FUND			3,079.84
	Fund 245	TAX INCREMENT FINANCE			357.19
	Fund 402	CAPITAL PROJECT FUND			2,801.42
	Fund 580	PLAYHOUSE			11,875.57
	Fund 590	SEWER FUND			99.68
	Fund 591	WATER FUND			1,969.01
	Fund 594	MARINA FUND			84.99
	Fund 661	MOTOR POOL FUND			793.10

Total For All Funds:

45,372.64

Muskegon Central Dispatch 9-1-1  
Muskegon County, Michigan

**REPORT ON FINANCIAL STATEMENTS**  
(with required supplementary information)

September 30, 2021



As management of Muskegon Central Dispatch 9-1-1, we present to the readers of the Organization's financial statements this overview and analysis of the financial activities of Muskegon Central Dispatch 9-1-1 for the fiscal year ended September 30, 2021. We encourage you to consider the information presented in these financial statements along with the additional information that has been furnished in this letter.

**FINANCIAL HIGHLIGHTS**

- At the close of the fiscal year, the Organization had total assets/deferred outflows of resources of \$27,714,649 and total liabilities/deferred inflows of \$22,266,961, leaving net position of \$5,447,688.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

This report consists of three parts - *management's discussion and analysis (this section), the basic financial statements, and required supplementary information.* The basic financial statements include information that presents two different views of the Organization.

- The first column of the financial statements includes information on the Organization's General Fund under the modified accrual method. These financial statements focus on current resources and provide a detailed view about the Organization's sources and uses of funds.
- The "Adjustments" column of the financial statements represents adjustments necessary to convert the modified accrual statements to the government-wide financial statements under the full accrual method.
- The third column provides both long-term and short-term information about the Organization's overall financial status. The "Statement of Net Position" and the "Statement of Activities" provide information about the activities of the Organization as a whole and present a longer-term view of the Organization's finances.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements.

**Government-wide Financial Analysis**

The first table presented below is a summary of the government-wide statement of net position for the Organization. The net position may be used as an indicator of a government's financial health. As of September 30, 2021, the Organization's net position totaled \$5,447,688.

In examining the composition of net position, the reader should note that a portion of governmental activities' net position is invested in capital assets (i.e., equipment). These assets are used to provide services to the Organization's members, and they are not available to pay salaries, operational expenses or fund capital projects. Certain other net position is shown as restricted, meaning that it is subject to external restrictions on how it may be used. The unrestricted net position for governmental activities actually depicts a balance of \$3,751,676. This represents the amount of discretionary resources that can be used for general governmental operations.

Current assets and other assets increased due to an increase in the voter-approved surcharge in a prior year. Capital assets increased due to significant computer and communication equipment upgrades and improvements that were begun during the year. Deferred outflows and inflows changed due to pension and other postemployment benefits related items. See Notes I and J of the "Notes to Financial Statements" of this report for additional information. Current liabilities increased due to current maturities on new debt. Noncurrent liabilities increased due to debt associated with the computer and communications equipment upgrades and improvements.

**Net Position**

	<u>2021</u>	<u>2020</u>
Current assets and other assets	\$ 6,573,485	\$ 5,934,688
Capital assets	19,928,691	14,039,920
Total assets	<u>26,502,176</u>	<u>19,974,608</u>
Deferred outflows of resources	1,212,473	959,249
Total assets and deferred outflows of resources	<u>27,714,649</u>	<u>20,933,857</u>
Current liabilities	2,697,541	1,084,571
Noncurrent liabilities	19,218,087	15,201,998
Total liabilities	<u>21,915,628</u>	<u>16,286,569</u>
Deferred inflows of resources	351,333	87,405
Total liabilities and deferred inflows of resources	<u>22,266,961</u>	<u>16,373,974</u>
Net position		
Net investment in capital assets	1,686,194	1,258,769
Restricted	9,818	72,744
Unrestricted	3,751,676	3,228,370
Total net position	<u>\$ 5,447,688</u>	<u>\$ 4,559,883</u>

**Change in Net Position**

	<u>2021</u>	<u>2020</u>
Revenues		
Property taxes	\$ 1,428,634	\$ 1,372,680
Member assessments	1,217,624	1,182,162
Emergency telephone surcharge	4,588,555	4,401,880
Wireless surcharge	367,328	368,168
Wireless surcharge training	31,986	34,859
Intergovernmental revenues - State	112,648	102,982
Charges for services	289,919	202,277
Investment earnings	4,241	27,890
Other	4,081	881
Total revenues	<u>8,045,016</u>	<u>7,693,779</u>
Expenses		
Personnel	3,325,872	3,131,726
Maintenance and operations	1,134,218	940,663
Interest and fees	997,466	752,000
Depreciation	1,699,655	240,293
Total expenses	<u>7,157,211</u>	<u>5,064,682</u>
Change in net position	887,805	2,629,097
Net position at beginning of year	4,559,883	1,930,786
Net position at end of year	<u>\$ 5,447,688</u>	<u>\$ 4,559,883</u>

Property tax revenues increased slightly due to an increase in taxable values. Member assessments are based on population, taxable value and calls for service. They are charged to members' police and fire agencies in Muskegon County. For the current fiscal year, member assessments increased by approximately 3 percent. Individual member contributions are annually adjusted according to updated information applied to the formula noted above. Emergency telephone surcharge revenues increased slightly due to a prior year voter-approved increase in the monthly surcharge.

Personnel expenses increased due to inflationary increases in wages, additional overtime related to staffing shortage, and increased pension expense. Maintenance and operations expenses increased due to new software and maintenance costs related to the systems upgrade project and also increased building rental costs related to an increase in monthly lease payments caused by significant improvements to the building leased by the Organization. Interest expenses increased due to the new debt issuances.

**Financial Analysis of the Government's Funds**

As stated earlier in this discussion and analysis, the Organization uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Organization has only one governmental fund, the General Fund.

The focus of the Organization's fund is to provide information on near-term inflows, outflows, and balances in spendable resources. Such information is useful in assessing the Organization's financing requirements. In particular, unassigned fund balances or the lack thereof, may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

At the end of the 2021 fiscal year, the General Fund reported a fund balance of \$6,088,521, an increase of \$486,404. Fund balance restricted for wireless surcharge training costs was \$9,818, and fund balance assigned for capital purchases was \$4,975,575. The unassigned fund balance was \$1,100,000. Unassigned fund balance represents approximately 8 percent of General Fund expenditures and total fund balance represents approximately 43 percent of General Fund expenditures.

**General Fund Budget**

During the current fiscal year, the Organization made several amendments to its original budget. The most significant of those are listed below:

- The budget for salaries and wages was amended from \$2,165,000 to \$2,040,000 due to high employee turnover.
- The budget for overtime wages was amended from \$65,000 to \$195,000 to reflect the need for additional overtime as a result of high employee turnover.
- The budget for payroll benefits was amended from \$817,250 to \$797,250 due to high employee turnover.
- The budget for equipment repairs and maintenance was amended from \$40,000 to \$10,000 as the Organization purchased more equipment during the year, decreasing the need for maintenance on older equipment.
- The budget for building rental was amended from \$59,275 to \$84,275 to reflect an increase in monthly rental payments.

The following comments summarize the major variations from the final budget to actual revenues and expenditures.

- The emergency telephone surcharge was over budget by \$238,555 due to the growth in surcharge payments being higher than expected.
- Intergovernmental revenues – State were over budget by \$52,994 due to higher than expected personal property tax replacement revenues as a payment from the State had been misclassified when the budget was amended.
- Salaries and wages was under budget by \$122,650 due to low staffing levels caused by high employee turnover.
- Building rental was over budget by \$72,775, as an increase in monthly rental payments were not fully budgeted.
- Shared services purchases was over budget by \$60,366 due to higher activity near the end of the year that was not fully budgeted.
- Debt service was over budget by \$307,378, as debt payments were not budgeted.
- Capital outlay was over budget by \$7,380,926 and long-term debt issued was over budget by \$6,564,255 as the Organization budgeted out-of-pocket costs for computer and communication equipment upgrades and improvements, but did not budget the portion of the project being financed by debt issuances.

**Capital Assets**

Muskegon Central Dispatch 9-1-1's investment in capital assets as of September 30, 2021 totaled \$19,928,691 (net of accumulated depreciation). This investment in capital assets includes equipment and furniture.

**Capital Assets**

	<b>Governmental Activities</b>	
	<b>2021</b>	<b>2020</b>
<b>Capital assets, not being depreciated</b>		
Land	\$ 1,111	\$ 1,111
Construction in progress	186,564	13,013,562
<b>Total capital assets, not being depreciated</b>	<b>187,675</b>	<b>13,014,673</b>
<b>Capital assets being depreciated</b>		
Communications equipment	19,984,995	1,905,618
Computer equipment	6,841,707	4,957,322
Office equipment and furniture	233,173	46,022
<b>Total capital assets, being depreciated</b>	<b>27,059,875</b>	<b>6,908,962</b>
<b>Less accumulated depreciation</b>	<b>(7,318,859)</b>	<b>(5,883,715)</b>
<b>Total capital assets, being depreciated, net</b>	<b>19,741,016</b>	<b>1,025,247</b>
<b>Total capital assets, net</b>	<b>\$ 19,928,691</b>	<b>\$ 14,039,920</b>

Significant projects for computer and communication equipment upgrades and improvements were completed during the year and related older assets were retired.

Additional information on the Organization's capital assets can be found in note E of the "Notes to Financial Statements" of this report.

**Long-Term Debt**

At the end of the fiscal year, the Organization had total long-term debt outstanding of \$18,474,365 consisting of a note payable, installment agreements, and compensated absences.

Additional information on the Organization's long-term debt can be found in note F of the "Notes to the Financial Statements" of this report.

In addition, the Organization also had a long-term net pension liability of \$2,096,771 and a net other postemployment benefits liability of \$305,528. Additional information on the Organization's and OPEB liabilities can be found in notes H and I of the "Notes to the Financial Statements" of this report.

**General Economic Overview**

The Organization's revenues are comprised primarily of property taxes, member assessments from local units of government, and emergency telephone wire-line and wireless surcharges. For fiscal year 2021-2022, the Organization has budgeted property taxes and member assessments to increase about 3 percent each. Emergency telephone wire-line and wireless surcharges are budgeted to be approximately the same.

The personnel budget for fiscal year 2021-2022 includes an increase in salaries, wages, and fringe benefits in accordance with union contracts and an expected increase in required staffing. Overtime is budgeted to be approximately the same as the COVID-19 pandemic continues to present staffing challenges. The maintenance and operations portion of the budget is expected to increase due to maintenance related to tower sites and an increase in rental costs related to upgrades to the Organization's building.

The capital outlay budget of \$750,000 for fiscal year 2021-2022 includes further improvements to the Organization's communication equipment.

The debt service budget for fiscal year 2020-2021 reflects a substantial increase in debt retirement and related interest payments as payments for installment loans for prior year equipment purchases begin.

There are no other significant planned changes anticipated for the operation of the Organization.

**Requests for Information**

This financial report is designed to provide a general overview of Muskegon Central Dispatch 9-1-1's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Executive Director's Office at Muskegon Central Dispatch 9-1-1, 770 Terrace Street, Muskegon, MI 49440-1121 or by phone at (231) 722-3524.

Executive Director  
Muskegon Central Dispatch 9-1-1

770 Terrace Street  
Muskegon, MI 49440-1121

Phone: (231) 722-3524  
Fax: (231) 722-3525

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Financial Statements for Fiscal Year 2020-2021

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

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The December 15, 2021 Muskegon Central Dispatch 9-1-1 Board of Directors meeting held in the Community Room at Muskegon Central Fire was called to order at 1:30 by Mr. Huebler.

Members present: Sam Janson, City Manager, City of North Muskegon  
Dave Glotzbach, Fire Chief, Muskegon Charter Township  
Scott Huebler, City Manager, City of Whitehall  
Jared Olson, City Manager, City of Roosevelt Park  
Jeff Auch, City Manager, City of Montague  
Brian Michelli, Public Safety Director, Fruitport Charter Township  
Jeff Lewis, Public Safety Director, City of Muskegon

Absent: Anthony Chandler, Dir. Admin Services/Asst to City Admin, City of Norton Shores  
Troy Bell, City Manager, City of Muskegon Heights  
Mark Eisenbarth, Administrator, County of Muskegon  
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: None

**APPROVAL OF THE AGENDA**

Moved by Mr. Olson, seconded by Mr. Auch, to approve the December 15, 2021 agenda.  
Motion carried.

**MINUTES OF THE NOVEMBER 10, 2021 MEETING**

Moved by Mr. Michelli, seconded by Mr. Lewis to approve the November 10, 2021 meeting minutes. Motion carried.

**REPORTS**

**SEPTEMBER, 2021 FINANCIAL REPORTS**

Moved by Mr. Olson, seconded by Mr. Michelli, to approve the September, 2021 Financial Reports. Motion carried.

**DIRECTOR'S REPORT**

As submitted. Personnel update. Update on HB5026. Audit being finalized for January presentation. Discussion regarding policy on additional radio requests from various agencies.



800 MHz PROJECT

Mobile installs will be complete by end of the month. Finalizing Memos of Understanding with USCG. Policy and Procedure subcommittee established, plan to meet in January.

MCT COMMITTEE

Covered in old business.

SOFTWARE COMMITTEE

Covered in old business.

**OLD BUSINESS**

BUILDING PROJECT

Brief update regarding final punch list delay due to Covid closure at center. Finalizing reconcile with the City of Muskegon and Brickley Delong.

CS PRO CONTRACT

Timeline presented on CS Pro initiative. Discounts of \$145k expire 12/31/21.

Moved by Mr. Glotzbach, seconded by Mr. Michelli to approve the contract with Central Square Professional, as presented. Motion carried.

JAIL/HOJ BDA

Two quotes received, one forthcoming. Discussions continue with Mr. Eisenbarth and the County.

**NEW BUSINESS**

SICK PAYOUTS - ADMIN

Moved by Mr. Michelli, seconded by Mr. Olson, to approve sick time payout, correlating with collective bargaining units, for applicable Administration and IT personnel in an amount not to exceed \$65,000. Motion carried.

2022 BOD MEETING SCHEDULE

Moved by Mr. Glotzbach, seconded by Mr. Janson, to approve monthly BOD meeting dates, changing time to 1:00pm, in Muskegon Central Fire Community Room, as available. Motion carried.

**COMMENT**

ADMINISTRATIVE

None.

PUBLIC

None.

**NEXT MEETING**

The next meeting will be held on Wednesday, January 12, 2021 at 1:00 in the Community Room downstairs at MCD.

**ADJOURNMENT**

The meeting adjourned at 2:02 p.m.

Respectfully submitted,

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Rebecca Injerd, Office Administrator

Date

---

Anthony Chandler, Chairman

Date

# CITY OF WHITEHALL CLIMATE REPORT

February 2022

Whitehall City Council Resolution 21 declared a climate emergency. The resolution calls for the citywide elimination of greenhouse gas emissions; implementation of projects to decrease carbon levels; submittal of a report detailing reductions by 2022, 2030, and 2040; development of a Climate Mobilization Action Plan; and submittal of a report on opportunities in the ordinances and the Master Plan to address climate change and ecological impacts.

The Resolution was predicated by the 2016 Paris Agreement, an international treaty adopted by 196 nations to limit global warming. The treaty urges countries to achieve climate neutrality by 2050. The United Nations Framework Convention on Climate Change defines climate neutrality as achieving net zero greenhouse gas emissions - where total emissions are equal to or less than emissions removed through Earth's natural absorption. This is significantly different than "elimination" of greenhouse gas emissions as required in our Resolution. Climate neutrality is the standard adopted by the United Nations; the State of Michigan; and the cities of Ann Arbor, Burlington (VT), and Portland/South Portland (ME).

The central goal of the Paris Agreement is to limit global warming to 1.5° C. To do this, lifestyle climate footprints should be no more than 2.5 tons of greenhouse gas emissions per person per year by 2030 and further reduced to 0.7 tons by 2050. According to the UN, the average in the United States as of 2020 was 14.2. City hall staff took the UN carbon calculator test with results ranging between 8 and 14.

## **Existing Greenhouse Gas Emission Reduction Initiatives**

- The Whitehall Police Department has bicycle patrol capabilities. While beneficial to the environment by not patrolling in a gas powered vehicle, it does limit effective police services.
- Lights at city hall, the public works department, the downtown streetscape, and the holiday lights have all been converted to LED.
- Two energy audits of city hall have been conducted by outside consultants.
- Exterior windows, walls, and insulation at city hall have been replaced for energy conservation purposes.
- Recycling of office paper, plastic, glass, and metal is done on a weekly basis.
- The City recently planted 100 trees in cooperation with the Muskegon County Conservation District and routinely plants up to ten trees annually.
- Lawn mowing and trimming in city parks has been reduced. Areas not mowed have been planted with native species or left to grow wild.

- The zoning ordinance was amended in 2010 to allow the use of private renewable energy sources.
- Recent zoning amendments reduced the minimum square footage of single family homes by 20%.
- The Tax Increment Finance Authority funded the construction of the first fully integrated green street.
- The Tax Increment Finance Authority has installed electric vehicle charging stations in the North Mears Promenade.

#### **Feasible Reduction of Greenhouse Gas Emissions by 2022**

- The City budgeted to purchase a Ford Hybrid Police Interceptor. The purchase price is \$3,000 more than a conventional gas powered unit. According to formulas developed by Ford Motor Company, the Hybrid will save \$3,448 per year in fuel and estimates CO2 reductions of 27,581 pounds per year.
- Seek proposals to conduct energy audits of all city facilities.
- Continue tree planting and greenspace preservation.
- Shut down the gas fireplace on the North Mears Promenade.

#### **Feasible Reduction of Greenhouse Gas Emissions by 2030**

- The City will continue to monitor the development of alternative fuel, hybrid, and electric vehicles for rotation into the fleet as older units are replaced. The same will be true for maintenance equipment such as mowers and trimmers. Key factors will be the reduction of greenhouse gas emissions, acquisition and maintenance costs, and operational efficiencies.
- Continue the partnership with Consumers Energy to convert street lights to LED.
- Develop ordinances that would encourage, incentivize, or perhaps penalize the use of fossil fuel burning vehicles, appliances, and tools such as cars, trucks, lawn mowers, trimmers, chain saws, furnaces, water heaters, and stoves.

#### **City Wide Elimination of Greenhouse Gas Emissions by 2040**

“Elimination” is not feasible. As long as humans wander the planet, there will be greenhouse gas emissions. Even attempting to do so within the City would require that we ban all fossil fuel powered vehicles, appliances, and tools along with all electric vehicles, appliances, and tools that are not recharged directly from renewable energy sources.

Striving to do our part for the environment is essential. Establishing hard to measure and difficult goals only sets us up for failure and deflates enthusiasm to do what is right. If Council wishes to pursue the objectives of Resolution 21, staff recommends that this be done by hiring professionals to develop a Climate Action Plan as in-house experience and expertise is not available and to amend Resolution 21 by striking the elimination of greenhouse gas emissions.

1027 Mears Ave.  
Whitehall, MI  
February 8, 2022

Dear Mayor and Council:

I wish to promote accessibility in our Whitehall area businesses. In 1990 our leaders knew the wisdom in including people with handicaps into society, and the Americans with Disabilities Act was passed.

Government mandates for the public good seem to be a contentious issue these days. But this essential mandate, now 35 years old, provides guidance for businesses to make sidewalks, entries, and restrooms more accessible to all people. No-step entrances, wider doors, curb cuts, maneuverable restrooms with undersink space are among the guides.

Local governments don't manage ADA. But they could take the great ideas from ADA and bring them to our local businesses.

I suggest some options for you to consider. The first is to contact all our local businesses to tell them that compliance with ADA welcomes everyone to their business. People with disabilities spend their money at businesses, where they know that they are welcomed. Customers don't want to visit businesses where they find it difficult to enter and don't feel invited. Tell the business community that the city has already reviewed public spaces and taken steps to comply with ADA.

Option 2 is for the city to require ADA conformity when an owner or lessee changes at a business. The new operator would know going into the new situation that ADA compliance is required, so any changes needed could be anticipated.

Option 3 is the city requiring ADA conformity whenever a remodeling job is done at the business site. If there is to be money spent on changing walls or floors, sinks or toilets, heating or plumbing, then that is the time to affect making the business more accessible.

Option 4 is the city requiring ADA compliance in a certain time period, regardless of whether the property has changed owners or whether remodeling is planned. If for example, you selected July 4, 2025, for compliance, that allows the owner three years to plan and execute that plan to make his business more agreeable to everyone, even those people who have difficulty in movement. And selecting that date is really quite generous: 35 years to accomplish accessibility at a business should be plenty of time!

A resource is readily available to the business. Our local Center for Independent Living, called Disability Network West Michigan, has a staff worker who is an expert in ADA guides.

Please consider working on this now. I'm sure that you want to join me in bringing the city into the 21<sup>st</sup> century and welcoming all people to our city and stores.

Sincerely,



Frank Hollister

ANNUAL  
REPORT  
FOR  
2021



**WEST MI  
SHORELINE**

**Regional Development Commission**

# MISSION STATEMENT

The Commission's mission is to "promote and foster regional development in West Michigan through cooperation amongst local governments and regional partners."

## Why/How/What Statements

The below statements were developed by the Commission staff in the spring of 2020 as an organization-wide project to expand upon the Commission's mission statement. "We" in the statements refer to the Commission and its staff.

### WHY do we do what we do?

We believe that West Michigan is an amazing place with tremendous opportunity, and that regional planning improves the quality of life for all West Michigan residents. Therefore, we are passionate about helping the region reach its full potential and committed to do our part to make a difference in the place we call "home."

### HOW do we do it?

By leveraging the programs of the Commission and utilizing staff expertise to provide local resources through cross jurisdictional collaborative partnerships, involvement of diverse stakeholders, and empowerment of local decision makers.

### WHAT do we do?

Perform state and federal planning functions through administering programs in transportation, economic development, environmental, and local government services that provides funding and project eligibility to our region.

## Equity Statement

The Commission defines equity as the intentional inclusion of everyone in society. Equity is achieved when systemic, institutional, and historical barriers based on race, gender, sexual orientation, and other identities and abilities are dismantled and no longer predict socioeconomic, education, and health outcomes.

The Commission recognizes structural racism and other forms of oppression have contributed to persistent disparities which the Commission seeks to dismantle within its region. The Commission strives to engage community members, especially those whose voices have traditionally been marginalized. The Commission works with local governments, residents, and public and private partners to provide resources, support, and opportunities that create prosperous and thriving communities for all citizens.

The Commission also strives to provide a work environment that recognizes individual differences, is free from discrimination, and is respectful of the rights and dignity of all individuals. The Commission has built its reputation on the foundations of excellence and integrity, and expects its employees to exhibit behaviors consistent with these standards.

Therefore, the Commission commits to leveraging our resources and assets to create more equitable communities through the programs it administers, as well as to develop racially conscious partnerships and processes that anticipate unintended outcomes to ensure the inclusion of all people in the region and organization.

# DIRECTOR'S MESSAGE

As I read through my leadership message from 2020 in preparation for this year's message, the words "historic" and "unprecedented" continued to be a common theme into 2021. I ended my message last year by hoping for a more uneventful 2021. That most definitely did not happen as 2021 was absolutely an eventful year, but in a much different way. While a lot happened at the national and state levels with historic federal investments, the development of a COVID-19 vaccine, and continued political division, I want to focus on a positive message closer to home.

Early in the fiscal year, long-time Environmental Program Manager, Kathy Evans, announced that she was ready to enter the next season of her life by retiring from WMSRDC. I must admit this was not easy for me as I have worked with Kathy for more than twenty years and consider her a good friend. Protecting the environment was not just Kathy's job or even career. It was, and continues to be, her passion, and I feel truly blessed to have worked alongside her. Kathy has been an inspiration to me, personally and professionally. She is a wealth of knowledge and successfully built the WMSRDC Environmental Program almost from scratch. In doing so, she has left it in a strong and stable position ready to turn the page and write the next chapter. We welcome her successor, Fallon Chabala, who will be an excellent steward of the Environmental Program and continue to build upon the strong foundation Kathy created.

I want to express thanks to Kathy for her passionate dedication to protecting the environment in West Michigan, for her leadership, wisdom, knowledge, and most importantly for her friendship. I congratulate her on her retirement and wish her all the best as she now enters a new phase in her life.

I will also highlight some of the major accomplishments of 2021. WMSRDC made a significant investment and transition in technology. This major shift has helped staff be more efficient while working remotely. The final three environmental projects required for delisting Muskegon Lake as an Area of Concern are "substantially complete," the Shoreline Land Use and Resiliency Plan (SLURP) for the City of Ludington and Pere Marquette Township was completed, one hundred percent of the federal aid roads were rated, the Pandemic Response and Resiliency Plan (PRRP) is underway, and four staff members graduated from the Michigan Infrastructure Council Asset Management Champion Program. These are just a few of the many WMSRDC accomplishments during Fiscal Year 2021.

Even though we are still in the midst of a global pandemic, the WMSRDC board and staff remain dedicated to the success of this agency. It is this dedication that made 2021 an eventful year.

Erin Kuhn, Executive Director

**"I want to express thanks to Kathy (Evans) for her passionate dedication to protecting the environment in West Michigan, for her leadership, wisdom, knowledge, and most importantly for her friendship. I congratulate her on her retirement and wish her all the best as she now enters a new phase in her life."**



# ENVIRONMENTAL

## **Lake Michigan Rivers and Coastal Wetlands Regional Partnership**

In 2020, WMSRDC entered the Lake Michigan Rivers and Coastal Wetlands Regional Partnership with the National Oceanic and Atmospheric Administration (NOAA). This partnership offers up to \$14 million for fish passage and stream habitat restoration projects through 2025. In 2021, three projects were selected for funding. The Little Cedar Creek implementation phase will replace two road stream crossings in Little Cedar Creek and restore 500 feet of instream habitat. The White River project will replace three road stream crossings in Swinton Creek and one in Cushman Creek with open span bridges and restore 1,000 feet of instream habitat. The Stony Creek project at Marshville Dam Park includes dam remnant removal, removal of two old bridges and three culverts, a bridge replacement, and 500 feet of instream habitat replacement. Project partners include Muskegon County Road Commission, Oceana County Road Commission, Grand Valley State University Annis Water Resources Institute, Conservation Resource Alliance, Oceana County Parks, watershed groups, and private landowners.

## **Muskegon Lake Area of Concern**

Muskegon Lake is nearing the end of its decades long chapter as a Great Lakes Area of Concern. Thanks to WMSRDC's partnership with the Great Lakes Commission and NOAA through a grant from the Great Lakes Restoration Initiative (GLRI), three large scale restoration projects wrapped construction by December of 2021. At lower Muskegon River, an old celery farm was restored to wetland habitat then reconnected to the river. At the Muskegon Lake Nature Preserve, lower Muskegon River has been reconnected with Muskegon Lake, restoring fish passage and habitat. The former Amoco Tank Farm concrete wall was removed to restore fish habitat and reconnect the coastal wetland to Muskegon Lake. Future work includes post restoration monitoring at all three sites and a shoreline restoration project at the Boys and Girls Club, formerly the YMCA. All the hard work and dedication that has gone into Muskegon Lake will be highlighted at the Annual Great Lakes Area of Concern Conference set to be held in Muskegon in May. The original conference date was postponed from September 2021.

## **Reforestation for Restoration, Resilience, and Recreation**

WMSRDC saw the completion of the Coastal Zone Reforestation grant in 2021. Funded by the United States Forest Service (USFS) through a GLRI grant, WMSRDC planted 557 trees to intercept over 286,622 gallons of stormwater runoff. Partners included the City of Muskegon, the Muskegon Conservation District, and five state parks along the Lake Michigan shoreline.

WMSRDC also partnered with the Delta Institute under a grant from the USFS and GLRI to assist the State of Michigan and five communities along the Hart – Montague Trail to plant 202 trees and 309 seedlings to control up to 24,900 gallons of stormwater runoff as well as build capacity in forest management for the future.

WMSRDC is currently working with the USFS and the Muskegon River Watershed Assembly to plant 245 trees and 40 seedlings within the Muskegon River Watershed. Partners are the cities of Roosevelt Park, Fremont, and Muskegon along with Cedar Creek and Dalton townships. These trees will control up to 25,400 gallons of stormwater within the Muskegon River Watershed.



The Lower Muskegon River Restoration project restored a 33 acre celery farm to natural wetland conditions adding wild habitat and wetland ecosystem services. This project will help delist Muskegon

# AIR QUALITY & COMMUNICATIONS

## **Clean Air Action**

WMSRDC continued to be an active partner of the West Michigan Clean Air Coalition (WMCAC). Formed over twenty-five years ago, the WMCAC remains a strong partnership of business, academic institutions, government agencies, industry, and non-profit organizations in Muskegon, Kent, and Ottawa counties. These partners continue working together to achieve cleaner air in the region through the education and promotion of voluntary emission reduction activities. Among other outreach activities, an extensive television public education campaign continued in 2021 highlighting voluntary actions people can take on Clean Air Action days.



In 2021, the Center for Applied Research Studies (CARRS) at Central Michigan University administered a survey aimed at the residents of Kent, Muskegon, and Ottawa counties. The survey's main goal was to assess residents' and subgroups of the population (e.g. senior citizens) awareness of and compliance with Clean Air Action days. In particular, the extent to which residents in the three counties are aware of air pollutants and its problems. Special attention was given to measuring whether they are knowledgeable about and actively engaged in Clean Air Action days and related activities. One of the main takeaways from the survey is that 92 percent of citizens surveyed are aware of Clean Air Action days.

## **U.S. Census Affiliate**

WMSRDC continued to fulfill its duties as a U.S. Census Bureau Affiliate. WMSRDC strives to keep the WMSRDC website up to date with the latest links and most recently released data from the Census Bureau and other data products.

## **Technology Upgrades at WMSRDC**

Utilizing funding through the Economic Development Administration's CARES Act Grant as well as grants from the Michigan Department of Transportation, WMSRDC underwent an organization-wide technology upgrade. All staff members received new laptops, software subscriptions, and upgraded peripheral equipment. In collaboration with Shoreline Technology Solutions, the Commission completely migrated to a fully cloud-based platform in January 2021. This shift allowed the staff to be more efficient while continuing to work remotely through the height of the pandemic and permanently transition to a hybrid work schedule. In addition, the staff engaged with ESRI to purchase GIS software licenses to enable the Commission to have a fully independent GIS department.



# ECONOMIC DEVELOPMENT

## **CEDS Implementation**

WMSRDC continued its mission to implement the region's Comprehensive Economic Development Strategy (CEDS) by fostering collaborative regional economic development efforts and helping to coordinate economic development activities within the region. The CEDS is a strategy-driven plan for regional economic development, and is the result of a regionally-owned planning process designed to build capacity and guide regional prosperity and resilience. The CEDS is required for eligible entities within the region to remain eligible to apply for economic development grants and assistance opportunities offered by the U.S. Department of Commerce, Economic Development Administration (EDA). The CEDS is overseen by the CEDS Strategy Committee which convenes quarterly to share economic news and events throughout the region, and to network with peers. Since the beginning of the COVID-19 pandemic, committee meetings have been held virtually. WMSRDC staff also utilizes the CEDS committee to distribute information regarding potential funding opportunities and resources.

## **Technical Assistance**

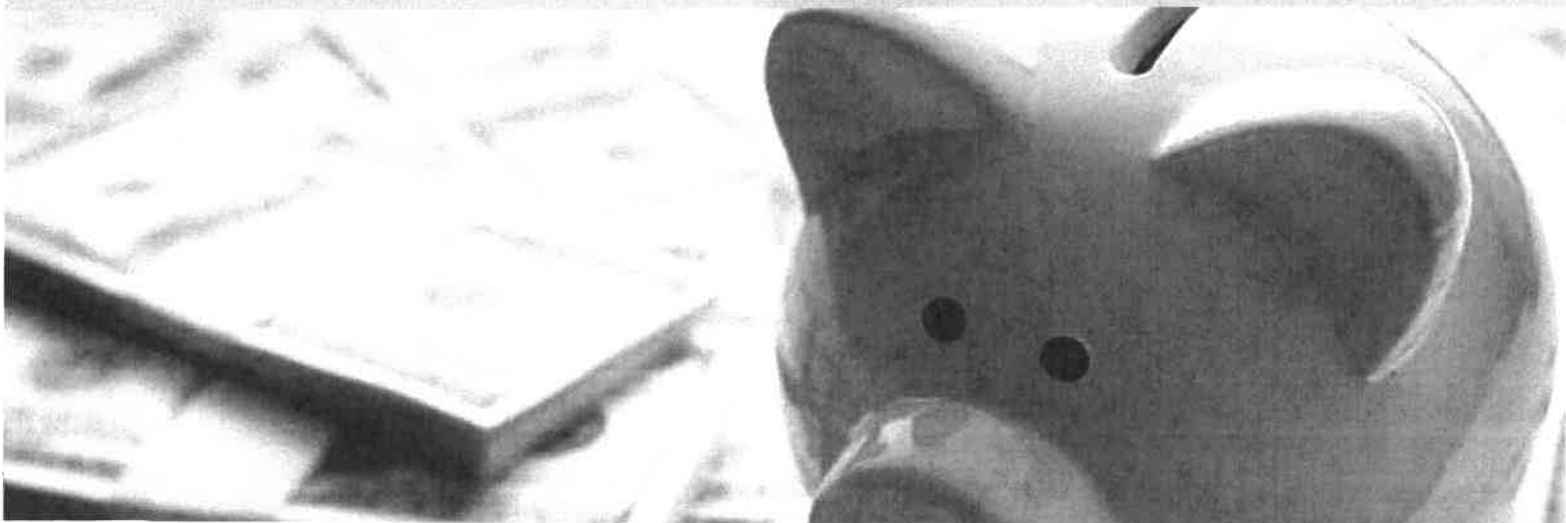
Technical assistance is fundamental to the WMSRDC economic development work program. This essentially involves helping communities navigate the EDA grant application process; from vetting ideas, to crafting applications, to accepting and managing grants. Throughout 2021, WMSRDC assisted numerous communities in pursuit of EDA funding opportunities. Success was found in helping Greater Muskegon Economic Development apply for and receive an EDA grant to develop an industrial parks master plan for the City of Muskegon Heights. Going into 2022, at least three additional project applications were nearing submittal. As funding opportunities related to infrastructure and the pandemic arise, WMSRDC will continue to prioritize providing assistance to meet the economic development needs of communities.

## **Entrepreneurial Market Analysis**

WMSRDC and the Grand Valley State University Muskegon Innovation Hub (Hub) received a grant from EDA to study the entrepreneurial ecosystem in the West Michigan lakeshore area in 2020. Public Sector Consultants was hired to conduct the Entrepreneurial Market Analysis, which was completed in May 2021 and is available on the WMSRDC website. This project will help the Hub and other organizations within the region be more responsive to entrepreneurs and micro-enterprises, especially considering impacts of the pandemic.

## **CARES Act Planning Grant**

In 2020, WMSRDC accepted a special EDA planning grant to help the region respond and recover from the COVID-19 pandemic. Work on this grant continued in 2021 and included the following accomplishments: workplace upgrades to help adapt to adverse working conditions; online surveys to document local pandemic impacts; establishment of a broadband committee for Muskegon County; and additional staff to increase WMSRDC's capacity and assist in the development of an economic Pandemic Response and Resilience Plan (PRRP).



# RURAL TRANSPORTATION

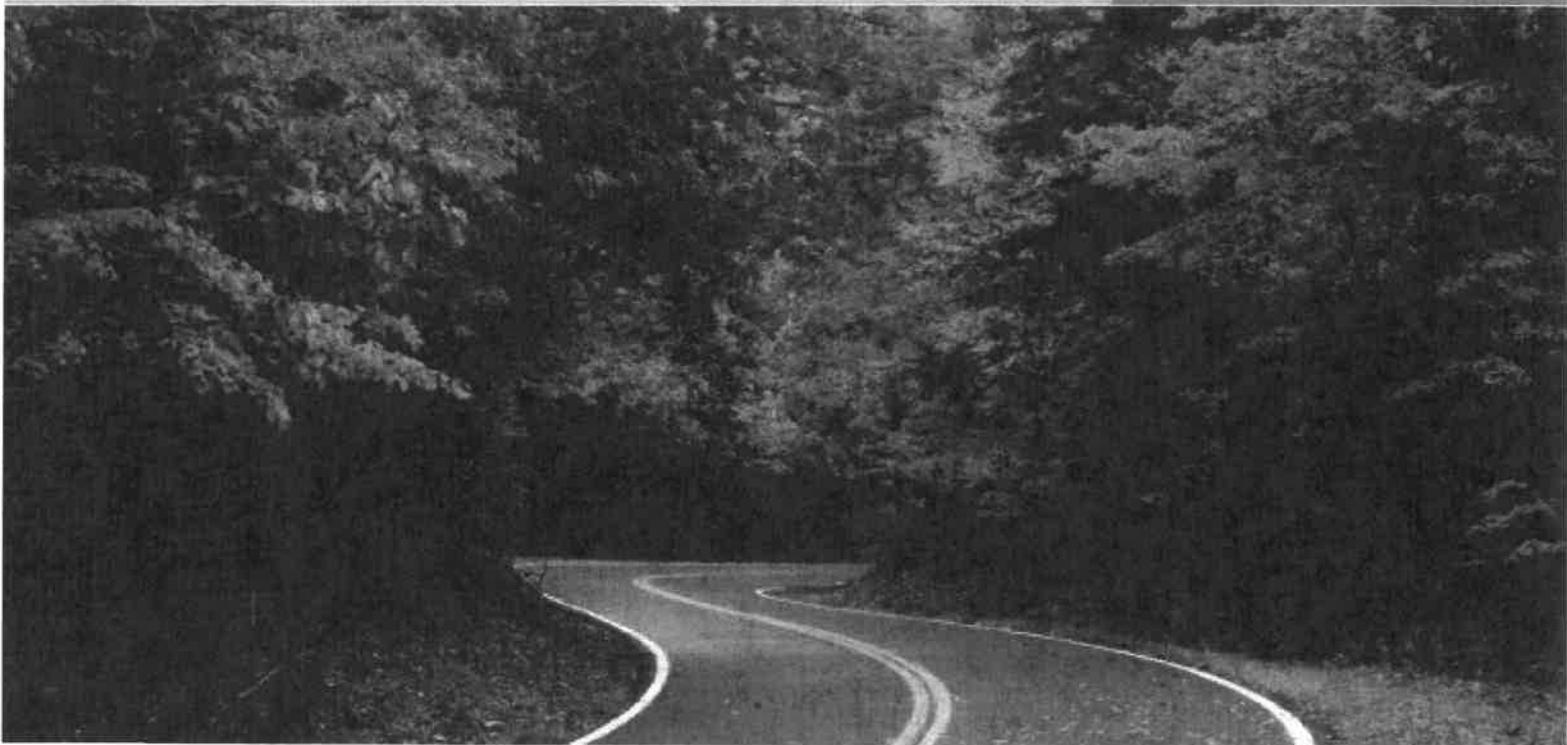
## **Asset Management**

In a typical year, WMSRDC staff, along with a Michigan Department of Transportation (MDOT) and a county road commission employee, collect condition information for approximately half of all the federal aid roads within the region. The data collection effort requires the collection of three items; road condition rating, surface type, and the number of lanes. In 2020, due to COVID-19 restrictions, data was not collected on any of the federal aid roads. Data collection continued to be impacted by COVID in 2021. Rather than the traditional three-person rating team, roads were instead rated by a two-person team comprised of WMSRDC staff. Despite these challenges, staff successfully completed ratings on one hundred percent of the federal aid eligible roads within Lake, Mason, Muskegon, Newaygo, Oceana, and northern Ottawa counties. Staff continued to receive multiple trainings throughout the year such as culvert asset management and software training sessions.

## **Rural Task Force Update**

The Region 14 Rural Transportation Task Force (RTF), administered by WMSRDC, met virtually in April to determine how the task force allocation of \$1.1 million in COVID relief funding would be allocated to various agencies. The month prior to that, all county task forces met individually to determine individual county projects. In November, local RTF task force meetings were held for all five counties in the region to determine projects for FY2023-2026 totaling approximately \$3.5 million in federal and state funding. In addition, the committees approved 23 project amendments for FY2020-2023. After local projects were selected, the full five-county task force met in December to confirm the projects. Typical projects included road construction, road maintenance, and transit capital purchases.

**The Rural  
Transportation  
Task Force  
receives about  
\$3.1 million  
in federal  
funding as  
well as a little  
over \$425,000  
in state  
funding.**



# METROPOLITAN TRANSPORTATION

## **Metropolitan Planning Organization (MPO)**

The West Michigan Metropolitan Transportation Planning Program (WestPlan) continues to provide services and expertise to its member agencies. WestPlan is the Metropolitan Planning Organization (MPO) for Muskegon and Northern Ottawa counties, and serves the road and transit agencies within that area. WestPlan has served as the MPO since 1973 and continues to provide regional and metropolitan planning services to its member agencies. As the MPO, WestPlan administers a comprehensive transportation planning program to assist in planning for state and federal transportation funding for road and transit improvements. Partnering with local, state, and federal agencies, the MPO develops long and short range plans as well as other federally required documents that assist in planning and allocating transportation funding.

The FY2020-2023 Transportation Improvement Program (TIP) is the federally approved plan used by the MPO as a guide for allocating federal funds to projects. All federally funded local and state transportation projects are housed within that document. The TIP was approved in FY2019 and will be updated in FY2022 with the FY2023-2026 plan. Projects in the plan are constantly updated and amended through the MPO process. The MPO brings the changes to the Technical and Policy committees who meet monthly to approve the requests. MPO meetings are open to the public and are attended by representatives from all road and transit agencies in the MPO area. State and federal agencies also have seats on the committees and review all amendments. The current TIP lists over 160 projects with well over one hundred million dollars of planned investments in Muskegon and Northern Ottawa counties. MPO staff continues to work on the new TIP which is expected to be completed and approved in FY2022.

## **West Michigan Regional Transit Systems Governance & Organizational Transition Study**

The Regional Transit Study stayed on schedule with consultants from SRF analyzing the Muskegon Area Transit System (MATS) and Harbor Transit Multi-Modal (Harbor Transit) agencies. The focus of the study is to look at ways to streamline service areas and make a more efficient system to serve transit users of the MATS and the Harbor Transit systems. Organizational structure is also an important part of the study with SRF looking at ways to coordinate system operations between the two major transit agencies. SRF interviewed local stakeholders and government officials and received valuable input for the study. SRF also looked at several other transit agencies throughout the country with similar structures and services to possibly use as a guide for determining the best way forward with the structures of the agencies. WMSRDC staff met bi-weekly with the consultants who provided updates and status reports for the study. It is expected that an initial draft report will be available at the beginning of 2022 and the completed report will be available later in the year.

# LOCAL GOVERNMENT SERVICES

## **Asset Management Champion Program**

During 2021, four WMSRDC staff members participated in and completed the first Michigan Infrastructure Council (MIC) Asset Management Champion Program. The purpose of the program was to help establish a network of trained individuals and organizations to strengthen asset management throughout Michigan's complex infrastructure system. A number of participants in the program included department of public works managers, city managers, and planners from within the WMSRDC region.

The instruction for the Asset Management Champion Program was extensive. Trainings took place between April and June of 2021 and consisted of nine asynchronous learning modules and three facilitated discussion/peer interaction modules.

The program had three main goals:

- **Build Awareness:** Build AM Champions to foster a culture of asset management best practices across Michigan.
- **Develop Knowledge:** Develop AM Champions who understand and promote the value of asset management aligned with the five topics in the MIC Asset Management Readiness Scale.
- **Establish Community:** Establish a community of AM champions to seed peer relationships and build a network of asset management leaders across the state and across infrastructure silos.

This pilot program proved to be a success and 78 individuals from across the state completed the training including four staff members from WMSRDC. The MIC plans on expanding the program, opening it up to more individuals while incorporating lessons learned during the pilot program.



**Michigan  
Infrastructure  
Council**

## **ARPA Local Government Workshops**

During September and October, the Michigan Association of Regions (MAR) partnered with Michigan State University Extension to host regional meetings for American Rescue Plan Act (ARPA) local government funding. The WMSRDC area regional meeting was held virtually on October 12 with more than 50 participants in attendance.

The purpose of the workshops was for local and tribal government officials to explore ARPA Coronavirus Local Fiscal Recovery Funding spending opportunities in a regional context. Topics covered included the following:

- ARPA Coronavirus Local Fiscal Recover Fund Basic Rules
- Best Practices and Early Examples of ARPA Spending
- Practical Considerations for Contracts, Accounting, and Project Management
- Group Discussions Related to Regional Collaboration
- Leveraging Other State and Federal Funding and Priorities

Communities are encouraged to work collaboratively with other units of government and organizations in the region in spending local fiscal recovery funds to maximize overall benefit to the broader community and the state as a whole. WMSRDC will continue to partner with MAR and Michigan State University Extension in fiscal year 2022 to aid local governments as they plan for the use of these funds.

# WMSRDC BOARD

## Fiscal Year 2021 Board

Bonnie McGlothin, Chairperson

Dale Nesbary, Vice-Chairperson

James Maike, Secretary

Ron Bacon

Ron Christians

Kim Cyr

Jennifer Hodges

Rich Houtteman

Marcia Hovey-Wright

Ken Johnson

James Kelly

Bryan Kolk

Andrea Large

Phil Morse

Roger Morgenstern

James Rynberg

Lewis Squires

Len Todd

Rillastine Wilkins

Kathy Winczewski

Crystal Young

Councilperson, City of Muskegon Heights

Muskegon Community College

Newaygo County Commissioner

Mason County Commissioner

Oceana County Commissioner

Muskegon County Commissioner

Supervisor, Muskegon Township

WMSRDC Appointee

Muskegon County Commissioner

Commissioner, City of Muskegon

WMSRDC Appointee

Newaygo County Commissioner

WMSRDC Appointee

Oceana County Commissioner

Councilperson, City of Norton Shores

Mayor, City of Fremont

Mason County Commissioner

Lake County Commissioner

Muskegon County Commissioner

Councilperson, City of Ludington

West Shore Community College

**The Commission's mission is to "promote and foster regional development in West Michigan through cooperation amongst local governments and regional partners."**

# WMSRDC STAFF

## Office of Executive Director

### **Erin Kuhn, Executive Director**

Erin is the Executive Director of WMSRDC. She has been with the agency for more than 20 years working in the economic development and local government services programs prior to becoming the executive director in 2014.

Erin is a governor appointee and voting member of the Michigan Infrastructure Council and serves on several of the Council's sub-committees including the Asset Management Self-Assessment Data Committee and chairs the Asset Management Champion Program Committee. She also serves as President of the Michigan Association of Regions and is former chair of the West Michigan Prosperity Alliance. She serves on the United Way of the Lakeshore Board of Directors and is Chair of the United Way's Community Impact Council. Erin is a member of the Muskegon Rotary Club, former Lakeshore Athena Award nominee, and a Muskegon Lakeshore Chamber of Commerce Agent of Change.

Erin was born and raised in West Michigan. She earned degrees from Muskegon Community College and Grand Valley State University. She currently lives in the City of Norton Shores with her husband and three children.

### **Syndi Copeland, Office Manager**

Under the supervision of the Executive Director, Syndi oversees the day-to-day operations of the Commission office; acts as Secretary to the Executive Board; and is responsible for providing administrative services to other professionals in the Commission. Syndi has been with the Commission for 14 years.

Syndi attended college at Grand Rapids School of the Bible and Music and Moody Bible Institute. Throughout her career she has provided various office support to a K-12 school, psychologist, insurance agency, food service provider, aerospace industry, tobacco corporation, church, hospital, university and finally, WMSRDC.

Syndi has been a West Michigan resident for nearly 40 years. She currently resides in Grand Haven with her husband. Syndi enjoys baking and quilting and the West Michigan beaches! Her husband and she host dinner events with a wide variety of people, but their favorites are with their three grown children, their spouses, and those WONDERFUL grandchildren!

## Finance and Budget

### **Amanda Snyder, Finance Manager**

Amanda is the Finance Manager of WMSRDC. She joined the Commission in 2019 after working nearly a decade as an industry accountant specializing in non-profit accounting.

Amanda is passionate about marrying accounting and operations with technology. Since her arrival at the Commission, she has strived to modernize operations utilizing cloud-based, paperless systems. In early 2021, she led an organization-wide technology migration to improve operational efficiency and flexibility. The best part of her job is when someone wants to talk about accounting and finance. Her continuous goal is financial transparency, and she enjoys engaging the staff and board members about the Commission's operations.

Additionally, Amanda serves as Treasurer for the Walden Green Montessori Board of Directors and is a member of the Association for Governmental Accountants. She earned a Bachelor of Arts from Western Michigan University and a Master of Professional Accounting from the University of Miami, Coral Gables. She resides in Whitehall with her husband and two children where she enjoys gardening and lazy beach days.



# WMSRDC STAFF continued

## Air Quality and Information & Communications

### **Amy Haack, Program Manager**

Amy is the Air Quality and Communications Planner for WMSRDC. Amy is also an integral member of the transportation staff and has been with the agency for more than 25 years.

Amy is the chairperson of the Muskegon County Specialized Services Coordinating Committee which provides operating assistance for transportation services primarily for seniors and individuals with disabilities. Amy is the President of the Muskegon County Environmental Coordinating Council and was honored with a Sustainability Champion Award in 2019 for her leadership in that role. Amy is also a longtime partner of the West Michigan Clean Air Coalition (WMCAC) of which she regularly represents during interviews about Clean Air Action with local radio and television media. Amy continues to lead numerous outreach and communications strategies for clean air taking the program from being unknown in its inception to currently boasting an over ninety percent awareness rate for West Michigan residents.

Amy was born and raised in the Muskegon area and earned a Bachelor of Science degree from Western Michigan University. Amy lives in the Village of Fruitport with her husband and daughter and gives of her time and planning knowledge as an elected nonpartisan councilperson in her community. Amy also enjoys reading good books, taking long walks, hiking in beautiful places, and pedaling her bicycle for miles and miles.

## Economic Development, Community Development, and Local Government Services

### **Stephen Carlson, Program Manager**

Stephen (pronounced "Steffen") oversees the economic development and local government services program areas. He has been with WMSRDC since 2003 and earned a degree in Geography from Grand Valley State University in 2004. He believes in supporting the work of local governments and promoting regional cooperation. Stephen has written or collaborated on more than two dozen documents spanning regional economic development, local master and recreation plans, hazard mitigation, wildfire protection, flood mitigation, brownfields, and shoreline resilience. He has training in infrastructure asset management, leadership, and GIS to go along with experience with grant writing, public engagement, and facilitation.

Stephen enjoys the outdoors, playing sports, gardening, and traveling. His personal achievements include receiving a Muskegon Community College golf scholarship; involvement with the Grand Valley State University men's club volleyball team as co-founder, player, and coach; teaching a course in map design at Muskegon Community College; and many summers spent playing semi-professional beach volleyball on the Midwest Professional Volleyball Association tour. Stephen lives in Norton Shores with his wife and two children.

## Environmental Planning

### **Fallon Chabala, Program Manager**

Fallon joined WMSRDC in 2021 as the agency's Environmental Program Manager. Prior to joining WMSRDC, Fallon was the coordinator of a Cooperative Invasive Species Management Area (CISMA) first in the Saginaw Bay region and then for the Barry, Calhoun, Kalamazoo region. Throughout this time, she managed multiple field crews, as well as state and federal grants. This oversight included ensuring proper permits, licenses, and permission from landowners, while meeting project deliverable deadlines. To support collaborative management, she gathered and disseminated information from professional organizations and provided education and outreach to the general public. Fallon also spent multiple years working as a student intern at Grand Valley State University Annis Water Resources Institute.

Fallon was born and raised in Norton Shores. She earned a bachelor's degree in biology from Grand Valley State University. She currently lives in Grand Rapids with her husband.

# WMSRDC STAFF continued

## **Gale Nobes, Planner**

Gale provides planning assistance to the WMSRDC environmental program. He has worked on the agency's environmental projects since joining in 2015.

Gale's previous environmental work includes 16 years as a soil conservation technician with the United States Department of Agriculture, Natural Resources Conservation Service (NRCS) of which he retired, two years as a project manager with Timberland Resource Conservation & Development (RC & D), and many years of volunteering. Gale's volunteer efforts include serving as a board member of the Muskegon Conservation District, Muskegon River Watershed Assembly, and Trout Unlimited. Gale is also a longtime member of the Muskegon Lake Watershed Partnership.

Gale is a Muskegon resident. He attended Muskegon Community College and Arizona State University where he earned a Bachelor of Fine Arts degree.

## **Transportation Planning**

### **Joel Fitzpatrick, Planning Director**

Joel Fitzpatrick works for WMSRDC as the Transportation Planning Director, overseeing all transportation programs for the Commission. He has been with the agency since 2007. Joel coordinates the agency's small urban and rural transportation programs, overseeing transportation project selection, and programming for the region's five counties. He also administers the MPO's traffic count program, which collects approximately 100 traffic counts per year, as well as the region's asset management program, which collects data for hundreds of miles of federal aid eligible roads every year.

Joel serves on the Michigan Department of Transportation's Rural Task Force Oversight Board as well as its education sub-committee. Joel is a member of the American Planning Association and is a Certified Planner through their American Institute of Certified Planners (AICP). He has also completed the Michigan Infrastructure Council's Asset Management Champion Program. Joel's prior experience includes having served on the City of Roosevelt Park's Planning Commission and Zoning Board of Appeals. Prior to joining WMSRDC, Joel worked in various planning positions focusing on economic development planning, historic district planning, grant writing, and recreation planning. Joel has an undergraduate degree in Economics as well as a Master's degree in Public Administration, both from Central Michigan University.

### **Brian Mulnix, Program Manager**

Brian Mulnix has been with the agency since 1998 and works primarily in transportation planning but has experience in all areas of the agency including GIS, local government services, and environmental planning. His current role is the Program Manager for the Metropolitan Planning Organization (MPO) where he is responsible for the planning of over \$15 annual million in federal transportation funding to improve the multi-modal transportation system and network in West Michigan. Brian also develops short- and long-range transportation plans for the transit and road agencies within the MPO.

Brian earned his Bachelor's degree from Central Michigan University and his Master of Public Administration from Grand Valley State University. Brian has served on his local planning commission for over 15 years and volunteers for various groups and events in the area. Brian grew up and continues to live in the White Lake area in northern Muskegon County with his two children.

### **Jamie Way, GIS Specialist**

Jamie has worked as WMSRDC's Geographic Information Systems (GIS) Specialist since 2016 where she creates and manages the mapping software as well as mapping of all data and content used to manage WMSRDC programs. She

*Jamie's bio is continued on next page.*

# WMSRDC STAFF continued

belongs to both the Michigan Communities Association of Mapping Professionals (MiCAMP) and Improving Michigan's Access to Geographic Information Networks (IMAGIN) GIS user associations where she has won awards for her mapping skills. Jamie began her career in mapping while attending Muskegon Community College where she received her degree with a GIS Certification. Before coming to WMSRDC, Jamie interned for Muskegon County GIS before heading to Newaygo County where she worked in the GIS Department for several years. Her work spans across all WMSRDC programs, including transportation, local planning, environmental, economic development, and specialty GIS projects such mapping cemeteries, bridge and culvert safety data, as well as Veterans Memorial Park.

Jamie is also a part of the WMSRDC transportation team taking part in annual PASER road ratings and transportation planning activities. In addition, she has managed several environmental grants such as the Hemlock Woolly Adelgid invasive species treatments and multiple tree planting grants. Jamie serves as an Asset Management Infrastructure Champion and is trained in Redevelopment Readiness Communities.

Before becoming a cartographer, she worked as an educational sign language interpreter for the public school system. Jamie resides in Norton Shores and enjoys birding, mushroom hunting, cooking, and crocheting.

## FINANCIALS

### Audited Statement of Revenues, Expenditures, and Changes in Fund Balance For the Year Ended September 30, 2020 and 2021

Revenues	2020	2021
Intergovernmental Revenues		
Federal	\$ 3,023,061	\$ 5,473,996
State	150,446	122,597
Local	<u>203,677</u>	<u>237,372</u>
Total Revenues	3,377,184	5,833,965
 Expenditures		
Current		
Land Use Planning	56,556	37,450
Regional Initiatives	25,524	10,330
Economic Development	148,467	331,146
Transportation Planning	624,950	654,605
Environmental Clean-up	2,493,816	4,758,837
Homeland Security	<u>12,289</u>	<u>3,670</u>
Total Expenditures	\$ <u>3,361,602</u>	\$ <u>5,796,038</u>
 Net Change in Fund Balance	15,582	37,927
 Fund Balance at 10/1/19 for FY20 and 10/1/20 for FY21	<u>324,120</u>	<u>339,702</u>
 Fund Balance at 9/30/20 for FY20 and 9/30/21 for FY21	\$ <u>339,702</u>	\$ <u>377,629</u>

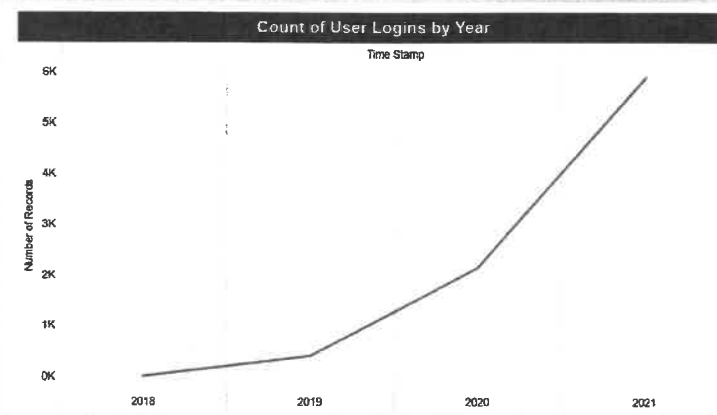
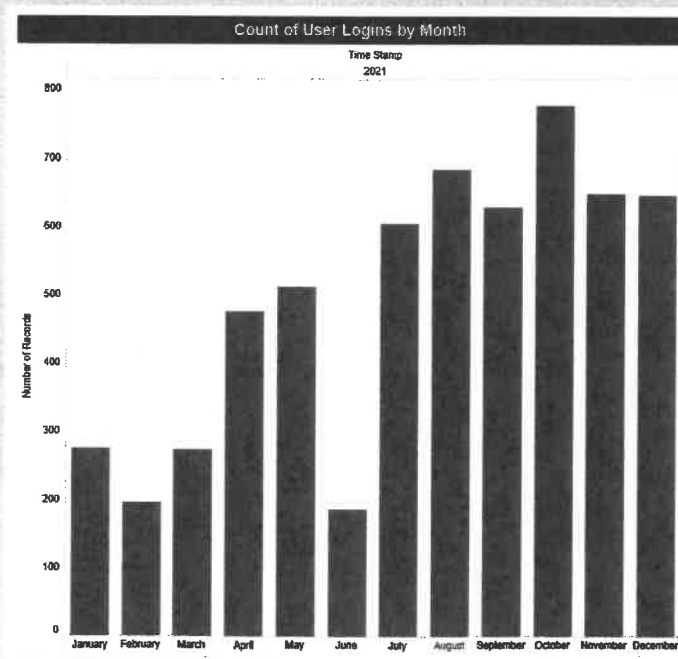
# OPEN DATA & ANALYTIC SERVICE



Munetrix is an online platform that transforms municipal raw data into usable information that can ultimately be harnessed as powerful, actionable intelligence. Since fiscal year 2020, WMSRDC has been a Munetrix sponsor allowing all 120 municipalities and their citizens within the five-county region access to Munetrix's wide-ranging data. The Munetrix

comprehensive measurement dashboards allow users to easily and efficiently meet government mandates while providing a holistic picture of a government's financial well-being and how it compares to counterparts. With Munetrix, users can be fully transparent about current financial data and where taxpayer dollars are being spent. It's a single tool that encompasses all of a community's government reporting needs.

The charts show usage data for the WMSRDC region on the Munetrix website. The top chart shows user data on a monthly basis in 2021 and the bottom chart shows the data over a four year period. Both charts show that usage is trending up as more local governments learn about the online platform and how to navigate it. With the influx of pandemic response funding at the federal level flowing down to local governments, tracking financial data is of the utmost importance. To access the Munetrix tool, visit the WMSRDC website at [www.wmsrdc.org](http://www.wmsrdc.org).



CITY OF WHITEHALL  
AUTHORIZED SIGNATURES  
RESOLUTION 22-09

- WHEREAS, the Whitehall City Council authorizes certain officials to make banking and financial transactions on behalf of the City.
- WHEREAS, most banking transactions require two signatures from authorized representatives.
- WHEREAS, the City's policy has been to name the Mayor, Mayor Pro Tem, City Manager, and Finance Officer/Treasurer as authorized representatives.
- WHEREAS, the Council previously named Mayor Salter, Mayor Pro Tem Mullally, City Manager Huebler, and Finance Officer/Treasurer Audo as authorized representatives.
- WHEREAS, Finance Officer/Treasurer Audo is retiring on February 28, 2022.
- WHEREAS, Deputy Finance Officer/Treasurer Seaver has been promoted to Finance Officer/Treasurer.

NOW, THEREFORE, LET IT BE RESOLVED

That the Whitehall City Council hereby removes Finance Officer/Treasurer Laurie Audo as an authorized representative and adds Finance Officer/Treasurer Alyssa Seaver as an authorized representative for banking transactions on behalf of the City.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, and thereafter adopted by the Whitehall City Council, at a regular meeting held February 22 2022 at 6:00 p.m. (\_\_\_ yes, \_\_\_ no, \_\_\_ absent).

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

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

CITY OF WHITEHALL  
AUTHORIZED SIGNATURES  
RESOLUTION 22-10

- WHEREAS, the Whitehall City Council adopted a policy in 2003 governing the use of credit cards in compliance with Michigan Public Act 266 of 1995.
- WHEREAS, in accordance with that policy, City Manager Huebler, Finance Officer/Treasurer Audo, and Police Chief Squiers have been issued credit cards.
- WHEREAS, Finance Officer/Treasurer Audo is retiring on February 28, 2022.
- WHEREAS, Deputy Finance Officer/Treasurer Seaver has been promoted to Finance Officer/Treasurer.
- WHEREAS, Playhouse Manager Beth Beaman makes a significant number of purchase by credit card having to borrow one from an existing card holder.

NOW, THEREFORE, LET IT BE RESOLVED

That the Whitehall City Council hereby removes Finance Officer/Treasurer Laurie Audo as an authorized credit card holder, adds Finance Officer/Treasurer Alyssa Seaver, and adds Playhouse Manager Beth Beaman with the addition of a fourth credit card.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, and thereafter adopted by the Whitehall City Council, at a regular meeting held February 22 2022 at 6:00 p.m. (\_\_\_ yes, \_\_\_ no, \_\_\_ absent).

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

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

CITY OF WHITEHALL  
RESOLUTION 22-11  
Senior Millage

- WHEREAS, in 2017 the voters of Muskegon County approved a new millage dedicated to improving the lives of residents 60 years of age and older.
- WHEREAS, the Muskegon County Board of Commissioners approved allocating 25% of the annual senior millage to local municipalities to coordinate and provide services, programs, and activities for seniors in their jurisdictions.
- WHEREAS, the City's allocation for County Fiscal Year 2022 is \$13,913.
- WHEREAS, senior services are currently being provided to City residents by White Lake Area Community Education and the White Lake Senior Center
- WHEREAS, these senior services will be continued, expanded, and enhanced with funding assistance from allocation of the senior millage.

NOW, THEREFORE, BE IT RESOLVED

That the Whitehall City Council hereby approves the application for a senior millage allocation in the amount of \$13,913 with the intent of funding senior activities through White Lake Area Community Education and the White Lake Senior Center by adoption of the attached plan.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, and thereafter adopted by the City Council of the City of Whitehall, at a regular meeting held Tuesday, February 22, 2022 at 6:00 p.m.  
(Yes \_\_, No \_\_, Absent \_\_)

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

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

**CITY OF WHITEHALL  
MUNICIPAL SENIOR MILLAGE FUNDING PLAN**

In 2017, the voters of Muskegon County approved a millage dedicated to improving the lives of County residents 60 years of age and older. The Muskegon County Board of Commissioners serves as the administrative entity of the senior millage. The Board approved allocating 25% of the annual millage revenues to local municipalities to coordinate and provide services, programs, and activities for seniors within their jurisdiction. Municipalities are encouraged to leverage funds and minimize duplication by working with categorical grantees and each other. Rather than create new and potentially competing services and programs, the City will provide funding assistance and collaborate with White Lake Community Education and the White Lake Senior Center on continuation of their services and programs. Senior Center Chair Andy Fink is a city resident. The City Council anticipates appointing a representative to an advisory board of the Whitehall District Schools Viking Athletic Center

The City's allocation of \$13,913 provided by the Municipal Senior Millage will be utilized to expand and enhance senior services offered by Community Ed and the Senior Center. The City will allocate \$11,513 to Community Ed and \$2,400 to the Senior Center. Services provided to our 800 senior residents will include free membership to the Athletic Center with the very popular year-round walking track; adult education; and numerous enrichment and leisure activities, classes, and programs.