



CITY COUNCIL MEETING  
405 E. COLBY STREET, WHITEHALL, MI  
CITY COUNCIL CHAMBERS  
MAY 24, 2022  
6:00 p.m.  
**AMENDED AGENDA**

1. Meeting called to Order
  - Pledge of Allegiance
2. Approval of Agenda
3. Public Hearing for Fiscal Year 2022/2023
4. Special Presentation: White Lake Library: Norm Kittleson, Ray Veeder
5. Consent Agenda
  - Approval of the May 9 Budget Work Session, May 10 Council Meeting Minutes and Closed Session Minutes
  - Approval of Accounts Payable
  - Communications: Arts Council Thank You, Wastewater Minutes, White Lake Library Information
6. Messages from the Mayor, Council, and City Manager
7. Public Comment \*
8. Old Business
9. New Business
  - Ordinance 22-03 Multiple Family Residential Zone
  - Ordinance 22-04 General Business District Zone
  - Resolution 22-20 Delinquent Utility Bills & Rental Inspection Fees
  - Resolution 22-21 Commercial Rehab
  - Resolution 22-22 Lot Split Request
  - Resolution 22-23 Feet on the Street
  - Resolution 22-24 Budget and Millage Levy Adoption
  - Resolution 22-25 Water System Reliability Study
  - Resolution 22-26 Water/Sewer Rates
  - Resolution 22-27 MDOT Grant
10. Public Comment \*
11. 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 BUDGET WORK SESSION MINUTES**  
**May 9, 2022**  
**5:00 p.m.**

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

**ABSENT:** None

**ALSO PRESENT:** City Manager Huebler, City Clerk Bourdon, Treasurer Seaver, DPW Director Armstrong, Chief Squiers, Playhouse Manager Beaman

Mayor Salter called the meeting to order at 5:00 p.m.

***Discussion Items***

**Fiscal Year Budget 2022/2023**

City Manager Huebler provided highlights of the proposed budget for fiscal year 2022/2023 with the corresponding goals: sidewalks, Climate Emergency Plan, maintenance worker, live stream council meetings, street funding. Discussion included street plans, potential millage increases, aerators for the marina, the rental inspection program, and the increases to the water and sewer rates.

Council Member Holmstrom would like to consider updating marina lighting and adding junk removal for future budget considerations. Clerk Bourdon relayed a request from a Gee Steet resident to upgrade the playground equipment at Gee Park.

**Public Comment**

Jerry Rowe and Tamara Horne provided public comment.

**Meeting Adjourned at 6:42 p.m.**

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Steven Salter, Mayor

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Brenda Bourdon, City Clerk

CITY OF WHITEHALL  
CITY COUNCIL MEETING MINUTES  
Council Chambers  
May 10, 2022

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

ABSENT: None

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

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

#### APPROVAL OF THE AGENDA

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

#### APPROVAL OF THE CONSENT AGENDA

- A. April 26, 2022 Council Meeting Minutes
- B. Accounts Payable - \$145,812.24
- C. Communications: Planning Commission Minutes, Quarterly Update

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

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

Messages were received from Council members.

#### PUBLIC COMMENT

None.

#### NEW BUSINESS

- A. Resolution 22-19 Lot Split Request

Motion by Holmstrom, seconded by Heidelberg, CARRIED, to approve the lot split request for 1020 Lewis Street.

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

#### PUBLIC COMMENT

Carter Mahoney, student from Montague, introduced himself.

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

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

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

**OPEN SESSION**

Motion by Holmstrom, seconded by Sikkenga, CARRIED, to authorize the \$60,000 expenditure to acquire the Bishop property.

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

**ADJOURNMENT**

Mayor Salter adjourned the Council Meeting at 6:26 pm.

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Steven Salter, Mayor

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Brenda Bourdon, City Clerk

CITY OF WHITEHALL  
ACCOUNTS PAYABLE  
May 24, 2022

**May 2022 Prepays**

| <u>VENDOR NAME</u>            | <u>DESCRIPTION</u> | <u>AMOUNT</u> | <u>Check No.</u> |
|-------------------------------|--------------------|---------------|------------------|
| City of Whitehall-Common Cash | Payroll            | \$43,928.22   | Transfer         |
| IRS                           | Payroll            | \$15,446.74   | EFT              |
| Alerus Financial              | Payroll            | \$5,963.12    | EFT              |
| MISDU                         | Payroll            | \$90.34       | 9019             |
| MI Department of Treasury     | Unclaimed Property | \$70.36       | EFT              |

**Total Prepays:**

\$65,498.78

**Accounts Payable:**

\$136,452.45

***TOTAL ACCOUNTS PAYABLE***

**\$201,951.23**

| Vendor Code                             | Vendor Name                  | Description                            | Amount   |
|---|------------------------------|--|----------|
| EVERA                                   | ALEXANDER AK                 | EVERGREEN                              |          |
|   | CONTRACT                     | HOUSE MANAGER - CLEAN COMEDY 4/23/2022 | 50.00    |
| TOTAL FOR: ALEXANDER AK EVERGREEN       |                              |  | 50.00    |
| SEAV                                    | ALYSSA SEAVER                |  |          |
|   | FLEX                         | FLEX - MAY-2022                        | 153.17   |
| TOTAL FOR: ALYSSA SEAVER                |                              |  | 153.17   |
| MISC                                    | AMAZON.COM                   |  |          |
|   | 111-5370588-306              | OFFICE SUPPLIES - DPW & CITY HALL      | 237.92   |
|   | 113-2909553-574              | PRINTER TONER & BUDGET BINDERS         | 307.71   |
|   | STATEMENT                    | ELECTRONIC DEVICE CASE                 | 17.99    |
| TOTAL FOR: AMAZON.COM                   |                              |  | 563.62   |
| AQUAT                                   | AQUATIC DOCTORS LAKE MGT INC |  |          |
|   | 21045                        | ALGAE & WEED TREATMENT                 | 890.00   |
| TOTAL FOR: AQUATIC DOCTORS LAKE MGT INC |                              |  | 890.00   |
| BARRY                                   | BARRY'S GREENHOUSE           |  |          |
|   | I220518123                   | FLOWERS - DOWNTOWN/CEM/PARKS           | 1,039.80 |
| TOTAL FOR: BARRY'S GREENHOUSE           |                              |  | 1,039.80 |
| BEAM                                    | BETH BEAMAN                  |  |          |
|   | FLEX                         | FLEX - MAY-2022                        | 237.00   |
| TOTAL FOR: BETH BEAMAN                  |                              |  | 237.00   |
| MAHON                                   | BRANDON L MAHONEY            |  |          |
|   | FLEX                         | FLEX - MAY-2022                        | 128.00   |
|   | FLEX                         | FLEX - MAY-2022                        | 137.60   |
| TOTAL FOR: BRANDON L MAHONEY            |                              |  | 265.60   |
| BOU                                     | BRENDA BOURDON               |  |          |
|   | STATEMENT                    | MILAGE REIMBURSEMENTS                  | 210.89   |
| TOTAL FOR: BRENDA BOURDON               |                              |  | 210.89   |
| ARMST                                   | BRIAN ARMSTRONG              |  |          |
|   | FLEX                         | FLEX - MAY-2022                        | 312.80   |
| TOTAL FOR: BRIAN ARMSTRONG              |                              |  | 312.80   |
| SCHILLER                                | BROOK SCHILLER               |  |          |
|   | FLEX                         | FLEX - MAY-2022                        | 160.00   |
| TOTAL FOR: BROOK SCHILLER               |                              |  | 160.00   |
| MISC                                    | CHICK-FIL-A                  |  |          |
|   | STATEMENT                    | MEAL - TRAINING                        | 9.90     |
| TOTAL FOR: CHICK-FIL-A                  |                              |  | 9.90     |
| MAHOC                                   | CHRIS MAHONEY                |  |          |
|   | FLEX                         | FLEX - MAY-2022                        | 765.00   |
| TOTAL FOR: CHRIS MAHONEY                |                              |  | 765.00   |

| Vendor Code                        | Vendor Name             | Description                                   | Amount    |
|------------------------------------|-------------------------|---|-----------|
| MISC                               | COMFORT INN & SUITES    |   |           |
|                                    | STATEMENT               | 3 ROOMS - MOUNTAIN HEART                      | 283.47    |
| TOTAL FOR: COMFORT INN & SUITES    |                         |   | 283.47    |
| CONCE                              | CONCEPTS GRAPHIC DESIGN |   |           |
|                                    | 10078                   | SUMMER THEATRE - POSTER/POSTCARD/CLING & PAWL | 458.00    |
| TOTAL FOR: CONCEPTS GRAPHIC DESIGN |                         |   | 458.00    |
| CONSU                              | CONSUMER'S ENERGY       |   |           |
|                                    | STATEMENT               | PUBLIC UTILITIES                              | 11,779.63 |
| TOTAL FOR: CONSUMER'S ENERGY       |                         |   | 11,779.63 |
| SILK                               | DAVID SILK              |   |           |
|                                    | REIMBURSEMENT           | BOOTS - REIMBURSEMENT                         | 150.00    |
| TOTAL FOR: DAVID SILK              |                         |   | 150.00    |
| MISC                               | DOLLAR TREE             |   |           |
|                                    | STATEMENT               | SPONGES, PLUNGERS, TB BRUSHES                 | 13.25     |
| TOTAL FOR: DOLLAR TREE             |                         |   | 13.25     |
| BOND                               | DONALD BOND             |   |           |
|                                    | FLEX                    | FLEX - MAY-2022                               | 413.47    |
| TOTAL FOR: DONALD BOND             |                         |   | 413.47    |
| EJ                                 | EJ USA INC              |   |           |
|                                    | 110220031135            | QTY 6 - COUPLINGS                             | 183.48    |
| TOTAL FOR: EJ USA INC              |                         |   | 183.48    |
| FFARM                              | FAMILY FARM AND HOME    |   |           |
|                                    | 000281                  | PARTS FOR 81-01                               | 5.25      |
| TOTAL FOR: FAMILY FARM AND HOME    |                         |   | 5.25      |
| FRONT                              | FRONTIER                |   |           |
|                                    | STATEMENT               | TELEPHONE                                     | 38.64     |
|                                    | STATEMENT               | TELEPHONE                                     | 54.38     |
|                                    | STATEMENT               | TELEPHONE                                     | 64.47     |
| TOTAL FOR: FRONTIER                |                         |   | 157.49    |
| GRLF                               | GREAT LAKES FORD        |   |           |
|                                    | FOCS350847              | OIL CHANGE & INSPECTION - TRUCK 12-10         | 136.61    |
|                                    | FOCS350856              | OIL CHANGE & INSTPECTION - TRUCK 12-02        | 56.62     |
| TOTAL FOR: GREAT LAKES FORD        |                         |   | 193.23    |
| MISC                               | HOPS                    |   |           |
|                                    | STATEMENT               | MEAL - TRAINING                               | 44.72     |
| TOTAL FOR: HOPS                    |                         |   | 44.72     |
| IACP                               | IACP                    |   |           |
|                                    | IACP 2022               | IACP 2022 CONFERENCE - SQUIERS - 101.301.760  | 425.00    |
| TOTAL FOR: IACP                    |                         |   | 425.00    |

| Vendor Code                                   | Vendor Name                        | Invoice         | Description                                   | Amount    |
|---|------------------------------------|-----------------|---|-----------|
| MISC  | ISOLVED BENEFIT SERVICES           | 1119659831      | COBRA - ADMIN FEE                             | 37.76     |
| TOTAL FOR: ISOLVED BENEFIT SERVICES           |                                    |                 |   | 37.76     |
| MISC  | JOEL SELBY                         | CONTRACT        | SOFTWARE TRAINING & EXPENSES                  | 127.26    |
| TOTAL FOR: JOEL SELBY                         |                                    |                 |   | 127.26    |
| KENT EQUIP                                    | KENT EQUIPMENT, INC.               | W13165          | FRONT AXLE SEALS/BEARINGS/TIRES- TRACTOR 70-0 | 2,110.06  |
| TOTAL FOR: KENT EQUIPMENT, INC.               |                                    |                 |   | 2,110.06  |
| KERK  | KERKSTRA PORTABLE RESTROOM SERV    | 200021-200022-2 | PORTABLE RESTROOMS - COVELL/SVENSSON/BIKE PAT | 360.00    |
| TOTAL FOR: KERKSTRA PORTABLE RESTROOM SERV    |                                    |                 |   | 360.00    |
| KIRB  | KIRBY BUILT/DBA                    | INVKSA3100      | 6' BENCH FOR SPLASH PAD                       | 1,153.67  |
| TOTAL FOR: KIRBY BUILT/DBA                    |                                    |                 |   | 1,153.67  |
| WLBEA   | LUDINGTON DAILY NEWS               | 99196718        | PUBLISHING - PUBLIC HEARING                   | 60.80     |
| TOTAL FOR: LUDINGTON DAILY NEWS               |                                    |                 |   | 60.80     |
| MCCOR   | MC CORMICK SAND INC                | 2200236         | - PAY A NORTH MEARS LOT IMPROVEMENT           | 12,915.32 |
| TOTAL FOR: MC CORMICK SAND INC                |                                    |                 |   | 12,915.32 |
| MGFOA   | MI GOVERN'T FINANCE OFFICERS ASSOC | STATEMENT       | VIRTUAL TRAINING - YEAR END - SEAVER/SCHILLER | 100.00    |
| TOTAL FOR: MI GOVERN'T FINANCE OFFICERS ASSOC |                                    |                 |   | 100.00    |
| MML   | MICHIGAN MUNICIPAL LEAGUE          | 520             | MEMBERSHIP RENEWAL - FY 22/23                 | 2,388.00  |
|   |                                    | 6424206         | WORKER'S COMP POLICY - FY22/23                | 21,614.00 |
| TOTAL FOR: MICHIGAN MUNICIPAL LEAGUE          |                                    |                 |   | 24,002.00 |
| MUCTR   | MUSKEGON CENTRAL DISPATCH          | 2200001080      | CENTRAL DISPATCH FEES - JUNE-2022             | 3,676.00  |
| TOTAL FOR: MUSKEGON CENTRAL DISPATCH          |                                    |                 |   | 3,676.00  |
| MUCON   | MUSKEGON CONSERVATION DISTRICT     | 14783           | LAND PURCHASE - BISHOP PROPERTY               | 60,000.00 |
| TOTAL FOR: MUSKEGON CONSERVATION DISTRICT     |                                    |                 |   | 60,000.00 |
| ED  | OGBORN ENTERPRISES, INC.           | WCH 2022-05     | CLEANING SERVICES - CH                        | 350.53    |
| TOTAL FOR: OGBORN ENTERPRISES, INC.           |                                    |                 |   | 350.53    |
| PARM  | PARMENTER LAW                      | 265008 - 265009 | ATTORNEY FEES - PROSECUTION & GENERAL         | 3,767.50  |
|   |                                    | 265309          | ATTORNEY FEES - WATER MAIN EASEMENTS          | 230.00    |
| TOTAL FOR: PARMENTER LAW                      |                                    |                 |   | 3,997.50  |



| Vendor Code                               | Vendor Name                    | Description                                   | Amount   |
|---|--------------------------------|---|----------|
| YOUNG                                     | PAUL YOUNG                     |   |          |
|   | FLEX                           | FLEX - MAY-2022                               | 24.13    |
| TOTAL FOR: PAUL YOUNG                     |                                |   | 24.13    |
| REPC                                      | REPCOLITE PAINTS INC           |   |          |
|   | 912950                         | ZONE MARKING PAINT - WHITE(6) & BLUE(1)       | 719.85   |
| TOTAL FOR: REPCOLITE PAINTS INC           |                                |   | 719.85   |
| REP                                       | REPUBLIC SERVICES #240         |   |          |
|   | 0240-008740141                 | WASTE REMOVAL - DPW, CITY HALL & PLAYHOUSE    | 448.74   |
| TOTAL FOR: REPUBLIC SERVICES #240         |                                |   | 448.74   |
| SQUI                                      | ROGER SQUIERS                  |   |          |
|   | FLEX                           | FLEX - MAY-2022                               | 77.18    |
| TOTAL FOR: ROGER SQUIERS                  |                                |   | 77.18    |
| SAMS                                      | SAM'S CLUB/GECF                |   |          |
|   | 9844742799                     | HAND TOWELS, TRASH BAGS, DISINFECTANT SPRAY,  | 255.64   |
|   | STATEMENT                      | COPY PAPER/MEETING SUPPLIES                   | 138.55   |
| TOTAL FOR: SAM'S CLUB/GECF                |                                |   | 394.19   |
| SCHEI                                     | SCHEID PLUMBING HEATING & COOL |   |          |
|   | I-18450-1                      | BACKFLOW TEST - SPLASH PAD                    | 125.00   |
| TOTAL FOR: SCHEID PLUMBING HEATING & COOL |                                |   | 125.00   |
| HUEBL                                     | SCOTT HUEBLER                  |   |          |
|   | FLEX                           | FLEX - MAY-2022                               | 11.50    |
| TOTAL FOR: SCOTT HUEBLER                  |                                |   | 11.50    |
| MISC                                      | SHUTTERSTOCK                   |   |          |
|   | SSTK-0842F-3274                | LICENSE FEE 5 OF 12                           | 29.00    |
| TOTAL FOR: SHUTTERSTOCK                   |                                |   | 29.00    |
| MISC                                      | SOUTHWEST AIRLINES             |   |          |
|   | STATEMENT                      | AIRLINE TICKET/IACP 2022 - SQUIERS - 101.301. | 419.46   |
| TOTAL FOR: SOUTHWEST AIRLINES             |                                |   | 419.46   |
| TED                                       | TED'S TREE SERVICE             |   |          |
|   | 1481                           | BRUSH REMOVAL - SPRING 2022                   | 6,500.00 |
| TOTAL FOR: TED'S TREE SERVICE             |                                |   | 6,500.00 |
| USPOS                                     | UNITED STATES POSTMASTER       |   |          |
|   | STATEMENT                      | POSTAGE                                       | 5.10     |
| TOTAL FOR: UNITED STATES POSTMASTER       |                                |   | 5.10     |
| VERIZ                                     | VERIZON WIRELESS               |   |          |
|   | 9905255379                     | ON CALL CELL PHONE                            | 6.59     |
| TOTAL FOR: VERIZON WIRELESS               |                                |   | 6.59     |
| WALMART                                   | WALMART                        |   |          |
|   | 426046816869401                | BEVERAGES - BLT MEETING                       | 16.04    |
| TOTAL FOR: WALMART                        |                                |   | 16.04    |

05/19/2022 03:20 PM  
User: BROOK  
DB: Whitehall

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF WHITEHALL  
EXP CHECK RUN DATES 05/20/2022 - 05/20/2022  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID  
CITY OF WHITEHALL ACCOUNTS PAYABLE  
COUNCIL MEETING OF MAY 24, 2022

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| Vendor Code                              | Vendor Name   | Description      | Amount     |
|--|---------------|------------------|------------|
|  | Invoice       |                  |            |
| WMBUR                                    | WEST MICHIGAN | BURIAL VAULT CO  |            |
|  | 013195        | 10X20 FOUNDATION | 20.00      |
| TOTAL FOR: WEST MICHIGAN BURIAL VAULT CO |               |                  | 20.00      |
| TOTAL - ALL VENDORS                      |               |                  | 136,452.45 |

INVOICE GL DISTRIBUTION REPORT FOR CITY OF WHITEHALL  
 EXP CHECK RUN DATES 05/20/2022 - 05/20/2022  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID  
 CITY OF WHITEHALL ACCOUNTS PAYABLE  
 COUNCIL MEETING OF MAY 24, 2022

| GL Number  | Invoice Line Desc               | Vendor                   | Invoice Date | Invoice              | Amount           |
|--|---------------------------------|--------------------------|--------------|----------------------|------------------|
| <b>Fund 101 GENERAL OPERATING FUND</b>                 |                                 |                          |              |                      |                  |
| Dept 000 648   |                                 |                          |              |                      |                  |
| 101-000-082.000  | COBRA - ADMIN FEE               | ISOLVED BENEFIT SERVICES | 05/07/22     | I119659831           | 37.76            |
| 101-000-123.000  | IACP 2022/SQUIERS - TO BE REIMB | IACP                     | 04/25/22     | IACP 2022            | 425.00           |
| 101-000-123.000  | PREPAID MEMBERSHIP - FY22/23 10 | MICHIGAN MUNICIPAL LEAGU | 05/01/22     | 520                  | 2,388.00         |
| 101-000-123.000  | PREPAID - WORKCOMP POLICY - FY  | MICHIGAN MUNICIPAL LEAGU | 05/11/22     | 6424206              | 21,614.00        |
| 101-000-123.000  | AIRLINE TICKET/IACP 2022 - TO B | SOUTHWEST AIRLINES       | 04/26/22     | STATEMENT            | 419.46           |
| 101-000-231.017  | DUE TO FLEX FUND                | ALYSSA SEAVER            | 05/10/22     | FLEX                 | 153.17           |
| 101-000-231.017  | DUE TO FLEX FUND                | BETH BEAMAN              | 05/10/22     | FLEX                 | 237.00           |
| 101-000-231.017  | DUE TO FLEX FUND                | BRANDON L MAHONEY        | 05/10/22     | FLEX                 | 128.00           |
| 101-000-231.017  | DUE TO FLEX FUND                | BRANDON L MAHONEY        | 05/10/22     | FLEX                 | 137.60           |
| 101-000-231.017  | DUE TO FLEX FUND                | BRIAN ARMSTRONG          | 05/10/22     | FLEX                 | 312.80           |
| 101-000-231.017  | DUE TO FLEX FUND                | BROOK SCHILLER           | 05/10/22     | FLEX                 | 160.00           |
| 101-000-231.017  | DUE TO FLEX FUND                | CHRIS MAHONEY            | 05/10/22     | FLEX                 | 765.00           |
| 101-000-231.017  | DUE TO FLEX FUND                | DONALD BOND              | 05/10/22     | FLEX                 | 413.47           |
| 101-000-231.017  | DUE TO FLEX FUND                | PAUL YOUNG               | 05/10/22     | FLEX                 | 24.13            |
| 101-000-231.017  | DUE TO FLEX FUND                | ROGER SQUIERS            | 05/10/22     | FLEX                 | 77.18            |
| 101-000-231.017  | DUE TO FLEX FUND                | SCOTT HUEBLER            | 05/10/22     | FLEX                 | 11.50            |
| <b>Total For Dept 000 648</b>                          |                                 |                          |              |                      | <b>27,304.07</b> |
| <b>Dept 172 ADMINISTRATION</b>                         |                                 |                          |              |                      |                  |
| 101-172-727.000  | BUDGET BINDERS - QTY 12/TAB DIV | AMAZON.COM               | 03/30/22     | 113-2909553-5749013  | 53.71            |
| 101-172-727.000  | STICKY NOTES X 8 PACKS (4X6")   | AMAZON.COM               | 04/14/22     | 111-5370588-3069841  | 135.95           |
| 101-172-760.000  | VIRTUAL TRAINING - YEAR END     | MI GOVERN'T FINANCE OFFI | 04/26/22     | STATEMENT            | 100.00           |
| 101-172-818.000  | PORTABLE RESTROOM - WL BIKE PAT | KERKSTRA PORTABLE RESTRO | 05/13/22     | 200021-200022-200023 | 140.00           |
| <b>Total For Dept 172 ADMINISTRATION</b>               |                                 |                          |              |                      | <b>429.66</b>    |
| <b>Dept 203 ATTORNEY</b>                               |                                 |                          |              |                      |                  |
| 101-203-826.100  | ATTORNEY FEES - GENERAL         | PARMENTER LAW            | 05/06/22     | 265008 - 265009      | 1,330.00         |
| 101-203-826.100  | ATTORNEY FEES- WATER MAIN EASEM | PARMENTER LAW            | 05/16/22     | 265309               | 230.00           |
| <b>Total For Dept 203 ATTORNEY</b>                     |                                 |                          |              |                      | <b>1,560.00</b>  |
| <b>Dept 215 CITY CLERK</b>                             |                                 |                          |              |                      |                  |
| 101-215-727.000  | PRINTER TONER                   | AMAZON.COM               | 03/30/22     | 113-2909553-5749013  | 254.00           |
| 101-215-880.000  | TRAVEL & MEALS                  | BRENDA BOURDON           | 05/18/22     | STATEMENT            | 210.89           |
| 101-215-905.000  | PUBLISHING                      | LOUDINGTON DAILY NEWS    | 04/30/22     | 99196718             | 60.80            |
| <b>Total For Dept 215 CITY CLERK</b>                   |                                 |                          |              |                      | <b>525.69</b>    |
| <b>Dept 265 CITY HALL BLDG &amp; GROUNDS</b>           |                                 |                          |              |                      |                  |
| 101-265-757.000  | PLUNGERS, SPONGES               | DOLLAR TREE              | 04/15/22     | STATEMENT            | 5.30             |
| 101-265-757.000  | PLATES, FLOOR RINSE, CUPS, SPON | SAM'S CLUB/GEFC          | 04/27/22     | 9844742799           | 56.06            |
| 101-265-757.000  | COPY PAPER                      | SAM'S CLUB/GEFC          | 04/13/22     | STATEMENT            | 67.74            |
| 101-265-818.700  | CONTRACTUAL SERVICES-CLEANERS   | OGBORN ENTERPRISES, INC. | 05/01/22     | WCH 2022-05          | 350.53           |
| 101-265-920.000  | PUBLIC UTILITIES/100017760891   | CONSUMER'S ENERGY        | 05/18/22     | STATEMENT            | 959.06           |
| <b>Total For Dept 265 CITY HALL BLDG &amp; GROUNDS</b> |                                 |                          |              |                      | <b>1,438.69</b>  |
| <b>Dept 266 DISTRICT COURT</b>                         |                                 |                          |              |                      |                  |
| 101-266-826.000  | ATTORNEY FEES - PROSECUTION     | PARMENTER LAW            | 05/06/22     | 265008 - 265009      | 2,437.50         |
| <b>Total For Dept 266 DISTRICT COURT</b>               |                                 |                          |              |                      | <b>2,437.50</b>  |
| <b>Dept 270 FRINGE BENEFITS</b>                        |                                 |                          |              |                      |                  |
| 101-270-719.450  | FRINGE-UNIFORMS                 | DAVID SILK               | 05/19/22     | REIMBURSEMENT        | 150.00           |
| 101-270-719.685  | MEETING SUPPLIES                | SAM'S CLUB/GEFC          | 04/13/22     | STATEMENT            | 28.96            |

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| GL Number                       | Invoice Line Desc                                    | Vendor                   | Invoice Date | Invoice                                   | Amount     |
|---------------------------------|--|--------------------------|--------------|---|------------|
| Fund 101 GENERAL OPERATING FUND |  |                          |              |   |            |
| Dept 270 FRINGE BENEFITS        |  |                          |              |   |            |
| Dept 301 POLICE                 |  |                          |              | Total For Dept 270 FRINGE BENEFITS        | 178.96     |
| 101-301-727.000                 | POSTAGE  | UNITED STATES POSTMASTER | 04/26/22     | STATEMENT                                 | 5.10       |
| 101-301-757.000                 | ELECTRONIC DEVICE CASE                               | AMAZON.COM               | 04/25/22     | STATEMENT                                 | 17.99      |
| 101-301-760.200                 | EDUCATION & TRAINING-302 FUNDS                       | CHICK-FIL-A              | 04/15/22     | STATEMENT                                 | 9.90       |
| 101-301-760.200                 | EDUCATION & TRAINING-302 FUNDS                       | HOPS                     | 04/14/22     | STATEMENT                                 | 44.72      |
| 101-301-850.000                 | CENTRAL DISPATCH FEES - APR-202                      | MUSKEGON CENTRAL DISPATC | 05/18/22     | 2200001080                                | 3,676.00   |
|                                 |  |                          |              | Total For Dept 301 POLICE                 | 3,753.71   |
| Dept 448 STREET LIGHTING        |  |                          |              |   |            |
| 101-448-920.000                 | PUBLIC UTILITIES/100017154418                        | CONSUMER'S ENERGY        | 05/18/22     | STATEMENT                                 | 24.20      |
|                                 |  |                          |              | Total For Dept 448 STREET LIGHTING        | 24.20      |
| Dept 521 SANITATION             |  |                          |              |   |            |
| 101-521-818.000                 | WASTE REMOVAL - CH                                   | REPUBLIC SERVICES #240   | 04/30/22     | 0240-008740141                            | 72.00      |
|                                 |  |                          |              | Total For Dept 521 SANITATION             | 72.00      |
| Dept 528 LEAF DISPOSAL          |  |                          |              |   |            |
| 101-528-818.100                 | CONTRACTUAL SERVICES-BRUSH REMO                      | TED'S TREE SERVICE       | 05/16/22     | 1481                                      | 6,500.00   |
|                                 |  |                          |              | Total For Dept 528 LEAF DISPOSAL          | 6,500.00   |
| Dept 567 CEMETERY               |  |                          |              |   |            |
| 101-567-757.000                 | FLOWERS - CEMETERY                                   | BARRY'S GREENHOUSE       | 05/18/22     | I220518123                                | 127.92     |
| 101-567-920.000                 | PUBLIC UTILITIES/100016436576                        | CONSUMER'S ENERGY        | 05/18/22     | STATEMENT                                 | 57.80      |
| 101-567-932.000                 | CEM MAINT - 10X20 FOUNDATION                         | WEST MICHIGAN BURIAL VAU | 04/30/22     | 013195                                    | 20.00      |
| 101-567-933.000                 | 70-01 - FR AXEL SEALS/BEARINGS/                      | KENT EQUIPMENT, INC.     | 05/05/22     | W13165                                    | 1,055.03   |
|                                 |  |                          |              | Total For Dept 567 CEMETERY               | 1,260.75   |
| Dept 751 PARKS DEPARTMENT       |  |                          |              |   |            |
| 101-751-757.000                 | FLOWERS - PARKS                                      | BARRY'S GREENHOUSE       | 05/18/22     | I220518123                                | 191.88     |
| 101-751-757.000                 | TB BRUSHES   | DOLLAR TREE              | 04/15/22     | STATEMENT                                 | 3.98       |
| 101-751-757.000                 | BATH TISSUE, TOWELS, SPRAY BOTT                      | SAM'S CLUB/GEFC          | 04/27/22     | 9844742799                                | 99.79      |
| 101-751-818.000                 | PORTABLE RESTROOM - COVELL                           | KERKSTRA PORTABLE RESTRO | 05/13/22     | 200021-200022-200023                      | 220.00     |
| 101-751-818.000                 | BACKFLOW TESTING - SPLASH PAD                        | SCHIED PLUMBING HEATING  | 05/10/22     | I-18450-1                                 | 125.00     |
| 101-751-920.000                 | PUBLIC UTILITIES/100017568369                        | CONSUMER'S ENERGY        | 05/18/22     | STATEMENT                                 | 267.94     |
| 101-751-933.000                 | EQ MAINT - PARTS FOR 81-01                           | FAMILY FARM AND HOME     | 05/10/22     | 000281                                    | 5.25       |
| 101-751-933.000                 | 70-01 - FR AXEL SEALS/BEARINGS/                      | KENT EQUIPMENT, INC.     | 05/05/22     | W13165                                    | 1,055.03   |
| 101-751-974.000                 | CAPITAL IMPRVMT - BENCH FOR S                        | KIRBY BUILT/DBA          | 04/15/22     | INVKSA3100                                | 1,153.67   |
| 101-751-974.000                 | LAND PURCHASE - BISHOP PROPERTY                      | MUSKEGON CONSERVATION DI | 05/17/22     | 14783                                     | 60,000.00  |
|                                 |  |                          |              | Total For Dept 751 PARKS DEPARTMENT       | 63,122.54  |
| Dept 756 119 S BALDWIN ST       |  |                          |              |   |            |
| 101-756-920.000                 | PUBLIC UTILITIES/100016180844                        | CONSUMER'S ENERGY        | 05/18/22     | STATEMENT                                 | 166.07     |
|                                 |  |                          |              | Total For Dept 756 119 S BALDWIN ST       | 166.07     |
| Fund 202 MAJOR STREET FUND      |  |                          |              |   |            |
| Dept 474 TRAFFIC SERVICES       |  |                          |              |   |            |
| 202-474-757.000                 | ZONE MARKING PAINT - WHITE(6) & REPCOLITE PAINTS INC |                          | 05/09/22     | 912950                                    | 539.89     |
|                                 |  |                          |              | Total For Dept 474 TRAFFIC SERVICES       | 539.89     |
|                                 |  |                          |              | Total For Fund 101 GENERAL OPERATING FUND | 108,773.84 |

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|---|--|-------------------------|---|----------------------|-----------|
| Fund 202 MAJOR STREET FUND                        | MAINTENANCE  |                         | 05/18/22  | STATEMENT            | 29.24     |
| Dept 494 TRUNKLINE SURFACE                        | PUBLIC UTILITIES/100086335302                        | CONSUMER'S ENERGY       | Total For Dept 494 TRUNKLINE SURFACE MAINTENANC |                      | 29.24     |
| 202-494-920.000                                   |  |                         | Total For Fund 202 MAJOR STREET FUND            |                      | 569.13    |
| Fund 203 LOCAL STREET FUND                        | ZONE MARKING PAINT - WHITE(6) & REPCOLITE PAINTS INC |                         | 05/09/22  | 912950               | 179.96    |
| Dept 474 TRAFFIC SERVICES                         |  |                         | Total For Dept 474 TRAFFIC SERVICES             |                      | 179.96    |
| 203-474-757.000                                   |  |                         | Total For Fund 203 LOCAL STREET FUND            |                      | 179.96    |
| Fund 247 TAX INCREMENT FINANCE AUTHORITY #1       | MEETING SUPPLIES                                     | WALMART                 | 04/13/22  | 42604681686940180230 | 16.04     |
| Dept 000 648                                      |  |                         | Total For Dept 000 648                          |                      | 16.04     |
| 247-000-962.000                                   |  |                         |   |                      |           |
| Dept 525 DOWNTOWN STREETScape                     | FLOWERS - DOWNTOWN                                   | BARRY'S GREENHOUSE      | 05/18/22  | I220518123           | 720.00    |
| 247-525-757.000                                   | TB BRUSHES   | DOLLAR TREE             | 04/15/22  | STATEMENT            | 3.97      |
| 247-525-757.000                                   | TOWELS, TISSUE, CLEANING SUPPLI                      | SAM'S CLUB/GEFC         | 04/27/22  | 9844742799           | 99.79     |
| 247-525-921.000                                   | ELECT-PEDESTRIAN LIGHTS/1000152                      | CONSUMER'S ENERGY       | 05/18/22  | STATEMENT            | 257.92    |
|   |  |                         | Total For Dept 525 DOWNTOWN STREETScape         |                      | 1,081.68  |
| Fund 250 LOCAL DEVELOPMENT FINANCE AUTHORITY FUND |  |                         | Total For Fund 247 TAX INCREMENT FINANCE AUTHOR |                      | 1,097.72  |
| Dept 000 648                                      |  |                         |   |                      |           |
| 250-000-818.100                                   | C/S-INDUST PARK MARKETING/1000                       | CONSUMER'S ENERGY       | 05/18/22  | STATEMENT            | 60.44     |
| 250-000-962.000                                   | MEETING SUPPLIES                                     | SAM'S CLUB/GEFC         | 04/13/22  | STATEMENT            | 7.98      |
|   |  |                         | Total For Dept 000 648                          |                      | 68.42     |
| Fund 401 CAPITAL PROJECTS FUND                    |  |                         | Total For Fund 250 LOCAL DEVELOPMENT FINANCE AU |                      | 68.42     |
| Dept 000 648                                      |  |                         |   |                      |           |
| 401-000-818.000                                   | NORTH MEARS LOT IMPROVEMENT                          | MC CORMICK SAND INC     | 04/19/22  | 2200236 - PAY APP #6 | 12,915.32 |
|   |  |                         | Total For Dept 000 648                          |                      | 12,915.32 |
| Fund 580 PLAYHOUSE                                |  |                         | Total For Fund 401 CAPITAL PROJECTS FUND        |                      | 12,915.32 |
| Dept 000 648                                      |  |                         |   |                      |           |
| 580-000-123.000                                   | PRE PD - POSTER/POSTCARD/CLING                       | CONCEPTS GRAPHIC DESIGN | 05/13/22  | 10078                | 458.00    |
| 580-000-757.050                                   | 3 ROOMS/MOUNTAIN HEART                               | COMFORT INN & SUITES    | 04/11/22  | STATEMENT            | 283.47    |
| 580-000-805.000                                   | SHUTTERSTOCK 5 OF 12                                 | SHUTTERSTOCK            | 05/01/22  | SSTK-0842F-3274      | 29.00     |
| 580-000-818.000                                   | CONTRACT SVCS - SOFTWARE TRAINI                      | JOEL SELBY              | 04/10/22  | CONTRACT             | 127.26    |
| 580-000-818.000                                   | WASTE REMOVAL - PH                                   | REPUBLIC SERVICES #240  | 04/30/22  | 0240-008740141       | 60.00     |
| 580-000-818.750                                   | CONTRACT SVCS - HOUSE MANAGERS                       | ALEXANDER AK EVERGREEN  | 04/20/22  | CONTRACT             | 50.00     |
| 580-000-920.000                                   | PUBLIC UTILITIES/100015238247                        | CONSUMER'S ENERGY       | 05/18/22  | STATEMENT            | 763.12    |
|   |  |                         | Total For Dept 000 648                          |                      | 1,770.85  |

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|----------------------------------|---------------------------------|--------------------------|--|---------------------|----------|
| Fund 580 PLAYHOUSE               |                                 |                          | Total For Fund 580 PLAYHOUSE               |                     | 1,770.85 |
| Fund 590 SEWER FUND              |                                 |                          |  |                     |          |
| Dept 552 SEWER CUSTOMER ACCOUNTS | COPY PAPER                      | SAM'S CLUB/GEFC          | 04/13/22                                   | STATEMENT           | 16.93    |
|                                  |                                 |                          | Total For Dept 552 SEWER CUSTOMER ACCOUNTS |                     | 16.93    |
| Dept 554 SEWER PUMPING           |                                 |                          |  |                     |          |
| 590-554-920.000                  | PUBLIC UTILITIES/100016057133   | CONSUMER'S ENERGY        | 05/18/22                                   | STATEMENT           | 1,262.03 |
| 590-554-920.000                  | PUBLIC UTILITIES                | FRONTIER                 | 05/02/22                                   | STATEMENT           | 38.64    |
|                                  |                                 |                          | Total For Dept 554 SEWER PUMPING           |                     | 1,300.67 |
| Dept 558 SEWER T & D             |                                 |                          |  |                     |          |
| 590-558-850.000                  | TELEPHONE                       | VERIZON WIRELESS         | 04/28/22                                   | 9905255379          | 3.29     |
|                                  |                                 |                          | Total For Dept 558 SEWER T & D             |                     | 3.29     |
| Fund 591 WATER FUND              |                                 |                          |  |                     |          |
| Dept 542 WATER CUSTOMER ACCOUNTS |                                 |                          |  |                     |          |
| 591-542-727.000                  | COPY PAPER                      | SAM'S CLUB/GEFC          | 04/13/22                                   | STATEMENT           | 16.94    |
|                                  |                                 |                          | Total For Dept 542 WATER CUSTOMER ACCOUNTS |                     | 16.94    |
| Dept 546 WATER SOURCE PLANT      |                                 |                          |  |                     |          |
| 591-546-920.000                  | PUBLIC UTILITIES/100015972811   | CONSUMER'S ENERGY        | 05/18/22                                   | STATEMENT           | 7,050.31 |
|                                  |                                 |                          | Total For Dept 546 WATER SOURCE PLANT      |                     | 7,050.31 |
| Dept 548 WATER T & D             |                                 |                          |  |                     |          |
| 591-548-818.100                  | CONTRACTUAL SERVICES-LATERALS P | EJ USA INC               | 05/06/22                                   | 110220031135        | 183.48   |
| 591-548-850.000                  | TELEPHONE                       | VERIZON WIRELESS         | 04/28/22                                   | 9905255379          | 3.30     |
|                                  |                                 |                          | Total For Dept 548 WATER T & D             |                     | 186.78   |
| Fund 594 MARINA FUND             |                                 |                          |  |                     |          |
| Dept 000 648                     |                                 |                          |  |                     |          |
| 594-000-818.000                  | ALGAE & WEED TREATMENT          | AQUATIC DOCTORS LAKE MGT | 05/10/22                                   | 21045               | 890.00   |
| 594-000-850.000                  | TELEPHONE                       | FRONTIER                 | 05/10/22                                   | STATEMENT           | 54.38    |
| 594-000-920.000                  | PUBLIC UTILITIES/100000353241   | CONSUMER'S ENERGY        | 05/18/22                                   | STATEMENT           | 585.41   |
|                                  |                                 |                          | Total For Dept 000 648                     |                     | 1,529.79 |
| Fund 661 MOTOR POOL FUND         |                                 |                          |  |                     |          |
| Dept 000 648                     |                                 |                          |  |                     |          |
| 661-000-727.000                  | EXTERNAL HARD DRIVE X 2         | AMAZON.COM               | 04/14/22                                   | 111-5370588-3069841 | 101.97   |
| 661-000-818.000                  | WASTE REMOVAL - DPW             | REPUBLIC SERVICES #240   | 04/30/22                                   | 0240-008740141      | 316.74   |
| 661-000-850.000                  | TELEPHONE                       | FRONTIER                 | 05/04/22                                   | STATEMENT           | 64.47    |
| 661-000-920.000                  | PUBLIC UTILITIES/100016488254   | CONSUMER'S ENERGY        | 05/18/22                                   | STATEMENT           | 296.09   |
| 661-000-933.000                  | EQ MAINT - OIL CHANGE FOR 12-02 | GREAT LAKES FORD         | 05/09/22                                   | FOCS350856          | 56.62    |
| 661-000-933.000                  | EQ MAINT - OIL CHANGE 12-10     | GREAT LAKES FORD         | 05/09/22                                   | FOCS350847          | 136.61   |
|                                  |                                 |                          | Total For Dept 000 648                     |                     | 972.50   |

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|-----------|-------------------|--------|--------------|---------|--------|

Fund 661 MOTOR POOL FUND

Total For Fund 661 MOTOR POOL FUND

**972.50**

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|-----------|----------------------|------------------------|--------------|---------|------------|
|           | Fund Totals:         |                        |              |         |            |
|           | Fund 101             | GENERAL OPERATING FUND |              |         | 108,773.84 |
|           | Fund 202             | MAJOR STREET FUND      |              |         | 569.13     |
|           | Fund 203             | LOCAL STREET FUND      |              |         | 179.96     |
|           | Fund 247             | TAX INCREMENT FINANCE  |              |         | 1,097.72   |
|           | Fund 250             | LOCAL DEVELOPMENT FINA |              |         | 68.42      |
|           | Fund 401             | CAPITAL PROJECTS FUND  |              |         | 12,915.32  |
|           | Fund 580             | PLAYHOUSE              |              |         | 1,770.85   |
|           | Fund 590             | SEWER FUND             |              |         | 1,320.89   |
|           | Fund 591             | WATER FUND             |              |         | 7,254.03   |
|           | Fund 594             | MARINA FUND            |              |         | 1,529.79   |
|           | Fund 661             | MOTOR POOL FUND        |              |         | 972.50     |
|           | Total For All Funds: |                        |              |         | 136,452.45 |



NUVEEN CENTER



arts council of white lake

106 E. Colby

Whitehall, MI 49461

231-893-2524 • [www.artswritelake.org](http://www.artswritelake.org)

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May 4, 2022

Dear City of Whitehall,

Thank you for sponsoring the 2022 Oat Bran Boys Concert with a donation of \$500 on March 18, 2022. Your support helps us fulfill our mission of inspiring the White Lake community through accessible and engaging opportunities in the arts. We simply could not provide the arts programming we do without the help of people like you!

We truly appreciate your continued support and hope to see you in the gallery, at a class, or one of our community events soon!

On behalf of the staff and board of directors of the Arts Council of White Lake-Nuveen Center, thank you for your continued and generous support of this organization.

Sincerely,

A handwritten signature in black ink that reads 'Erin Peyer'.

Erin Peyer

ACWL – Nuveen Director

*Arts Council of White Lake is a 501(c)3 nonprofit organization, Federal Tax ID# 38-2614596  
No goods or services were received in consideration of this gift.*

# MUSKEGON MUNICIPAL WASTEWATER MANAGEMENT COMMITTEE

March 17, 2022

1:30 P.M.

City of North Muskegon Community Room

## Minutes

### Members Present

Troy Bell- Muskegon Heights  
Kim Arter- Laketon Township  
Jim Murphy- City of Norton Shores  
Scott Huebler- City of Whitehall  
Jennifer Hodges- Muskegon Township  
Jeff Marcinkowski- Fruitland Township

Lori Hayes- Dalton Township  
Steve Biesiada- Fruitport Township  
Sam Janson- North Muskegon  
Ben VanHoeven- City of Roosevelt Park  
Leo Evans- City of Muskegon

### Others Present

Mike Ortega- legal counsel  
Chris Patterson- legal counsel  
Dave Johnson- Muskegon County  
Jared Olsen- Roosevelt Park

Mark Eisenbarth- Muskegon County  
Matt Farrar- Muskegon County  
Morgan Carrol- GMED  
Bart Foster- The Foster Group

#### 1. Approval of the January 20, 2022 Meeting Minutes

Motion by Sam Janson and supported by Kim Arter to approve the January 20, 2022 meeting minutes.

**Motion Carried**

#### 2. Unfinished Business

##### a. Memorandum of Understanding

Legal Counsel Chris Patterson and Financial Advisor Bart Foster presented the proposed MOU and highlighted changes from the draft MOU that was presented at the January, 2022 meeting. The Memorandum of Understanding removes the DCU's from the service charge calculations allowing a change from the original proposed \$14 million reserve to \$11.5 million reserve and switches to a fixed monthly charge. These changes will allow more stability to the local units and the County by preventing fluctuation of the reserved balances while establishing what the right amount of revenue to collect from the local units is in order to strategically spend down the excess reserves.

The plan is to use that \$11.5 million reserve to return to the cap in the FY 2025 timeframe. This is a strategic application of the contractual right of the committee to ensure reserves are returned to the cap in a 3 year period while allowing for the required revenue element to be revisited should there be excess reserve above the cap in the future.

Unfinished Business continued...

Motion by Kim Arter and supported by Kim Arter to allow Chair Heubler to sign the Second Memorandum of Understanding.

10 Yeas- Hayes, Marcinkowski, Biesiada, Arter, Evans, Murphy, VanHoeven, Janson, Hodges, Huebler

0 Nays-

**Motion Carried**

3. Directors Report- Dave Johnson

Director Dave Johnson (DJ) summarized the February, 2022 Resource Recovery Center monthly report provided in the meeting packet. Director Johnson also provided the group an updated on the ongoing projects such as the South Irrigation Station and J Station replacement projects. DJ also mentioned delays due to supply chain issues.

4. Communications

a. Greater Muskegon Economic Development Report- Morgan Carroll

Morgan Carroll from Greater Muskegon Economic Development was in attendance and provided the group with updates on some of the 16 projects that GMED is currently involved with. Additionally she informed those in attendance that GMED is offering ARPA funding assistance for communities that may be interested and GMED continues to monitor the progress of Senate Bill 885.

5. New Business

There were no items for new business

6. Community Updates/Information/Public Comment

Chair Huebler presented legal counsel Mike Ortega with a certificate of appreciation on behalf of the City of Whitehall and the Muskegon Municipal Wastewater Management Committee for his 28 years of service to the management committee in addition to many years of work with the City of Whitehall.

7. Adjournment

Chair Huebler adjourned the meeting at 2:25 pm

Respectfully submitted by Jennifer Hodges



WHITE LAKE  
COMMUNITY  
LIBRARY

3900 White Lake Dr.  
Whitehall MI 49461  
231-894-9531

April 29, 2022

Steve Salter, Mayor  
& City of Whitehall Councilmembers  
405 East Colby Street  
Whitehall, Michigan 49461

Dear Mayor Salter and Members of the Board,

Thank you for the opportunity to share the 2021 annual audit and annual report of the White Lake Community Library. We are pleased to report that our financial position is sound and the library is thriving.

We appreciate the hard work you do, especially in these challenging times, and we are thankful for your continued support of the library and the community it serves. We are particularly grateful for your partnership in our American Rescue Plan Act grant application. On the strength of that partnership, we were able to secure nearly \$73,000 to bring 24/7 book pick-up lockers and solar hub picnic tables with Wi-Fi to strategic locations in the district, not to mention a book bike for taking the library on the road.

According to recently released 2020 census data, the library now serves a total of 12,381 residents in the City of Whitehall and Blue Lake, Dalton, Fruitland, and Whitehall Townships. The City of Whitehall accounts for 2,909 of them, and 779 city residents have active library accounts. One hundred and seven of them were issued in 2021, and we hope to increase that number in 2022.

You'll find all sorts of additional information about what the library accomplished last year in the annual report. So far this year, we are most excited about:

- Play Space, a reservable kid-paradise where families & friends can gather for indoor fun
- 1-2-3 Play With Me workshops, which bring in new young families and provide connections to local professionals for parenting support
- Our new Seed Library, which is taking off like crazy since we opened it last month

Thanks again for all you do. We look forward to continuing our partnership with you, and to furthering our efforts to deliver library programs and services to your residents and the whole community.

Sincerely,

Virginia DeMumbrum, Director



# WHITE LAKE COMMUNITY LIBRARY

## 2021 Noteworthy Numbers



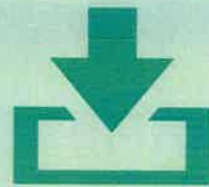
WHITE LAKE  
COMMUNITY LIBRARY



**35,771** people came through our doors from February thru December. That's more than **130** people per day, not including everyone who used curbside!



**2,723** people have an active account at our library, including **426** new borrowers registered in 2021. They checked out **60,828** physical items in 2021. That's an average of **22** checkouts per borrower, & **1169** checkouts per week!



**13,875** items were downloaded by our registered cardholders, including ebooks, audiobooks, magazines, music, movies, TV, and comics. That's **1,165** more than last year!

We shared our items with other libraries

**6720** times



and brought in items for our patrons

**6274** times

That's an increase of nearly **20%** over last year!



Of the **74,703** total items checked out by our patrons, **19%** were digital downloads. That's an increase over 2020, even though we were open for physical borrowing all year.



The library hosted **56** in-person, virtual, and take-and-make events for adults, reaching **1,687** people. Many youth events were hosted as well, with the Gingerbread House Kits alone reaching nearly **600!**



Our website had **43,913** visitors. That's **845** visits every week! The library events calendar was the most frequently visited page.

There were **48,768** items on our shelves, plus another **1,093,912** digital items available to our patrons.

We gained **151** new followers on Facebook, and our page reach was **32,079**



That's a reach increase of **11%** over 2020

That's more than **95** titles for every person living in our district.





# WHITE LAKE COMMUNITY LIBRARY

## 2021 Annual Report

### Director's Message

The library's second year of providing services during a pandemic proved to be every bit as interesting and challenging as the first. The entire staff demonstrated amazing commitment and resilience, working hard to be flexible and find ways to adapt library services to the ever-changing situation and still meet the needs of our community. On top of everything else, they summoned the energy to write FOUR successful grant applications for the benefit of area residents.

Some of the changes brought by the pandemic will become permanent, including curbside service, grab-and-go crafts, and no longer charging overdue fines for library items. Others, like masks and plexiglass shields, we hope to leave behind someday soon as we move steadily forward into brighter tomorrows.

I am grateful for the opportunity to work with an amazing staff, dedicated board, and supportive community. Here's to an even better year in 2022!

Respectfully submitted,

*Virginia DeMumbrum*

### Board Members

Norm Kittleson, Pres.  
Brian Hosticka, V.P.  
Annlyn McKenzie, Sec.  
Lynnette Johnson, Treas.  
Charles Ayres  
Ruth Grenell  
Bobbie Allred  
Ray Veeder

### Director

Virginia DeMumbrum

### Contact Info

White Lake Comm. Library  
3900 White Lake Drive  
Whitehall MI 49461  
231-894-9531  
info@wlclib.org  
WLCLIB.ORG

### 2021 Highlights

- Fines Free! The library no longer charges overdue fines.
- \$87,534 in grants awarded for various projects including book pick-up lockers, solar powered picnic tables, a book bike, laptops and hotspots
- New air handlers and AC units installed
- Wi-Fi boosted in parking lot and additional outdoor seating added
- New online catalog introduced for better access to print and digital titles.

### Financial Information

Our 2021 general revenue, excluding donations, was \$541,234. The operating millage, with the additional 0.25 mil approved by voters in 2020, accounts for 91% of the total. State aid and penal fines were the other large revenue sources. Donations, including \$6,820 from the Friends Group and the final payment of the Ruth Anderson bequest, brought in an additional \$32,136. Total expenditures were \$473,844, resulting in an overall increase in net position of \$99,526.

A new Capital Projects fund was created from the additional millage revenue, and the funds were used for a much-needed overhaul of the aging HVAC system and a new phone system. The fund was opened with \$116,200 and expenditures came to \$80,823, leaving a fund balance of \$35,377 for future improvements.

The largest operating expense was personnel costs, at 47% of total revenue, and collection spending accounted for 6.4%, including amounts spent on the digital collection. Both amounts are in line with other libraries of similar size.

The library had a clean financial audit for 2021, and the library's finances remain healthy. The operating fund balance increased by \$9,839 to a total of \$190,199. Of that, \$62,022 is reserved for specific purposes. The remaining \$128,177 is a rainy-day fund equal to just over 3 months operating expenses.



WHITE LAKE  
COMMUNITY  
LIBRARY

**MUSKEGON COUNTY, MICHIGAN**

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2021



Vredeveld Haefner LLC  
CPAs and Consultants

CPAs

# WHITE LAKE COMMUNITY LIBRARY

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## Vredeveld Haefner LLC

CPAs and Consultants  
10302 20<sup>th</sup> Avenue  
Grand Rapids, MI 49534  
Fax (616) 828-0307

Douglas J. Vredeveld, CPA  
(616) 446-7474  
Peter S. Haefner, CPA  
(616) 460-9388

### INDEPENDENT AUDITORS' REPORT

March 7, 2022

Members of the Library Board  
White Lake Community Library  
Muskegon County, Michigan

#### **Report on the Financial Statements**

##### ***Opinions***

We have audited the financial statements of the governmental activities and each major fund of White Lake Community Library, Whitehall Michigan (the Library), as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Library, as of December 31, 2021, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

##### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Library and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

##### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Library's ability to continue as a going concern for one year after the date the financial statements are available to be issued.

##### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with Generally Accepted Auditing Standards, we

- exercise professional judgement and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Library's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged in governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 6 and the budgetary comparison information on page 23 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management and the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Ordevelde Haefner LLC*

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

## Management's Discussion and Analysis

### About the Library

White Lake Community Library (the "Library") serves the City of Whitehall and all or portions of the Townships of Blue Lake, Dalton, Fruitland and Whitehall in Muskegon County, Michigan. The Library was established as a District Library under the District Library Establishment Act in 1997. The Library is governed by an eight member board with members appointed by participating entities.

### Financial Highlights

- During the year, the Library received \$573,370 in revenues and incurred \$473,844 in expenses, resulting in an increase in net position of \$99,526.
- At the end of the current fiscal year, unassigned fund balance for the general fund was \$128,177 or 28.7% of the general fund's total annual expenditures, and 22.8% of expenditures and transfers to other funds.
- A new fund was created to set money aside for capital projects.

### Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Library's basic financial statements. The Library's basic financial statements comprise three components: 1) Government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains an internal control and compliance report issued in connection with an audit conducted following *Government Auditing Standards* in addition to the basic financial statements themselves.

### Government-wide financial statements

The *Government-wide financial statements* are designed to provide readers with a broad overview of the Library's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the Library's assets and liabilities, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Library is improving or deteriorating.

The *statement of activities* presents information showing how the Library's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (accrued interest on debt).

Both of the government-wide financial statements distinguish functions of the Library that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The Library currently has no business-type activities.

### Fund financial statements

A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Library, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Library only utilizes governmental funds.

## Governmental funds

Governmental funds are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a Library's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the Library's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances, provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Library maintains two individual governmental funds. Information is presented separately in the governmental funds balance sheet and in the governmental funds statement of revenues, expenditures, and changes in fund balances for the General and Capital Funds which are both considered major funds.

The Library adopts an annual appropriations budget for its general fund as required by state law. A budgetary comparison statement has been provided as required supplementary information for the General Fund to demonstrate legal compliance.

## Notes to the financial statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

## Other information

In addition to the basic financial statements and accompanying notes, this report also presents certain *supplementary information*. This includes this discussion and analysis as well as a budgetary comparison schedule for the General Fund to demonstrate compliance with the budget.

## Government-wide Financial Analysis

The following table presents condensed information about the Library's financial position for the past two fiscal years. Total net position includes the investment in capital assets. Capital assets represent the capital assets held by the Library, net of related accumulated depreciation.

|                               | <u>2021</u>        | <u>2020</u>        |
|-------------------------------|--------------------|--------------------|
| Current and other assets      | \$ 713,582         | \$ 654,476         |
| Capital assets                | 1,333,516          | 1,278,170          |
| <b>Total assets</b>           | <b>2,047,098</b>   | <b>1,932,646</b>   |
| Current and other liabilities | 14,949             | 14,501             |
| Long-term liabilities         | 3,577              | 2,541              |
| <b>Total liabilities</b>      | <b>18,526</b>      | <b>17,042</b>      |
| Deferred inflows              | <b>473,057</b>     | <b>459,615</b>     |
| Net position                  |                    |                    |
| Investment in capital assets  | 1,333,516          | 1,278,170          |
| Unrestricted                  | 221,999            | 177,819            |
| <b>Total net position</b>     | <b>\$1,555,515</b> | <b>\$1,455,989</b> |

## Income and Expenses

The Library has maintained a stable financial position during the year ended December 31, 2021. Net position increased \$99,526 during the year. Revenues exceeded expenses due to planned net position increases to fund future capital needs. A summary of revenues and expenses for the past two (2) fiscal years is presented below.

|                                   | <u>2021</u>               | <u>2020</u>               |
|-----------------------------------|---------------------------|---------------------------|
| <b>Program revenues</b>           |                           |                           |
| Charges for services              | \$ 7,892                  | \$ 4,345                  |
| Grants and contributions          | 31,713                    | 112,730                   |
| <b>General revenues</b>           |                           |                           |
| Property taxes                    | 494,911                   | 443,452                   |
| Penal fines                       | 22,492                    | 20,871                    |
| Other general revenues            | 16,362                    | 16,772                    |
| <b>Total revenues</b>             | <u>573,370</u>            | <u>598,170</u>            |
| <b>Functions/program expenses</b> |                           |                           |
| Library                           | 473,844                   | 488,875                   |
| Interest on long-term debt        | -                         | 1,560                     |
| <b>Total expenses</b>             | <u>473,844</u>            | <u>490,435</u>            |
| <b>Change in net position</b>     | <b>99,526</b>             | <b>107,735</b>            |
| Net position, beginning of year   | 1,455,989                 | 1,348,254                 |
| <b>Net position, end of year</b>  | <u><b>\$1,555,515</b></u> | <u><b>\$1,455,989</b></u> |

## General Fund Budgetary Highlights

The 2021 budget as approved included a \$5,000 increase in the fund balance. By year's end the fund balance actually grew by more than \$45,000. This can be attributed primarily to greater-than-anticipated revenues (including property taxes, PPT reimbursement, gifts and penal fines) as well as some smaller decreases in expenses (including staff wages and travel expenses).

The additional revenue made it possible to add to our digital services with things such as the Wowbrary digital new-book newsletter and increased hoopla limits, while also eliminating patron service charges such as overdue fines and copy and print fees.

## Capital Asset and Long-Term Liability Activities

During the year, capital asset activities consisted primarily of purchasing new books and HVAC system. Long-term liability activity consisted of changes in compensated absences. Additional information on capital assets and long-term debt can be found in notes 3 and 4, respectively.

## Economic Factors and Next Year's Budget

Due in part to the challenge of recruiting and retaining staff during the pandemic, the wage scale in the 2022 budget was updated and, for the first time, tied directly to staff training and certification levels. This, combined with some staff turnover costs, is expected to result in a 15% increase in personnel costs for the coming year. The increase will be partially offset by a MiHOPE grant the library was awarded to mitigate pandemic-related staffing challenges.

Rising property values are a positive sign for our revenue, but our newly-passed millage has already been reduced due to the Headlee Amendment. We continue to closely monitor changes to state aid, penal fines, and PPT reimbursements.

A large ARPA Equipment Grant was awarded in 2021, but the \$72,949 will be received in 2022 as reimbursement for expenses incurred. This will be reflected in the "Other Revenue/Expenditure" portion of the budget.

**Contacting the Library Management**

This management discussion and analysis provides an overview of the current and prospective financial condition of the Library's operations and financial position. If there are questions concerning this report or if additional information is desired, please contact White Lake Community Library, 3900 White Lake Drive, Whitehall, MI 49461.

## **BASIC FINANCIAL STATEMENTS**



# WHITE LAKE COMMUNITY LIBRARY

## STATEMENT OF NET POSITION

DECEMBER 31, 2021

---

|                                       | <u>Primary<br/>Government<br/>Governmental<br/>Activities</u> |
|---------------------------------------|---|
| <b>Assets</b>                         |   |
| Cash and certificates of deposit      | \$ 269,723  |
| Accounts receivable                   | 1,630   |
| Due from other governments            | 436,912   |
| Prepaid items                         | 5,317   |
| Capital assets, net                   |   |
| Land                                  | 24,480  |
| Buildings and equipment               | <u>1,309,036</u>  |
| <b>Total assets</b>                   | <u>2,047,098</u>  |
| <b>Liabilities</b>                    |   |
| Accounts payable and accrued expenses | 14,949  |
| Noncurrent liabilities                |   |
| Compensated absences                  | <u>3,577</u>  |
| <b>Total liabilities</b>              | <u>18,526</u>   |
| <b>Deferred inflows of resources</b>  |   |
| Taxes levied for subsequent period    | <u>473,057</u>  |
| <b>Net Position</b>                   |   |
| Investment in capital assets          | 1,333,516   |
| Unrestricted                          | <u>221,999</u>  |
| <b>Total net position</b>             | <u>\$ 1,555,515</u>   |

The accompanying notes are an integral part of these financial statements.

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# WHITE LAKE COMMUNITY LIBRARY

## STATEMENT OF ACTIVITIES

**FOR THE YEAR ENDED DECEMBER 31, 2021**

| <u>Functions/Programs</u>        | Program Revenues    |                      |                      | <u>Net (Expense)</u>       |
|----------------------------------|---------------------|----------------------|----------------------|----------------------------|
| <u>Expenses</u>                  | <u>Charges</u>      | <u>Operating</u>     | <u>Capital</u>       | <u>Revenue</u>             |
|                                  | <u>for Services</u> | <u>Grants and</u>    | <u>Grants and</u>    |                            |
|                                  |                     | <u>Contributions</u> | <u>Contributions</u> |                            |
| <b>Primary government</b>        |                     |                      |                      |                            |
| Governmental activities          |                     |                      |                      |                            |
| Library                          | \$ 473,844          | \$ 7,892             | \$ 24,503            | \$ 7,210                   |
|                                  |                     |                      |                      | \$ (434,239)               |
| <b>Total primary government</b>  | <u>\$ 473,844</u>   | <u>\$ 7,892</u>      | <u>\$ 24,503</u>     | <u>\$ 7,210</u>            |
|                                  |                     |                      |                      | <u>(434,239)</u>           |
| General revenues                 |                     |                      |                      |                            |
| Property taxes                   |                     |                      |                      |                            |
| General operating                |                     |                      |                      | 494,911                    |
| County penal fines               |                     |                      |                      | 22,492                     |
| State revenues                   |                     |                      |                      | 10,244                     |
| Other                            |                     |                      |                      | 4,722                      |
| Interest earnings                |                     |                      |                      | 1,396                      |
|                                  |                     |                      |                      | <u>533,765</u>             |
| Total general revenues           |                     |                      |                      | <u>533,765</u>             |
| Change in net position           |                     |                      |                      | 99,526                     |
| Net position, beginning of year  |                     |                      |                      | <u>1,455,989</u>           |
| <b>Net position, end of year</b> |                     |                      |                      | <u><b>\$ 1,555,515</b></u> |

The accompanying notes are an integral part of these financial statements.

# WHITE LAKE COMMUNITY LIBRARY

## GOVERNMENTAL FUNDS BALANCE SHEET

**DECEMBER 31, 2021**

|  | <u>General</u>    | <u>Capital</u>   | <u>Total</u>      |
|--|-------------------|------------------|-------------------|
| <b>Assets</b>  |                   |                  |                   |
| Cash and certificates of deposit                                   | \$ 269,723        | \$ -             | \$ 269,723        |
| Accounts receivable  | 1,630             | -                | 1,630             |
| Due from other funds   | -                 | 35,377           | 35,377            |
| Due from other governments   | 436,912           | -                | 436,912           |
| Prepaid items  | 5,317             | -                | 5,317             |
| <b>Total assets</b>  | <u>\$ 713,582</u> | <u>\$ 35,377</u> | <u>\$ 748,959</u> |
| <b>Liabilities, deferred inflows of resources and fund balance</b> |                   |                  |                   |
| <b>Liabilities</b>   |                   |                  |                   |
| Accounts payable and accrued liabilities                           | \$ 14,949         | \$ -             | \$ 14,949         |
| Due to other funds   | 35,377            | -                | 35,377            |
| <b>Total liabilities</b>   | <u>50,326</u>     | <u>-</u>         | <u>50,326</u>     |
| <b>Deferred inflows of resources</b>                               |                   |                  |                   |
| Taxes levied for subsequent period                                 | 473,057           | -                | 473,057           |
| <b>Fund balances</b>   |                   |                  |                   |
| Nonspendable   |                   |                  |                   |
| Prepaid items  | 5,317             | -                | 5,317             |
| Assigned   |                   |                  |                   |
| Capital projects   | -                 | 35,377           | 35,377            |
| Designated projects  | 56,705            | -                | 56,705            |
| Unassigned   | 128,177           | -                | 128,177           |
| <b>Total fund balances</b>   | <u>190,199</u>    | <u>35,377</u>    | <u>225,576</u>    |
| <b>Total liabilities, deferred inflows and fund balance</b>        | <u>\$ 713,582</u> | <u>\$ 35,377</u> | <u>\$ 748,959</u> |

The accompanying notes are an integral part of these financial statements.

# WHITE LAKE COMMUNITY LIBRARY

## RECONCILIATION OF FUND BALANCE ON THE BALANCE SHEET FOR GOVERNMENTAL FUNDS TO NET POSITION OF GOVERNMENTAL ACTIVITIES ON THE STATEMENT OF NET POSITION

DECEMBER 31, 2021

---

|   |                   |
|---|-------------------|
| <b>Fund balances - total governmental funds</b> | <b>\$ 225,576</b> |
|---|-------------------|

Amounts reported for *governmental activities* in the statement of net position are different because

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.

|                            |           |
|----------------------------|-----------|
| Add - capital assets (net) | 1,333,516 |
|----------------------------|-----------|

Certain liabilities, such as bonds payable, are not due and payable in the current period and therefore are not reported in the funds.

|                               |                |
|-------------------------------|----------------|
| Deduct - compensated absences | <u>(3,577)</u> |
|-------------------------------|----------------|

|  |                            |
|--|----------------------------|
| <b>Net position of governmental activities</b> | <b><u>\$ 1,555,515</u></b> |
|--|----------------------------|

The accompanying notes are an integral part of these financial statements.

**WHITE LAKE COMMUNITY LIBRARY**  
**GOVERNMENTAL FUNDS**  
**STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCES**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

|   | <u>General</u>    | <u>Capital</u>   | <u>Total</u>      |
|---|-------------------|------------------|-------------------|
| <b>Revenues</b>                             |                   |                  |                   |
| Taxes                                       | \$ 494,911        | \$ -             | \$ 494,911        |
| Intergovernmental                           |                   |                  |                   |
| State revenues                              | 13,244            | -                | 13,244            |
| County penal fees                           | 22,492            | -                | 22,492            |
| Fees and charges                            | 9,191             | -                | 9,191             |
| Interest                                    | 1,396             | -                | 1,396             |
| Donations and miscellaneous                 | 32,136            | -                | 32,136            |
| <b>Total revenues</b>                       | <u>573,370</u>    | <u>-</u>         | <u>573,370</u>    |
| <b>Expenditures</b>                         |                   |                  |                   |
| Current                                     |                   |                  |                   |
| Library                                     |                   |                  |                   |
| Personnel                                   | 254,605           | -                | 254,605           |
| Contractual                                 | 38,382            | -                | 38,382            |
| Supplies and other                          | 54,178            | -                | 54,178            |
| Utilities                                   | 29,657            | -                | 29,657            |
| Capital outlay                              | 70,509            | 80,823           | 151,332           |
| <b>Total expenditures</b>                   | <u>447,331</u>    | <u>80,823</u>    | <u>528,154</u>    |
| Revenues over (under) expenditures          | <u>126,039</u>    | <u>(80,823)</u>  | <u>45,216</u>     |
| Other financing sources (uses)              |                   |                  |                   |
| Transfers in                                | -                 | 116,200          | 116,200           |
| Transfers out                               | (116,200)         | -                | (116,200)         |
| <b>Total other financing sources (uses)</b> | <u>(116,200)</u>  | <u>116,200</u>   | <u>-</u>          |
| Net changes in fund balances                | 9,839             | 35,377           | 45,216            |
| <b>Fund balances, beginning of year</b>     | <u>180,360</u>    | <u>-</u>         | <u>180,360</u>    |
| <b>Fund balances, end of year</b>           | <u>\$ 190,199</u> | <u>\$ 35,377</u> | <u>\$ 225,576</u> |

The accompanying notes are an integral part of these financial statements.

# WHITE LAKE COMMUNITY LIBRARY

## RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED DECEMBER 31, 2021

---

|  |                  |
|--|------------------|
| <b>Net changes in fund balances - total governmental funds</b> | <b>\$ 45,216</b> |
|--|------------------|

Amounts reported for *governmental activities* in the statement of activities are different because

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets are allocated over their estimated useful lives and reported as depreciation expense.

|                               |          |
|-------------------------------|----------|
| Add - capital outlay          | 133,193  |
| Deduct - depreciation expense | (77,847) |

Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the funds.

|   |                |
|---|----------------|
| Deduct - increase in compensated absences | <u>(1,036)</u> |
|---|----------------|

|  |                         |
|--|-------------------------|
| <b>Change in net position of governmental activities</b> | <b><u>\$ 99,526</u></b> |
|--|-------------------------|

The accompanying notes are an integral part of these financial statements.

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**WHITE LAKE COMMUNITY LIBRARY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies of White Lake Community Library (the "Library") conform to generally accepted accounting principles as applicable to governments. The following is a summary of the significant policies.

***Reporting Entity***

As required by generally accepted accounting principles, the financial statements of the reporting entity include those of White Lake Community Library. There are no component units to be included. The criteria for including a component unit include significant operational or financial relationships with the Library.

***Government-wide and Fund Financial Statements***

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues are reported in total. The Library has no business-type or fiduciary activities.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

***Measurement Focus and Basis of Accounting***

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. County penal fines are recognized when received. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

**WHITE LAKE COMMUNITY LIBRARY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

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Governmental fund financial statements are reported using the *current financial resources* measurement focus and the *modified accrual basis* of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period except grant revenues which are recognized when grant requirements are met, County penal fines and other revenues are recognized when received, and interest revenue which is recorded when earned. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to claims and judgments, are recorded only when payment is due. Property taxes, state revenue, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Library.

All individual governmental funds are reported as separate columns in the fund financial statements.

The Library reports the following major governmental funds

The *General Fund* is the general operating fund of the Library. It is used to account for all financial resources, except those required to be accounted for in another fund.

The *Capital Fund* is a capital project fund and is used to set aside amounts to be used on future capital items.

***Budgets and Budgetary Accounting***

Comparisons to budget are presented for the general fund. The Library follows these procedures in establishing the budgetary data reflected in the financial statements:

1. Prior to December 1, the Library Director submits to the Library Board a proposed operating budget for the fiscal year commencing the following January 1.
2. Public hearings are conducted to obtain taxpayer comments.
3. Prior to January 1, the budget is legally enacted through passage of a resolution.
4. Formal budgetary integration is employed as a management control device during the year for the general funds.
5. The budget for the general fund is adopted on a basis consistent with generally accepted accounting principles (GAAP).
6. Adoption and amendments of all budgets used by the Library are governed by Michigan Law. The appropriations ordinances are based on the projected expenditures budget of the various objects of the Library. Any amendment to the original budget must meet the requirements of Michigan Law. The Library did amend its budget for the current year. Any revisions that alter the expenditures at the object level within the general fund must be approved by the Library Board.

# WHITE LAKE COMMUNITY LIBRARY

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2021

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### ***Deposits and Investments***

State statutes authorize the Library to invest in:

- a. Bond, securities, other obligations and repurchase agreements of the United States, or an agency or instrumentality of the United States.
- b. Certificates of deposit, savings accounts, deposit accounts or depository receipts of a qualified financial institution.
- c. Commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.
- d. Bankers acceptances of United States banks.
- e. Obligations of the State of Michigan and its political subdivisions that, at the time of purchase are rated as investment grade by at least one standard rating service.
- f. Mutual funds registered under the Investment Company Act of 1940 with the authority to purchase only investment vehicles that are legal for direct investment by a public corporation.
- g. External investment pools as authorized by Public Act 20 as amended.

The Library's investment policy is more restrictive than state requirements. The Library's investment policy authorizes the same types of investments as those authorized by state requirements, however, investments in commercial paper must be rated at the time of purchase within the two highest classifications by not less than two standard rating services. The Library's investment policy also states that not more than 50% of any fund may be invested in commercial paper at any time.

### ***Capital Assets***

Capital assets, which include property and equipment, are reported in the governmental activities column in the government-wide financial statements.

Capital assets are defined by the government as assets with an initial, individual cost of more than \$2,000 and an estimated useful life in excess of two years. Such assets are valued at cost where historical records are available and at an estimated historical cost where no historical records exist. Donated capital assets are valued at acquisition value (the price that would be paid to acquire an asset with equivalent service potential in an orderly market transaction) on the date received.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related capital assets, as applicable.

# WHITE LAKE COMMUNITY LIBRARY

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED DECEMBER 31, 2021

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Depreciation on capital assets is computed using the straight-line method over the following estimated useful lives:

|                            | <u>Years</u> |
|----------------------------|--------------|
| Buildings and improvements | 10-50        |
| Land improvements          | 20           |
| Furniture and equipment    | 3-5          |
| Collections                | 7            |

#### ***Property Taxes***

Property taxes are levied by the Library and become an enforceable lien on December 1 and are payable by February 15. Taxes are collected by participating governmental units. Real property taxes not collected as of March 1 are turned over to the County for collection, which advances the Library 100% of the delinquent real property taxes. Collection of delinquent personal property taxes remains the responsibility of the participating units. Property tax revenues are recognized as revenue in the year for which they are levied.

#### ***Grants and Other Intergovernmental Revenues***

Grants and assistance awards made on the basis of entitlement periods are recorded as intergovernmental receivables and revenue when entitlement occurs. Reimbursement-type grants are recorded as intergovernmental receivables and revenues when the related expenditure/expenses are incurred.

#### ***Interfund Transactions***

Transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund, are recorded as expenditures in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed. All other interfund transactions are reported as transfers. Due to other funds and due from other funds at year end represent short term borrowing between the funds.

#### ***Net Position and Fund Balance Reporting***

Governmental funds report fund balance in the following five categories:

1. Non-spendable – the related asset's form does not allow expenditure of the balance. The assets are either (a) not in a spendable form or (b) legally or contractually required to be maintained intact. Nonspendable fund balance would be equal to inventory, prepaid items, non-current financial assets, and the nonspendable portion of endowments.
2. Restricted – the related assets can only be spent for the specific purposes stipulated by constitution, external resource providers, or as identified in enabling legislation.
3. Committed – the related assets can only be spent for a specific purpose identified by formal resolution of the governing board.
4. Assigned – the related assets can only be spent for a specific purpose identified by management as authorized by the governing board.
5. Unassigned – is the residual classification and includes all spendable amounts not contained in the other classifications.

Fund Balance can only be committed by formal resolution of the Library Board.

# WHITE LAKE COMMUNITY LIBRARY

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED DECEMBER 31, 2021

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Restricted net position represents those portions of fund equity not appropriable for expenditure or legally segregated for a specific future use.

#### ***Net Position and Fund Balance Flow Assumptions***

Sometimes the government will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position/fund balance and unrestricted – net position/fund balance, a flow assumption must be made about the order in which the resources are considered to be applied. It is the government's policy to use restricted resources first, then unrestricted resource as they are needed. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

#### ***Long-Term Obligations***

In the government-wide financial statements the long-term debt and other long-term obligations are reported as liabilities in the governmental activities statement of net position. Bond premiums and discounts, are deferred and amortized over the life of the bonds using the straight-line method which approximates the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures/expense regardless of fund or activity.

#### ***Deferred outflows/inflows of resources***

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/ expenditure) until then. The Library has no items that qualify for reporting in this category.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Library has only one type of item that qualifies for reporting in this category. The governmental funds and governmental activities report unearned revenues from property taxes levied for the following year. These amounts are deferred and recognized as an inflow of resources in the period for which they are levied.

#### ***Risk Management***

The Library is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During the year ended December 31, 2021, the Library carried commercial insurance to cover risks of losses. The Library has had no settled claims resulting from these risks that exceeded their commercial coverage in any of the past three fiscal years.

# WHITE LAKE COMMUNITY LIBRARY

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED DECEMBER 31, 2021

#### 2. CASH AND CERTIFICATES OF DEPOSIT

The balance of cash and certificates of deposit on the financial statements is \$269,723.

This balance is in financial institutions located in Michigan. State policy limits the Treasurer's investing options to financial institutions located in Michigan. All accounts are in the name of the Library and a specific fund or common account. They are recorded in Library records at fair value.

#### *Deposit risk*

*Custodial Credit Risk - Deposits.* Custodial credit risk is the risk that in the event of a bank failure, the Library's deposits may not be returned. As of year-end, none of the Library's bank balance of \$274,239 was exposed to custodial credit risk due to being uninsured and uncollateralized.

#### 3. CAPITAL ASSETS

Capital asset activity for the year was as follows:

|  | Balance<br>December 31,<br><u>2020</u> | <u>Additions</u> | <u>Deletions</u> | Balance<br>December 31,<br><u>2021</u> |
|--|--|------------------|------------------|--|
| <b>Governmental activities</b>                     |  |                  |                  |  |
| <b>Capital assets, not being depreciated</b>       |  |                  |                  |  |
| Land   | \$ 24,480                              | \$ -             | \$ -             | \$ 24,480                              |
| Construction in progress                           | -                                      | -                | -                | -                                      |
| Total capital assets, not being depreciated        | 24,480                                 | -                | -                | 24,480                                 |
| <b>Capital assets, being depreciated</b>           |  |                  |                  |  |
| Building and improvements                          | 1,888,511                              | 103,931          | -                | 1,992,442                              |
| Land improvements                                  | 36,051                                 | -                | -                | 36,051                                 |
| Books, periodicals, and videos                     | 529,079                                | 24,814           | 45,797           | 508,096                                |
| Equipment and furniture                            | 212,815                                | 4,448            | 14,264           | 202,999                                |
| Total capital assets, being depreciated            | 2,666,456                              | 133,193          | 60,061           | 2,739,588                              |
| Less accumulated depreciation for                  |  |                  |                  |  |
| Building and improvements                          | 753,229                                | 44,607           | -                | 797,836                                |
| Land improvements                                  | 34,696                                 | 1,129            | -                | 35,825                                 |
| Books, periodicals, and videos                     | 431,708                                | 26,774           | 45,797           | 412,685                                |
| Equipment and furniture                            | 193,133                                | 5,337            | 14,264           | 184,206                                |
| Total accumulated depreciation                     | 1,412,766                              | 77,847           | 60,061           | 1,430,552                              |
| <b>Net capital assets, being depreciated</b>       | <b>1,253,690</b>                       | <b>55,346</b>    | <b>-</b>         | <b>1,309,036</b>                       |
| <b>Governmental activities capital assets, net</b> | <b>\$1,278,170</b>                     | <b>\$55,346</b>  | <b>\$ -</b>      | <b>\$1,333,516</b>                     |

Depreciation expense of \$77,847 was charged to the Library function on the statement of activities.

# WHITE LAKE COMMUNITY LIBRARY

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED DECEMBER 31, 2021

#### 4. COMPENSATED ABSENCES

The following is a summary of the compensated absences transactions of the Library for the year ended December 31, 2021.

|                      | <b>Balance<br/>December 31,<br/>2020</b> | <b>Additions</b> | <b>Deletions</b> | <b>Balance<br/>December 31,<br/>2021</b> | <b>Due<br/>Within<br/>One<br/>Year</b> |
|----------------------|--|------------------|------------------|--|--|
| Compensated absences | \$2,541                                  | \$ 1,036         | \$ -             | \$3,577                                  | \$ -                                   |

#### 5. OPERATING LEASE

The Library leases a copier under an operating lease requiring monthly payments of \$288 which expires in October 2024. Total rental expense under lease amounted to approximately \$3,454 for the year ended December 31, 2021.

The following is a schedule of annual future minimum lease payments required under the lease as of December 31, 2021:

| <b>Year</b> | <b>Amount</b> |
|-------------|---------------|
| 2022        | \$3,454       |
| 2023        | 3,454         |
| 2024        | 2,879         |

#### 6. EXCESS OF EXPENDITURES OVER APPROPRIATIONS IN BUDGETARY FUNDS

PA. 621 of 1978, as amended, provides that a local unit shall not incur expenditures in excess of the amount appropriated.

In the body of the financial statements, the Library's actual and budgeted expenditures for the budgetary fund have been shown at the object level, the same level at which the budget of the Library was adopted.

During the year ended December 31, 2021, the Library did not incur expenditures in its budgetary fund in excess of the amounts appropriated.

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## **REQUIRED SUPPLEMENTARY INFORMATION**

**WHITE LAKE COMMUNITY LIBRARY**

**GENERAL FUND  
SCHEDULE OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL**

**FOR THE YEAR ENDED DECEMBER 31, 2021**

|  | Budget Amounts    |                   | Actual Amount     | Variance Positive (Negative) |
|--|-------------------|-------------------|-------------------|------------------------------|
|  | Original          | Final             |                   |                              |
| <b>Revenues</b>                        |                   |                   |                   |                              |
| Taxes                                  | \$ 475,355        | \$ 494,911        | \$ 494,911        | \$ -                         |
| Intergovernmental                      |                   |                   |                   |                              |
| State revenues                         | 10,157            | 10,244            | 13,244            | 3,000                        |
| County penal fees                      | 18,000            | 22,492            | 22,492            | -                            |
| Fees and charges                       | 9,400             | 7,363             | 9,191             | 1,828                        |
| Interest                               | 1,000             | 1,300             | 1,396             | 96                           |
| Donations and miscellaneous            | 9,125             | 27,903            | 32,136            | 4,233                        |
| <b>Total revenues</b>                  | <u>523,037</u>    | <u>564,213</u>    | <u>573,370</u>    | <u>9,157</u>                 |
| <b>Expenditures</b>                    |                   |                   |                   |                              |
| Current                                |                   |                   |                   |                              |
| Library                                |                   |                   |                   |                              |
| Personnel                              | 266,819           | 256,690           | 254,605           | 2,085                        |
| Contractual                            | 43,166            | 43,078            | 38,382            | 4,696                        |
| Supplies and other                     | 48,381            | 56,334            | 54,178            | 2,156                        |
| Utilities                              | 30,932            | 30,996            | 29,657            | 1,339                        |
| Capital outlay                         | 28,626            | 72,316            | 70,509            | 1,807                        |
| <b>Total expenditures</b>              | <u>417,924</u>    | <u>459,414</u>    | <u>447,331</u>    | <u>12,083</u>                |
| Revenues over (under) expenditures     | 105,113           | 104,799           | 126,039           | 21,240                       |
| Other financing sources (uses)         |                   |                   |                   |                              |
| Transfers out                          | (100,000)         | (116,200)         | (116,200)         | -                            |
| Net changes in fund balance            | 5,113             | (11,401)          | 9,839             | 21,240                       |
| <b>Fund balance, beginning of year</b> | <u>180,360</u>    | <u>180,360</u>    | <u>180,360</u>    | <u>-</u>                     |
| <b>Fund balance, end of year</b>       | <u>\$ 185,473</u> | <u>\$ 168,959</u> | <u>\$ 190,199</u> | <u>\$ 21,240</u>             |

**CITY OF WHITEHALL  
MUSKEGON COUNTY, MICHIGAN  
ORDINANCE NO. 22-03**

An ordinance to amend the Multiple Family Residential District to include the southern 10.41 acres of Parcel 22-027-100-0007-00

THE CITY COUNCIL OF THE CITY OF WHITEHALL HEREBY ORDAINS:

The following property will be added to the Multiple Family Residential District – the southern 10.41 acres of Parcel 22-027-100-0007-00.

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

Ayes:

Nays:

CERTIFICATE

The undersigned, being the duly qualified Clerk of the City of Whitehall, Muskegon County, Michigan, does hereby certify that the foregoing is a true and complete copy of an ordinance adopted by the City Council of the City of Whitehall, at a regular meeting of the City Council on the 24th day of May, 2022, at which meeting a quorum was present and remained throughout, and that the meeting was conducted and public notice was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan of 1976, as amended, and that minutes were kept and will be or have been made available as required thereby.

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

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

Adopted: May 24, 2022  
Published: June 5, 2022  
Effective: June 15, 2022

WHITEHALL PLANNING COMMISSION  
RESOLUTION 22-05  
Zone Change Request

WHEREAS, Weesies Property Management received support from this Planning Commission for a lot split at 1311 Colby Streets.

WHEREAS, the lot is zoned as General Business, Moderate Family Residential, and Multiple Family Residential.

WHEREAS, Planning would like to eliminate the split zoning of this single parcel.

WHEREAS, in agreement with the property owner, Planning recommends that the northern parcel be zoned General Business and the southern parcel be zoned Multiple Family Residential.

WHEREAS, the Commission has evaluated all facts including but not limited to whether or not the change is justified by a change in conditions; the precedents and possible effects of such precedents; the capability to provide public services, facilities, or programs; effect on conditions or value of property; effect on development policies; and factual information provided during the hearing.

NOW, THEREFORE, BE IT RESOLVED

That the Commission affirms that the above and any other facts have been resolved in terms of the health, safety, and welfare of the citizens and recommends that the City Council approve a zone change from General Business and Multiple Family Residential to all General Business for the northern 3.65 acres of the Parcel 22-027-100-0007-00 and a zone change from Moderate Family Residential and Multiple Family Residential to all Multiple Family Residential for the southern 10.41 acres of the same parcel.

Moved by Mahoney, seconded by Salter, and thereafter adopted by the Whitehall Planning Commission at a regular meeting held on May 4, 2022 at 6 p.m.

Roll call vote: 8 yes, 1 absent.



\_\_\_\_\_  
Scott K. Huebler, Zoning Administrator

TENTATIVE PARCEL MAP

PREPARED FOR: Weesies Property Management

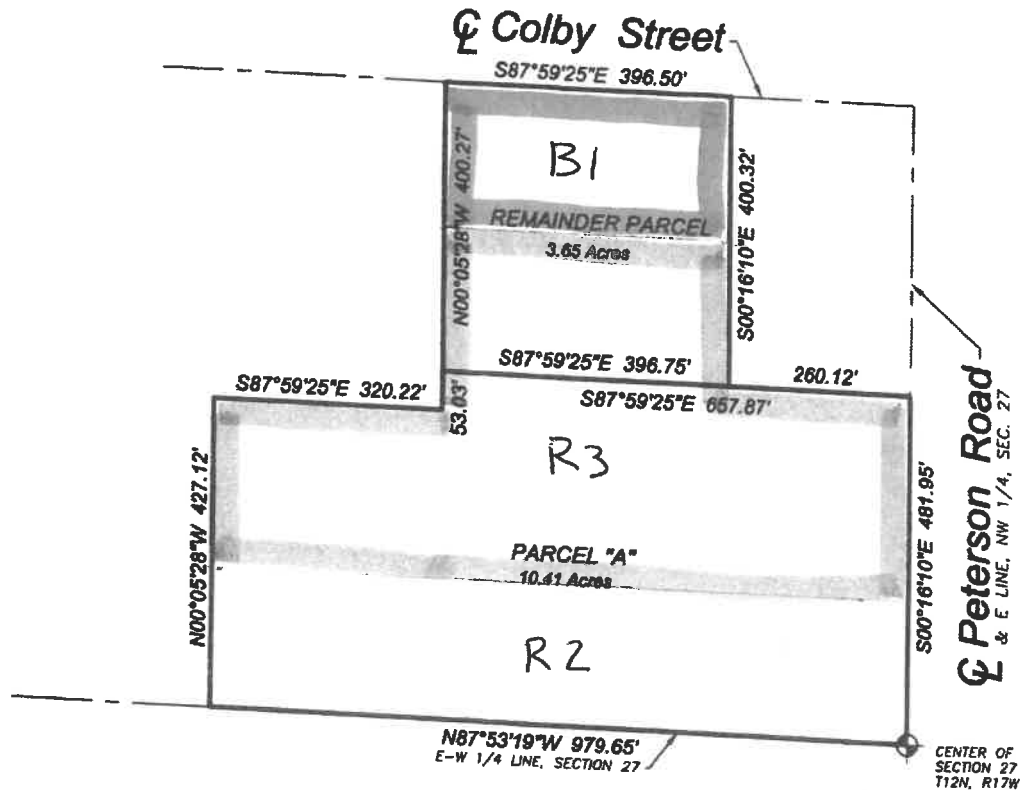
PROPOSED BOUNDARIES

REMAINDER PARCEL DESCRIPTION: Part of the Southeast 1/4 of the Northwest 1/4 of Section 27, Town 12 North, Range 17 West, City of Whitehall, Muskegon County, Michigan, described as: Commence at the Central 1/4 corner of said Section; N00°16'10"W 481.95 feet along the East line of the Northwest 1/4 of said Section; thence ; thence N87°59'25"W 260.12 feet to the Point of Beginning; thence continuing N87°59'25"W 396.75 feet; N00°05'28"W 400.27 feet; thence S87°59'25"E 396.50 feet along the centerline of Colby Street; thence S00°16'10"E 400.32 feet parallel with the East line of the Northwest 1/4 of said Section to the Point of Beginning. Containing 3.65 acres.

PARCEL "A" DESCRIPTION: Range 17 West, City of Whitehall, Michigan, described as: Commence at the Central 1/4 corner of said Section; thence N00°05'28"W 427.12 feet; thence S87°59'25"E 320.22 feet; thence S00°16'10"E 481.95 feet to the Point of Beginning. Containing 10.41 acres.

PENDING LOT SPLIT  
CURRENT ZONING

Town 12 North,  
if the Central 1/4  
tion; thence  
it; thence S87°59'25"E  
if said Section to the



NORTH  
Scale: 1" = 200'

SURVEYOR TAKES NO RESPONSIBILITY FOR ANY TRANSACTIONS RESULTING FROM THE RELIANCE ON THE ATTACHED INFORMATION UNLESS A CERTIFICATE OF SURVEY IS PERFORMED ON THE ABOVE PARCELS WITHIN 90 DAYS FROM THE DATE OF THIS SKETCH, A CURRENT TITLE INSURANCE POLICY IS PROVIDED AND GOVERNMENTAL APPROVAL IS GRANTED FOR THE ABOVE PARCEL DIVISIONS.

*John M. Skocelas*  
JOHN M. SKOCELAS P.S. #41112

Skocelas Land Surveying, Inc.  
6318 Red Rock Court  
Norton Shores, MI 49444  
Phone: (231) 799-0290

- D = Deed Dimension
- R = Recorded Dimension
- M = Measured Dimension
- = Set Iron Stake
- = Found Iron Stake
- = Concrete



File No: SLS22118

Date: 02/24/22

TENTATIVE PARCEL MAP

PREPARED FOR: Weesies Property Management

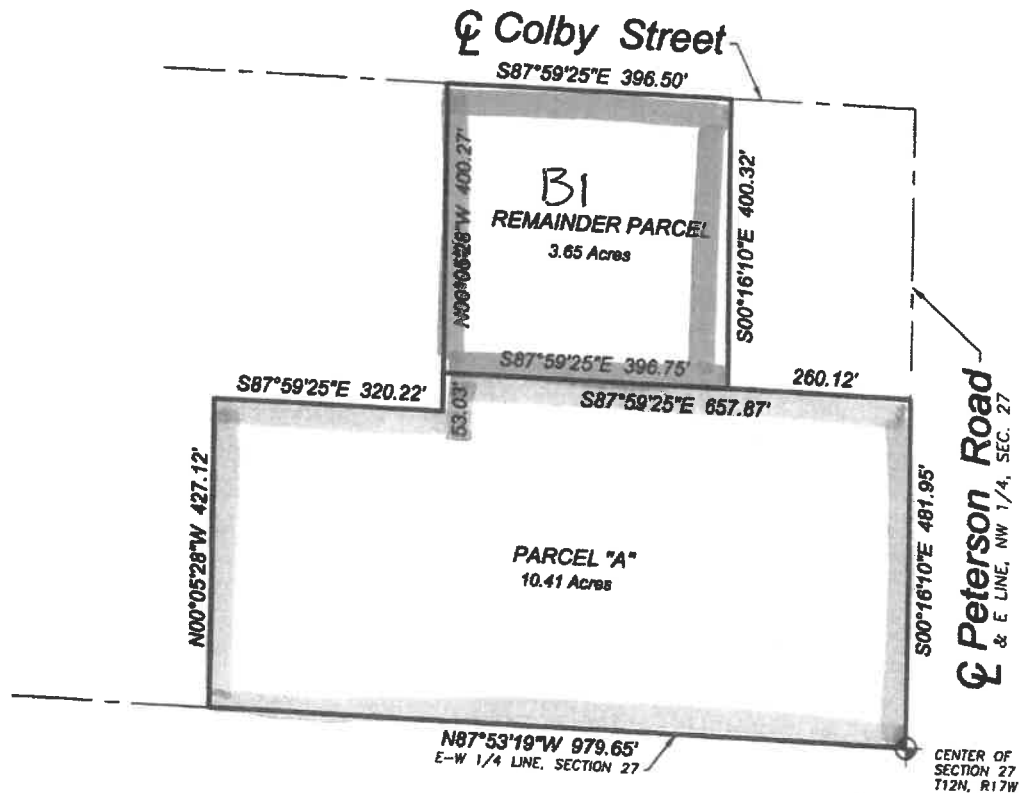
PROPOSED BOUNDARIES

**REMAINDER PARCEL DESCRIPTION:** Part of the Southeast 1/4 of the Northwest 1/4 of Section 27, Town 12 North, Range 17 West, City of Whitehall, Muskegon County, Michigan, described as: Commence at the Central 1/4 corner of said Section; N00°16'10"W 481.95 feet along the East line of the Northwest 1/4 of said Section; thence ; thence N87°59'25"W 260.12 feet to the Point of Beginning; thence continuing N87°59'25"W 396.75 feet; N00°05'28"W 400.27 feet; thence S87°59'25"E 396.50 feet along the centerline of Colby Street; thence S00°16'10"E 400.32 feet parallel with the East line of the Northwest 1/4 of said Section to the Point of Beginning. Containing 3.65 acres.

**PARCEL "A" DESCRIPTION**  
Range 17 West, City of Whitehall, Muskegon County, Michigan, described as: Commence at the Central 1/4 corner of said Section; thence N00°05'28"W 427.12 feet; thence S87°59'25"E 320.22 feet; thence S87°59'25"E 657.87 feet; thence S00°16'10"E 481.95 feet; thence N87°53'19"W 979.65 feet to the Point of Beginning. Containing 10.41 acres.

PENDING LOT SPLIT  
RECOMMENDED ZONING

Town 12 North, Range 17 West, City of Whitehall, Muskegon County, Michigan, described as: Commence at the Central 1/4 corner of said Section; thence N00°05'28"W 427.12 feet; thence S87°59'25"E 320.22 feet; thence S87°59'25"E 657.87 feet; thence S00°16'10"E 481.95 feet; thence N87°53'19"W 979.65 feet to the Point of Beginning. Containing 10.41 acres.



SURVEYOR TAKES NO RESPONSIBILITY FOR ANY TRANSACTIONS RESULTING FROM THE RELIANCE ON THE ATTACHED INFORMATION UNLESS A CERTIFICATE OF SURVEY IS PERFORMED ON THE ABOVE PARCELS WITHIN 90 DAYS FROM THE DATE OF THIS SKETCH, A CURRENT TITLE INSURANCE POLICY IS PROVIDED AND GOVERNMENTAL APPROVAL IS GRANTED FOR THE ABOVE PARCEL DIVISIONS.

*John M. Skocelas*  
JOHN M. SKOCELAS P.S. #41112

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Phone: (231) 799-0290

- D = Deed Dimension
- R = Recorded Dimension
- M = Measured Dimension
- = Set Iron Stake
- = Found Iron Stake
- = Concrete



File No: SLS22118

Date: 02/24/22

**CITY OF WHITEHALL  
MUSKEGON COUNTY, MICHIGAN  
ORDINANCE NO. 22-04**

An ordinance to amend the General Business District to include the northern 3.65 acres of Parcel 22-027-100-0007-00

THE CITY COUNCIL OF THE CITY OF WHITEHALL HEREBY ORDAINS:

The following property will be added to the General Business District – the northern 3.65 acres of Parcel 22-027-100-0007-00.

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

Ayes:

Nays:

CERTIFICATE

The undersigned, being the duly qualified Clerk of the City of Whitehall, Muskegon County, Michigan, does hereby certify that the foregoing is a true and complete copy of an ordinance adopted by the City Council of the City of Whitehall, at a regular meeting of the City Council on the 24th day of May, 2022, at which meeting a quorum was present and remained throughout, and that the meeting was conducted and public notice was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan of 1976, as amended, and that minutes were kept and will be or have been made available as required thereby.

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

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

Adopted: May 24, 2022

Published: June 5, 2022

Effective: June 15, 2022

CITY OF WHITEHALL  
RESOLUTION 22-20  
DELINQUENT UTILITY BILLS & RENTAL INSPECTION FEES

WHEREAS, Michigan Public Act 178 of 1939 and City of Whitehall Ordinance §54.07 and §67.04 provide for the collection of delinquent water and sewer bills and delinquent rental inspection fees by placing them as a lien upon the property.

WHEREAS, City of Whitehall Ordinance provide for the collection of delinquent bills that follow the property by placing them as a lien upon the property.

WHEREAS, Finance Officer/Treasurer Seaver hereby submits the following account number, name, parcel address, and delinquent amount to be submitted to the assessor for inclusion on the next tax roll.

|                |                    |                   |            |
|----------------|--------------------|-------------------|------------|
| 012-04145-05   | Mark Betz          | 103 Sunset        | \$261.43   |
| 011-03545-05   | Jacquelynn Davis   | 905 S Division St | \$227.87   |
| CR190007       | Joshua Chamberlain | 824 E Spring St   | \$350.00   |
| CR190006       | Joshua Chamberlain | 204 W Lewis St    | \$1,750.00 |
| Inspection Fee | Joshua Chamberlain | 204 W Lewis St    | \$100.00   |

NOW, THEREFORE, LET IT BE RESOLVED

that the City Finance Officer/Treasurer be directed to assess the above cited parcels on the 2022 Summer Tax Roll for delinquent water and sewer bills and delinquent rental inspection fees.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, and thereafter adopted by the City Council of the City of Whitehall, at a regular meeting held Tuesday, May 24, 2022, 6:00 p.m. (\_\_\_ yes, \_\_\_ no, \_\_\_ absent).

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

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



CITY OF WHITEHALL  
RESOLUTION 22-21  
Commercial Rehabilitation

WHEREAS, Michigan Public Act 210 of 2005 encourages the rehabilitation of commercial property by abating property taxes generated from new investment for a period of up to ten years.

WHEREAS, the City established the Downtown Commercial Rehabilitation District in 2008.

WHEREAS, 115 Lake Street LLC has submitted an application for a ten year Commercial Rehabilitation Exemption Certificate on a \$6.6M mixed use rehabilitation located at 201 West Colby.

WHEREAS, City Clerk Bourdon has provided the required written notification to the assessor and each taxing jurisdiction.

WHEREAS, the Tax Increment Finance Authority recommends approval of the Certificate as a significant financial investment in the downtown that will add much needed commercial opportunities and residential units along with the creation of construction and permanent jobs on a long vacant piece of prime real estate.

WHEREAS, without the development, non-school levied taxes generated on this site over the next 15 years will total an estimated \$47,000; with the development, taxes generated over the next 15 years will total an estimated \$1,009,000

NOW, THEREFORE, LET IT BE RESOLVED

That the Whitehall City Council approves the Commercial Rehabilitation Exemption Certificate as submitted by 115 Lake Street LLC.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, and thereafter adopted by the City Council of the City of Whitehall, at a regular meeting held Tuesday, May 24, 2022 at 6:00 p.m. ( \_\_\_ yes, \_\_\_ no, \_\_\_ absent).

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

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



Warner Norcross + Judd LLP

April 26, 2022

Ms. Brenda Bourdon  
City Clerk  
City of Whitehall  
405 E. Colby Street  
Whitehall, MI 49461

**Re: Public Act 210 Request for Establishment of Commercial Rehabilitation District and Application – 115 Lake Street, LLC**

Dear Ms. Bourdon:

I am writing on behalf of my client, 115 Lake Street, LLC, a Michigan limited liability company, to request that a Public Act 210 Commercial Rehabilitation District be established for the property located at 115 Lake Street, Whitehall, Michigan (the "Property"). 115 Lake Street, LLC intends to redevelop the Property into a mixed-use development that will include residential apartments and main floor retail space. Enclosed with this letter is a site map of the requested district boundary of the Property. In addition, enclosed is an original and one copy of the abatement application for consideration.

Thank you for your time and consideration of this request. If I can provide additional information or be of assistance, please do not hesitate to contact me directly at (616) 752-2447.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Jared T. Belka', written over a horizontal line.

Jared T. Belka

Enclosure

c: Chris Veneklasen *via e-mail*  
Jami Buth *via e-mail*

26354669


**Jared T. Belka | Partner**  
D 616.752.2447  
E jbelka@wnj.com  
150 Ottawa Avenue, N.W., Suite 1500  
Grand Rapids, MI 49503

# Application for Commercial Rehabilitation Exemption Certificate

Issued under authority of Public Act 210 of 2005, as amended.

| LOCAL GOVERNMENT UNIT USE ONLY |               |
|--------------------------------|---------------|
| Application No.                | Date Received |
|                                |               |
| STATE USE ONLY                 |               |
| Application No.                | Date Received |
|                                |               |

Read the instructions page before completing the form. **This application should be filed after the commercial rehabilitation district is established.** The applicant must complete Parts 1, 2 and 3 and file the application form (with required attachments) with the clerk of the local governmental unit (LGU). Attach the legal description of property on a separate sheet. This project will not receive tax benefits until approved by the State Tax Commission (STC). Applications received after October 31 may not be acted upon in the current year. This application is subject to audit by the STC.

| PART 1: OWNER / APPLICANT INFORMATION (applicant must complete all fields)   |   |  |                   |
|--|---|--|-------------------|
| Applicant (Company) Name (applicant must be the owner of the facility)<br>115 Lake Street, LLC   |   | NAICS or SIC Code<br>531110  |                   |
| Facility's Street Address<br>115 S. Lake Street  | City<br>Whitehall   | State<br>MI  | ZIP Code<br>49461 |
| Name of City, Township or Village (taxing authority)<br>City of Whitehall  | County<br>Muskegon  | School District Where Facility is Located<br>61240 - Whitehall                           |                   |
| <input checked="" type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village  |   |  |                   |
| Date of Rehabilitation Commencement (mm/dd/yyyy)<br>09/15/2022   | Planned Date of Rehabilitation Completion (mm/dd/yyyy)<br>08/01/2023  |  |                   |
| Estimated Cost of Rehabilitation<br>\$6,600,000  | Number of Years Exemption Requested (1-10)<br>10  |  |                   |
| Expected Project Outcomes (check all that apply)   |   |  |                   |
| <input checked="" type="checkbox"/> Increase Commercial Activity   | <input type="checkbox"/> Retain Employment  | <input checked="" type="checkbox"/> Revitalize Urban Areas                               |                   |
| <input checked="" type="checkbox"/> Create Employment  | <input type="checkbox"/> Prevent Loss of Employment   | <input checked="" type="checkbox"/> Increase Number of Residents in Facility's Community |                   |
| No. of jobs to be created due to facility's rehabilitation<br>20   | No. of jobs to be retained due to facility's rehabilitation<br>0  | No. of construction jobs to be created during rehabilitation<br>40                       |                   |
| PART 2: APPLICATION DOCUMENTS  |   |  |                   |
| Prepare and attach the following items:  |   |  |                   |
| <input checked="" type="checkbox"/> General description of the facility (year built, original use, most recent use, number of stories, square footage)   | <input checked="" type="checkbox"/> Statement of the economic advantages expected from the exemption  |  |                   |
| <input checked="" type="checkbox"/> Description of the qualified facility's proposed use   | <input checked="" type="checkbox"/> Legal description   |  |                   |
| <input checked="" type="checkbox"/> Description of the general nature and extent of the rehabilitation to be undertaken  | <input type="checkbox"/> Description of the "underserved area" (Qualified Retail Food Establishments only)  |  |                   |
| <input checked="" type="checkbox"/> Descriptive list of the fixed building equipment that will be a part of the qualified facility   | <input type="checkbox"/> Commercial Rehabilitation Exemption Certificate for Qualified Retail Food Establishments (Form 4753) (Qualified Retail Food Establishments only) |  |                   |
| <input checked="" type="checkbox"/> Time schedule for undertaking and completing the facility's rehabilitation   |   |  |                   |
| PART 3: APPLICANT CERTIFICATION  |   |  |                   |
| Name of Authorized Company Officer (no authorized agents)<br>Chris Veneklasen  | Telephone Number<br>(616) 957-3735  |  |                   |
| Fax Number   | E-mail Address<br>cveneklasen@veneklasenconstruction.com; jbelka@wnj.co   |  |                   |
| Street Address<br>5000 Kendrick Street SE  | City<br>Grand Rapids  | State<br>MI  | ZIP Code<br>49512 |
| I certify that, to the best of my knowledge, the information contained herein and in the attachments is truly descriptive of the property for which this application is being submitted. Further, I am familiar with the provisions of Public Act 210 of 2005, as amended, and to the best of my knowledge the company has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local governmental unit and the issuance of a Commercial Rehabilitation Exemption Certificate by the State Tax Commission. |   |  |                   |
| I further certify that this rehabilitation program, when completed, will constitute a rehabilitated facility, as defined by Public Act 210 of 2005, as amended, and that the rehabilitation of this facility would not have been undertaken without my receipt of the exemption certificate.   |   |  |                   |
| Signature of Authorized Company Officer (no authorized agents)<br>  | Title<br>Manager  | Date<br>4/28/22  |                   |

|  |  |                                    |          |
|--|--|------------------------------------|----------|
| <b>PART 4: ASSESSOR RECOMMENDATIONS</b> (assessor of LGU must complete Part 4)   |  |                                    |          |
| Provide the Taxable Value and State Equalized Value of Commercial Property, as provided in Public Act 210 of 2005, as amended, for the tax year immediately preceding the effective date of the certificate (December 31 of the year approved by the STC).   |  |                                    |          |
|  | <b>Taxable Value</b>                                 | <b>State Equalized Value (SEV)</b> |          |
| <b>Land</b>  |  |                                    |          |
| <b>Building(s)</b>   |  |                                    |          |
| The property to be covered by this exemption may not be included on any other specific tax roll while receiving the Commercial Rehabilitation Exemption. For example, property on the Eligible Tax Reverted Property (Land Bank) specific tax roll cannot be granted a Commercial Rehabilitation Exemption that would also put the same property on the Commercial Rehabilitation specific tax roll. |  |                                    |          |
| <input type="checkbox"/> By checking this box I certify that, if approved, the property to be covered by this exemption will be on the Commercial Rehabilitation Exemption specific tax roll and not on any other specific tax roll.   |  |                                    |          |
| Name of Local Government Body  |  |                                    |          |
| Name of Assessor (first and last name)   |  | Telephone Number                   |          |
| Fax Number   |  | E-mail Address                     |          |
| <i>I certify that, to the best of my knowledge, the information contained in Part 4 of this application is complete and accurate.</i>  |  |                                    |          |
| Assessor's Signature   |  |                                    | Date     |
| <b>PART 5: LOCAL GOVERNMENT ACTION</b> (clerk of LGU must complete Part 5)   |  |                                    |          |
| Action Taken By LGU (attach a certified copy of the resolution):   |  |                                    |          |
| <input type="checkbox"/> Exemption approved for _____ years, ending December 30, _____ (not to exceed 10 years)  |  |                                    |          |
| <input type="checkbox"/> Exemption Denied  |  |                                    |          |
| Date District Established (attach resolution for district)   | Local Unit Classification Identification (LUCI) Code | School Code                        |          |
| <b>PART 6: LOCAL GOVERNMENT CLERK CERTIFICATION</b> (clerk of LGU must complete Part 6)  |  |                                    |          |
| Clerk's Name (first and last)  |  | Telephone Number                   |          |
| Fax Number   |  | E-mail Address                     |          |
| Mailing Address  | City   | State                              | ZIP Code |
| LGU Contact Person for Additional Information  | LGU Contact Person Telephone Number                  | Fax Number                         |          |
| <i>I certify that, to the best of my knowledge, the information contained in this application and attachments is complete and accurate and hereby request the State Tax Commission issue a Commercial Rehabilitation Exemption Certificate, as provided by Public Act 210 of 2005, as amended.</i>   |  |                                    |          |
| Clerk's Signature  |  |                                    | Date     |

For faster service, the LGU should email the completed application and required documents to [PTE@michigan.gov](mailto:PTE@michigan.gov).

An additional submission option is to mail the completed application and required documents to:

Michigan Department of Treasury, State Tax Commission  
 P.O. Box 30471  
 Lansing, MI 48909

## **Part 2: Application Responses**

**a. General Description of the facility:** The 1.12 acre site is currently vacant and was the former site of the Pinheads bowling alley that operated until 2006 and was later demolished in 2016. The site has remained vacant since. The bowling alley operated from 1958 to 2006. The Property is located near the corner of Thompson and Colby and across from Goodrich Park in the City of Whitehall.

**b. Description of the qualified facility's proposed use:** 115 Lake Street, LLC ("115 Lake") is proposing to construct a new four story mixed-use building that will contain approximately 5,325 sf of first floor retail space and approximately 26,655 sf of residential market rate apartments, consisting of eight (8) one bedroom units, fifteen (15) two bedroom units and two (2) three bedroom units (the "Project"). The Project will also include construction of covered ground floor parking and associated surface parking spaces outside of the building to serve the residential and retail tenants.

**c. Description of the general nature and extent of the rehabilitation to be undertaken:** The Project is located in the downtown and includes construction of a new building that will provide an economic benefit to the local community by providing new residential options and new retail space.

**d. Descriptive list of the fixed building equipment that will be part of the qualified facility:**

The following equipment will be included as part of the proposed construction:

- Fire Suppression System
- HVAC System
- Electrical
- Plumbing

**e. Time Schedule for undertaking and completing the facility's rehabilitation:** The Project is expected to begin in fall 2022 and is expected to be completed within 12 months.

**f. Statement of economic advantages expected from the exemption:** The exemption will allow the Project to defray some of the annual expenses associated with the increased property taxes as a result of the proposed project and investment. This will allow the developer to complete the project successfully and in a timely manner, stabilize following construction, and ultimately benefit the taxing jurisdictions through increased commercial activity and revitalization of the vacant site in the heart of downtown Whitehall. Without the exemption benefit, the Project would not be feasible and would not take place.

**g. Legal Description:**

**Address:** 115 S. Lake Street  
Whitehall, MI 49461

**Parcel:** 61-22-220-017-0016-10

## 115 Lake Street, LLC



**Address:** 115 S. Lake Street  
Whitehall, MI 49461

**Parcel:** 61-22-220-017-0016-10

**Legal Description:** CITY OF WHITEHALL PART OF LOTS 16 & 17 W OF PM RR BLK 17 & S 1/2 VACATED ALLEY ADJ THERETO BLK 17

**Address:** 115 S. Lake Street  
Whitehall, MI 49461

**Parcel:** 61-22-220-017-0001-00

**Legal Description:** W-0368 CITY OF WHITEHALL BLOCK 17 LOTS 1 - 3 INCLUSIVE & W 1/2 OF LOT 4 & N 1/2 OF VACATED ALLEY ADJ THERETO EXC THAT PART OF LOT 1 DESC AS FOLLOWS: BEG AT NW COR OF LOT 1 TH S 88D 02M E 35 FT ALG N LOT LN TH S 00D 17M 02S W 37.35 FT TH ALG NELY LN OF LAKE ST N 42D 04M 02S W 51.93 FT TO POB

2635487

**Legal Description:** CITY OF WHITEHALL PART OF LOTS 16 & 17 W OF PM RR  
BLK 17 & S 1/2 VACATED ALLEY ADJ THERETO BLK 17

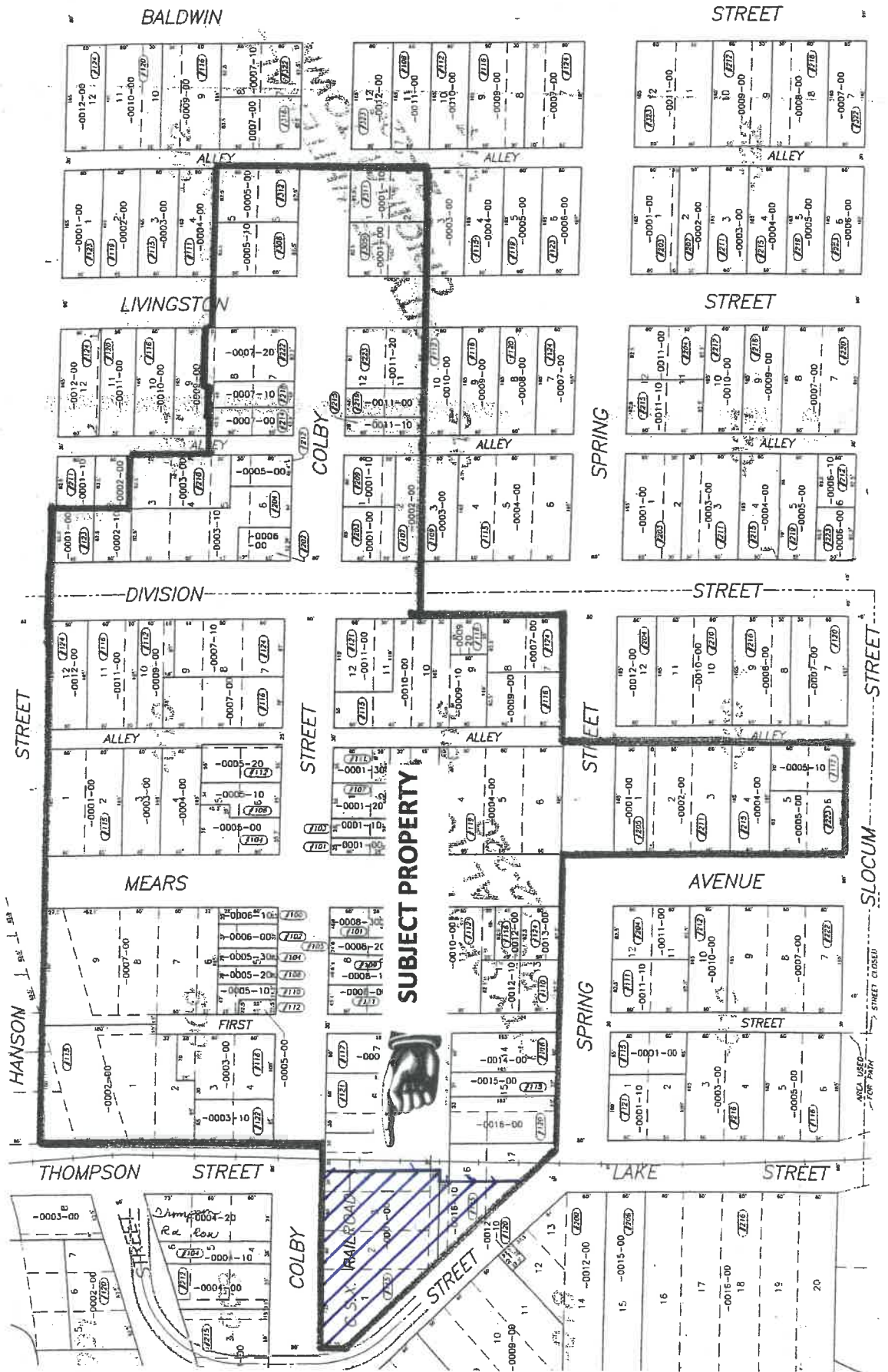
**Address:** 115 S. Lake Street  
Whitehall, MI 49461

**Parcel:** 61-22-220-017-0001-00

**Legal Description:** W-0368 CITY OF WHITEHALL BLOCK 17 LOTS 1 - 3  
INCLUSIVE & W 1/2 OF LOT 4 & N 1/2 OF VACATED ALLEY ADJ  
THERETO EXC THAT PART OF LOT 1 DESC AS FOLLOWS: BEG AT NW COR  
OF LOT 1 TH S 88D 02M E 35 FT ALG N LOT LN TH S 00D 17M 02S W 37.35  
FT TH ALG NELY LN OF LAKE ST N 42D 04M 02S W 51.93 FT TO POB

26354965

# Downtown Commercial Rehabilitation District





CITY OF WHITEHALL  
RESOLUTION 22-22  
Lot Split Request

WHEREAS, Weesies Property Management has submitted a lot split request for 1311 Colby.

WHEREAS, City Ordinances require approval by the City Council and allows the Council to refer requests to the Planning Commission for review and recommendation.

WHEREAS, operating practice has been to initiate the review process with the Planning Commission.

WHEREAS, the Commission, following review of the request and the criteria required for approval, recommends approval of the lot split by the City Council.

NOW, THEREFORE, LET IT BE RESOLVED

That the City Council does hereby approve of the lot split as requested and recommended.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, and thereafter adopted by the Whitehall City Council at a regular meeting held on Tuesday, May 24, 2022 at 6:00 p.m. (\_\_\_ yes, \_\_\_ no, \_\_\_ absent).

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

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

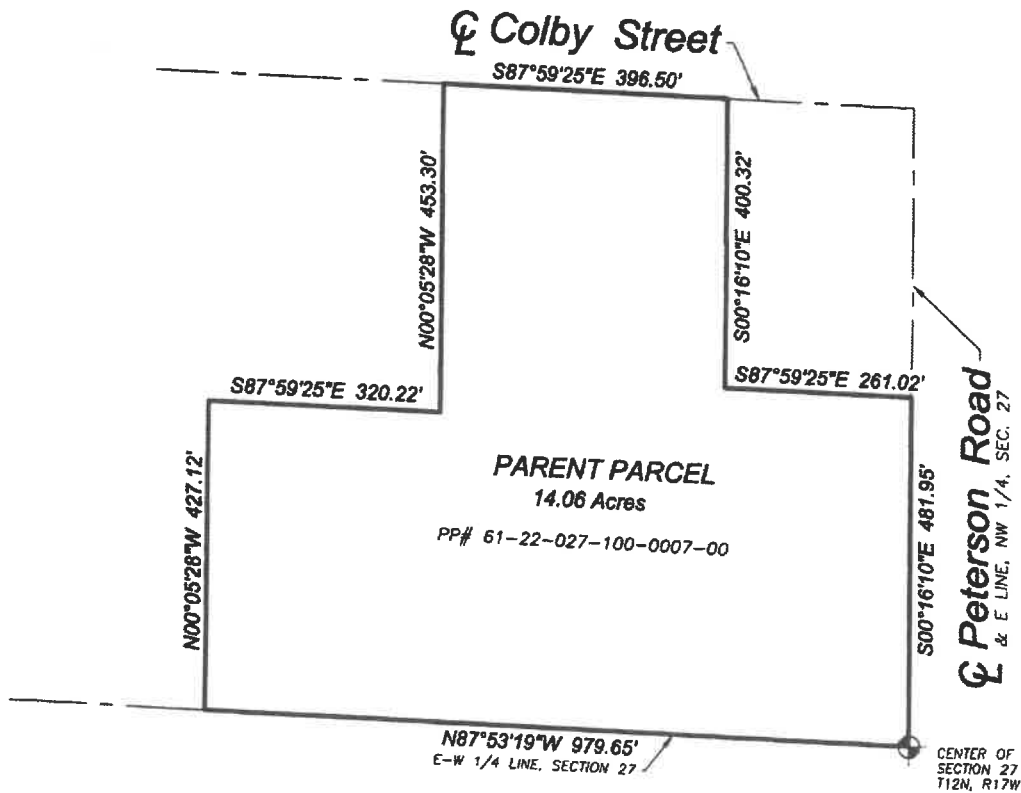
TENTATIVE PARCEL MAP

PREPARED FOR: Weesles Property Management

CURRENT BOUNDARIES

PARENT PARCEL DESCRIPTION:

Part of the Southeast 1/4 of the Northwest 1/4 of Section 27, Town 12 North, Range 17 West, City of Whitehall, Muskegon County, Michigan, described as: Beginning at the Central 1/4 corner of said Section; thence N87°53'19"W 979.65 feet along the E-W 1/4 line of said Section; thence N00°05'28"W 427.12 feet; thence S87°59'25"E 320.22 feet; thence N00°05'28"W 453.30 feet; thence S87°59'25"E 396.50 feet along the centerline of Colby Street; thence S00°16'10"E 400.32 feet parallel with the East line of the Northwest 1/4 of said Section; thence S87°59'25"E 261.02 feet; thence S00°16'10"E 481.95 feet along the East line of the Northwest 1/4 of said Section to the Point of Beginning. Containing 14.06 acres.



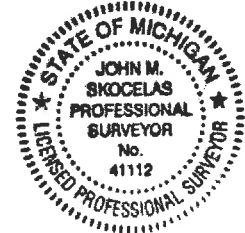
SURVEYOR TAKES NO RESPONSIBILITY FOR ANY TRANSACTIONS RESULTING FROM THE RELIANCE ON THE ATTACHED INFORMATION UNLESS A CERTIFICATE OF SURVEY IS PERFORMED ON THE ABOVE PARCELS WITHIN 90 DAYS FROM THE DATE OF THIS SKETCH, A CURRENT TITLE INSURANCE POLICY IS PROVIDED AND GOVERNMENTAL APPROVAL IS GRANTED FOR THE ABOVE PARCEL DIVISIONS.

*John M. Skocelas*  
 JOHN M. SKOCELAS P.S. #41112

Skocelas Land Surveying, Inc.

6318 Red Rock Court  
 Norton Shores, MI 49444  
 Phone: (231) 799-0290

- D = Deed Dimension
- R = Recorded Dimension
- M = Measured Dimension
- = Set Iron Stake
- = Found Iron Stake
- = Concrete



File No: SLS22118

Date: 02/24/22

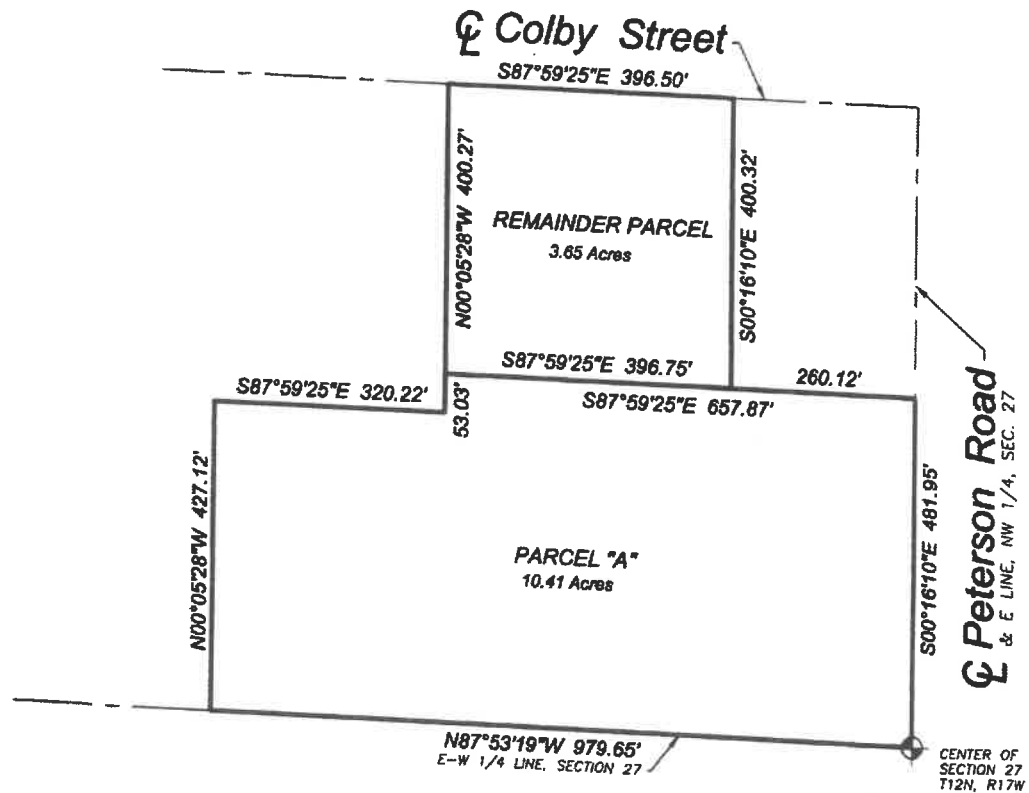
TENTATIVE PARCEL MAP

PREPARED FOR: Weesies Property Management

PROPOSED BOUNDARIES

REMAINDER PARCEL DESCRIPTION: Part of the Southeast 1/4 of the Northwest 1/4 of Section 27, Town 12 North, Range 17 West, City of Whitehall, Muskegon County, Michigan, described as: Commence at the Central 1/4 corner of said Section; N00°16'10"W 481.95 feet along the East line of the Northwest 1/4 of said Section; thence ; thence N87°59'25"W 260.12 feet to the Point of Beginning; thence continuing N87°59'25"W 396.75 feet; N00°05'28"W 400.27 feet; thence S87°59'25"E 396.50 feet along the centerline of Colby Street; thence S00°16'10"E 400.32 feet parallel with the East line of the Northwest 1/4 of said Section to the Point of Beginning. Containing 3.65 acres.

PARCEL 'A' DESCRIPTION: Part of the Southeast 1/4 of the Northwest 1/4 of Section 27, Town 12 North, Range 17 West, City of Whitehall, Muskegon County, Michigan, described as: Beginning at the Central 1/4 corner of said Section; thence N87°53'19"W 979.65 feet along the E-W 1/4 line of said Section; thence N00°05'28"W 427.12 feet; thence S87°59'25"E 320.22 feet; thence N00°05'28"W 53.03 feet; thence S87°59'25"E 657.87 feet; thence S00°16'10"E 481.95 feet along the East line of the Northwest 1/4 of said Section to the Point of Beginning. Containing 10.41 acres.



NORTH  
Scale: 1" = 200'

SURVEYOR TAKES NO RESPONSIBILITY FOR ANY TRANSACTIONS RESULTING FROM THE RELIANCE ON THE ATTACHED INFORMATION UNLESS A CERTIFICATE OF SURVEY IS PERFORMED ON THE ABOVE PARCELS WITHIN 90 DAYS FROM THE DATE OF THIS SKETCH, A CURRENT TITLE INSURANCE POLICY IS PROVIDED AND GOVERNMENTAL APPROVAL IS GRANTED FOR THE ABOVE PARCEL DIVISIONS.

*John M. Skocelas*  
JOHN M. SKOCELAS P.S. #41112

Skocelas Land Surveying, Inc.  
6318 Red Rock Court  
Norton Shores, MI 49444  
Phone: (231) 799-0290

- D = Deed Dimension
- R = Recorded Dimension
- M = Measured Dimension
- = Set Iron Stake
- = Found Iron Stake
- = Concrete



File No: SLS22118

Date: 02/24/22

**CITY OF WHITEHALL  
RESOLUTION 22-23  
Feet on the Street**

- WHEREAS, Feet on the Street, a community celebration for the kickoff of summer is scheduled for June 5 from 2:00 p.m. to 7:00 p.m. in the North Mears Promenade.
- WHEREAS, the organization committee is seeking permission to allow open receptacles for alcoholic beverages.
- WHEREAS, City Ordinance §70.01(B)(28) prohibits open receptacles and containers containing alcoholic beverages or intoxicating liquors upon any public street, park, or other public place without first obtaining permission from the City Council.

NOW, THEREFORE, LET IT BE RESOLVED

that the Whitehall City Council authorizes open receptacles and containers containing alcoholic beverages or intoxicating liquors upon the City owned public rights of way and property within the downtown as noted on the enclosed map on June 5 from 2:00 p.m. to 7:00 p.m. as regulated and coordinated by the Police Department.

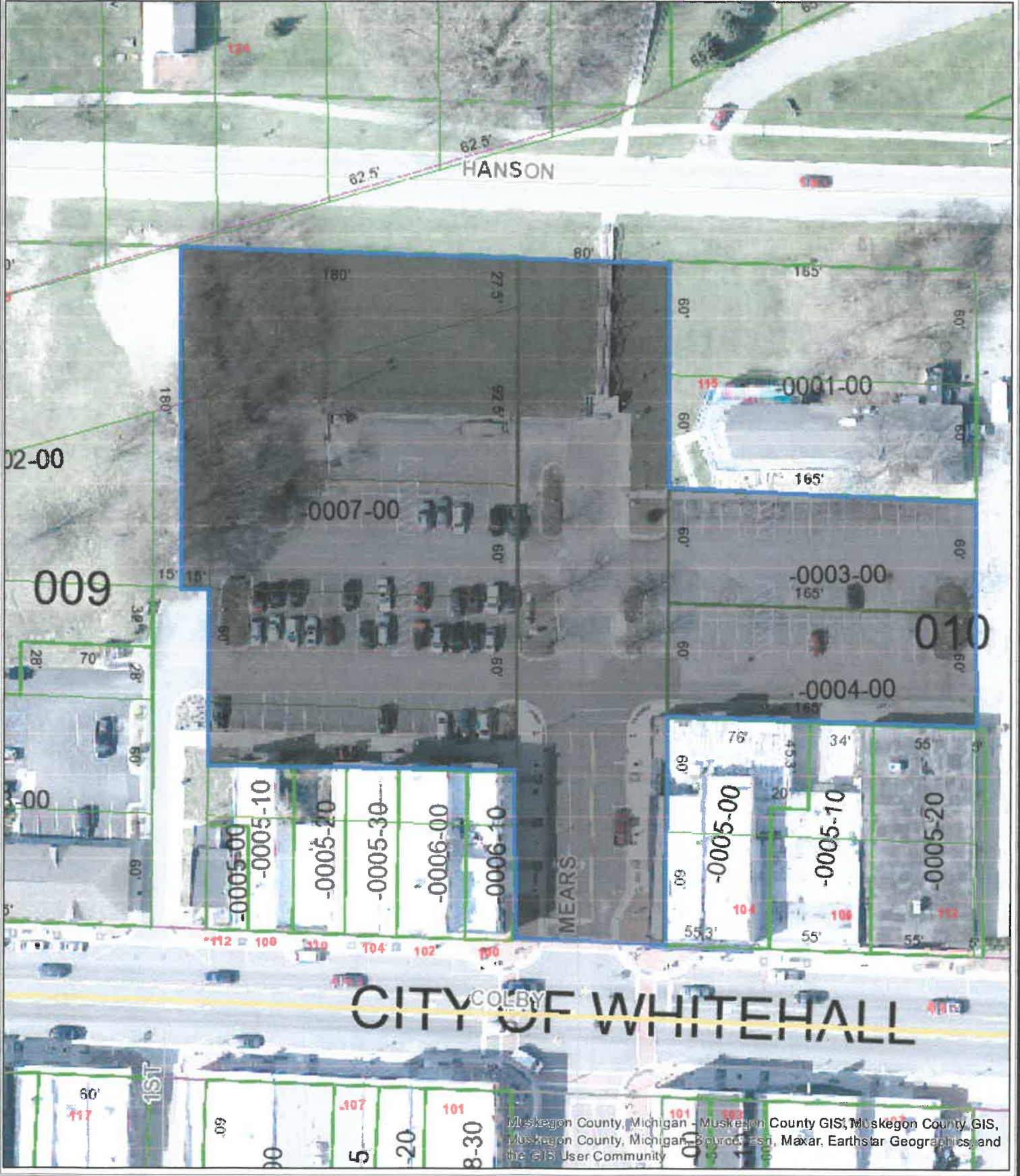
Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, and thereafter adopted by the City Council of the City of Whitehall, at a regular meeting held on Tuesday, May 24, 2022 at 6:00 p.m. ( \_\_\_ yes \_\_\_ no, \_\_\_ absent).

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

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

Report generated 5/19/2022 at 9:31:03 AM

This report has been generated from the Muskegon County GIS Property Viewer. While every effort has been made to provide accurate information, Muskegon County and Muskegon County GIS shall not be held liable for the information presented herein. All data shall be verified by the municipal assessor.



CITY OF WHITEHALL  
RESOLUTION 22-24  
Millage Levy Adoption

WHEREAS, City Charter §7.5 requires adoption of an annual budget and a levy of the amount necessary to be raised by taxation to meet expenditure needs for the budget not later than the first Monday in June.

WHEREAS, the City Council held a public hearing on May 24th for the proposed FY 2022/23 millage rate.

NOW, THEREFORE, BE IT RESOLVED

That the Whitehall City Council hereby levies the following millage necessary to provide the required revenue from property taxes for the FY 2022/23 Budget.

|                   |                   |
|-------------------|-------------------|
| General Operating | 12.77 mills       |
| <u>Streets</u>    | <u>3.00 mills</u> |
| Total             | 15.77 mills       |

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, and thereafter adopted by the City Council of the City of Whitehall, at a regular meeting held Tuesday, May 24, 2022 at 6:00 p.m.  
( \_\_\_ yes; \_\_\_ no, \_\_\_; 0 absent)

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

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

CITY OF WHITEHALL  
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|                   |                   |
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( \_\_\_ yes; \_\_\_ no, \_\_\_; 0 absent)

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

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

CITY OF WHITEHALL  
RESOLUTION 22-24  
Millage Levy Adoption

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| Total             | 15.77 mills       |

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( \_\_\_ yes; \_\_\_ no, \_\_\_; 0 absent)

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

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



**CITY OF WHITEHALL  
FISCAL YEAR 2022/23 BUDGET**

|                            | Revenues    | Expenses    | Change<br>in Fund Balance |
|----------------------------|-------------|-------------|---------------------------|
| <b>General Fund</b>        | \$3,082,400 | \$3,127,500 | (\$45,100)                |
| <b>Major Streets</b>       | \$401,600   | \$517,900   | (\$116,300)               |
| <b>Local Streets</b>       | \$181,900   | \$232,300   | (\$50,400)                |
| <b>Marijuana</b>           | \$5,000     | \$5,100     | (\$100)                   |
| <b>Brownfield</b>          | \$458,900   | \$453,800   | \$5,100)                  |
| <b>TIFA</b>                | \$1,390,000 | \$1,813,000 | (\$423,000)               |
| <b>Inspections</b>         | \$182,800   | \$146,200   | \$36,600                  |
| <b>LDFA</b>                | \$340,800   | \$346,400   | (\$5,600)                 |
| <b>Capital Projects</b>    | \$3,334,000 | \$3,622,300 | (\$288,300)               |
| <b>Playhouse Operating</b> | \$316,000   | \$313,900   | \$2,100                   |
| <b>Sewer</b>               | \$1,466,200 | \$1,490,000 | (\$23,800)                |
| <b>Water</b>               | \$820,700   | \$1,252,700 | (\$432,000)               |
| <b>Marina</b>              | \$141,800   | \$168,300   | (\$26,500)                |
| <b>Motor Pool</b>          | \$284,100   | \$429,000   | (\$144,900)               |

**CITY OF WHITEHALL  
RESOLUTION 22-25  
Water System Reliability Study**

WHEREAS, Michigan Public Act 399 of 1976, the Safe Drinking Water Act, requires completion of a reliability study every five years.

WHEREAS, the City's current Water Reliability Study was completed in 2017.

WHEREAS, City Engineers Prein & Newhof have submitted a proposal to update the reliability study for \$14,000.

WHEREAS, The Fiscal Year 2022/23 Budget includes funding for the study.

WHEREAS, Staff has reviewed the proposal and recommends acceptance by the City Council.

**NOW, THEREFORE, LET IT BE RESOLVED**

that the Whitehall City Council authorizes the execution of the Water System Reliability Study Update proposal from Perin & Newhof for a cost of \$14,000.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, and thereafter adopted by the City Council of the City of Whitehall, at a regular meeting held on Tuesday, May 24, 2022 at 6:00 p.m. (\_\_\_ yes \_\_\_ no, \_\_\_ absent).

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

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

March 3, 2022

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

RE: Proposal for City of Whitehall - **Water System Reliability Study Update**

Dear Mr. Huebler:

Thank you for your interest in a proposal for engineering services related to an update of your Water System Reliability Study for the City of Whitehall. We completed your last Reliability Study in February 2017 and will cost-effectively prepare this study while also providing valuable, practical information for your staff.

Part 12, Rule R325.11203 and R325.11604 promulgated under Michigan's Safe Drinking Water Act, 1976, P.A. 399, as amended, requires a Water System Reliability Study every 5 years. The study must include an evaluation of the reliability of the City's existing water distribution system as well as the projected future supply to this service area.

With this in mind, we have prepared a scope of services that will meet the overall request of the EGLE, as well as providing meaningful information for community planning purposes. The following represents our intended scope of services to meet the EGLE requirements and the needs of the city:

1. Obtain recent water system data

This task includes gathering data on recent changes to the system infrastructure and operation, and historic demands since 2015. This includes:

- Monthly operating reports for 2016 through 2021.
- Annual billing volume totals for each customer class (residential, commercial, etc.) from 2016 to 2021
- Annual billing volume totals for the largest users from 2016 to 2021
- Annual water loss (accountability) data from 2016 to 2021
- Changes to operational settings since 2017
- Any available information for projections (including the boundary for future growth)
- Summary of changes to maintenance programs since 2017 (hydrant flushing, valve turning, meter replacement, tank maintenance, cross-connection control, etc.)
- The current number of service connections or equivalent Residential Equivalent Units (REUs)
- Your Water Shortage Response Plan (we will provide a template if none exists)
- System water main age and material (we will get this from your WAMP)

- The age of significant infrastructure in the system (we will get this from your WAMP).
  - Main Break data (if available)
  - Water Quality Data: PFAS Sample results, DBPs, lead service plan, etc.
  - Most Recent EGLE Sanitary Survey
2. Prepare 20-Year Demand Projections  
Demands will be projected through Year 2042 in five-year increments. The projections will be based on historic data, land use maps, available projections or other information provided regarding potential growth. Average day, maximum day and peak hour demands will be estimated based on this information.
  3. Evaluate Storage and Supply  
Based on the demand projections through Year 2042, the system supply and storage capacity will be analyzed. This analysis includes consideration for both non-emergency storage (equalization storage) and emergency storage. Deficiencies will be identified.
  4. Obtain Hydrant Flow Test Results  
We plan to use hydrant flow tests to calibrate your hydraulic model. We will work with you to perform the tests. First, we will prepare a hydrant test plan that ensures representation of differing areas of your system as well as various distribution main sizes and ages. We propose half a day of testing with our field engineer and will provide the testing equipment. We will use the hydrant test results to perform a calibration of the model.
  5. Review and Update Hydraulic Model  
The objective of this task is to verify the accuracy and update the computer model from which further hydraulic analysis can be performed. Water system information obtained from the city would be incorporated to improve the model accuracy. We proposed to update the existing model using WaterGEMS computer software developed by Bentley Systems. This will connect the model to the GIS system for more accurate analysis and efficient updating in the future.
  6. Recalibrate the Model  
Calibration is a critical step in developing an accurate model, since results of a poorly calibrated model typically don't provide meaningful information. We will verify/calibrate your model using 7 to 8 hydrant test results, primarily by adjusting roughness factors and demands. The EGLE requires a calibration based on recent hydrant test results, as mentioned previously.
  7. Determine Existing and Projected System Performance  
The calibrated model can accurately simulate the current system operation. Model simulations will be performed for existing average day demands, maximum day demands, and maximum day demands plus fire.

With the demand projections, the model will also be used to simulate future conditions. Model simulations will be performed for projected average day demand, maximum day demand, and maximum day demand plus fire.

8. Identify Deficiencies and Evaluate Solutions

System deficiencies will be identified for both existing and future demand conditions. These include areas of low pressure under emergency (<20 psi) or non-emergency (<35 psi) conditions, or other reliability concerns. These deficiencies will be tabulated and solutions to removing the deficiencies will be reported.

9. Review Operation and Maintenance Procedures

Operation and Maintenance procedures will be reviewed including hydrant flushing, valve exercising, meter replacement and calibration, leak detection and water accountability, cross-connection programs. Recommendations will be made as necessary.

10. Review Reliability Issues

System redundancy, system looping, maintenance programs, aging infrastructure, and water quality will be reviewed, among others.

11. Prepare Recommendations/CIP

Based on the hydraulic analysis, improvements to the transmission and distribution mains and other facilities will be prepared. Recommendations will be based on the cost-effectiveness of the various improvement options. A phasing plan will be developed to prioritize the improvements to the system. Recommendations will also include new and updated cost estimates and will be summarized in the Capital Improvements Plan.

12. Provide Water System Maps

Part 16 of the Michigan Safe Drinking Water Act requires the development of a General Plan Map. The map will show water mains, sizes, metering stations, and storage facilities (with capacities of each). The General Plan Map will also provide information on system deficiencies and recommended improvements.

We will use your GIS system data to develop the maps provided in the report. Other maps to be provided include an existing water system map with future service boundary, and two pressure contour maps/results for high demand conditions will be provided.

13. Prepare Report

Prepare a report summarizing the findings of the reliability study. This report will include a description of the system, results of the analyses, recommendations, and cost estimates as described in this scope of services. The report will also include color maps described previously.

14. Submit Final Draft Report

Following your review of the draft report and modifications to meet your needs, we will provide a final draft copy of the draft report for submittal to the EGLE. With EGLE's acceptance of the Reliability Study, we will then submit copies of the final report to you.

Mr. Scott Huebler  
March 3, 2022  
Page 4

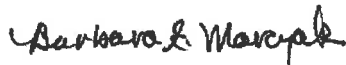
**Fees and Schedule**

We propose to perform the services described above for the lump sum amount of \$14,000. We can complete the work and submit the draft report to EGLE by October 2022.

Prein&Newhof appreciates the opportunity to provide you with this proposal. Please contact me if you have any questions.

Sincerely,

**Prein&Newhof**



Barbara Marczak, P.E.



Daniel J. Sorek, PE

TS/tas

Enclosures: Engineering Services Agreement

CITY OF WHITEHALL  
RESOLUTION 22-26  
Utility Rates

WHEREAS, the City operates municipal sewer and water systems.

WHEREAS, the current sewer rate is \$5.72 per 1,000 gallons and the water rate is \$2.45.

WHEREAS, staff is recommending a 5% increase in the sewer rate.

WHEREAS, staff is recommending a 10% increase in the water rate.

WHEREAS, the average residential household using 21,000 gallons of water per quarter will see a combined quarterly utility cost increase of slightly more than \$11.34.

NOW, THEREFORE, BE IT RESOLVED

That the Whitehall City Council hereby sets the sewer rate at \$6.01 per 1,000 gallons; the water rate at \$2.70 per 1,000 gallons; and the non-metered sewer only quarterly charge at \$126.21 effective January 1, 2023.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, and thereafter adopted by the City Council for the City of Whitehall, at a regular meeting held Tuesday, May 24, 2022, at 6:00 pm. (\_\_\_ yes; \_\_\_ no; \_\_\_ absent).

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

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

**CITY OF WHITEHALL  
RESOLUTION NO. 22-27**

A RESOLUTION TO ESTABLISH A REQUEST FOR FUNDING, DESIGNATE AN AGENT, ATTEST TO THE EXISTENCE OF FUNDS AND COMMIT TO IMPLEMENTING A MAINTENANCE PROGRAM FOR SOUTHGATE DRIVE, SUNSET DRIVE, TULGEYWOOD LANE, PINECREST ROAD, ROBINWOOD DRIVE, OBELL STREET, KING STREET AND JOHNSON STREET FUNDED BY THE TRANSPORTATION ECONOMIC DEVELOPMENT FUND CATEGORY B PROGRAM.

Minutes of a regular meeting of the Council of the City of Whitehall, Muskegon County, Michigan, held in the Whitehall City Hall, 405 East Colby Street, in said City, on May 24, 2022 at 6:00 PM.

PRESENT: Councilmembers

ABSENT: Councilmembers:

The following preamble and resolution were offered by Councilmember \_\_\_\_\_ and supported by Councilmember \_\_\_\_\_.

**WHEREAS**, the City of Whitehall is applying for \$231,855.25 in funding through MDOT from the Transportation Economic Development Category B Program to construct Road Resurfacing on Southgate Drive, Sunset Drive, Tulgeywood Lane, Pinecrest Road, Robinwood Drive, Obell Street, King Street and Johnson Street, all streets near or adjacent to the South Mears Road Reconstruction project.

**WHEREAS**, MDOT requires a formal commitment from the public agency that will be receiving these funds and will be implementing and maintaining these infrastructure projects.

**NOW, THEREFORE, BE IT RESOLVED THAT**, the City has authorized Scott Huebler, City Manager, to act as agent on behalf of the City to request Transportation Economic Development Fund Category B Program funding, to act as the applicant's agent during the project development, and to sign a project agreement upon receipt of a funding award.

**BE IT FURTHER RESOLVED THAT**, the City attests to the existence of, and commits to, providing at least \$231,855.25 toward the construction costs of the projects, and all costs for design, permit fees, administration costs, and cost overruns.

**BE IT FURTHER RESOLVED THAT**, the City commits to owning operating, funding and implementing a maintenance program over the design life of the facilities constructed with Transportation Economic Development Fund Category B Program funding.

AYES: Councilmembers:

NAYS: Councilmembers:

**RESOLUTION DECLARED ADOPTED**

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

**CERTIFICATION**

The forgoing resolution was certified at a regular meeting of the City Council of the City of Whitehall held on May 24, 2022.

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