



CITY COUNCIL WORK SESSION
405 E. COLBY ST., WHITEHALL, MI
CITY COUNCIL CHAMBERS
DECEMBER 13, 2022
5:00 p.m.

AGENDA

1. Meeting Called to Order
2. Discussion Items
 - Michigan Sparks Grant Program (Huebler)
 - Employee Insurance (Huebler)
 - Climate Action Plan (Huebler)
 - Solar Picnic Table (Huebler)
3. Informational Items
4. Public Comment *
5. Meeting Adjourned

COUNCIL & MAYOR PICTURES TAKEN BETWEEN MEETINGS

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.

**Whitehall City Council
Work Session Information Report
December 2022**

Michigan Sparks Grant Program (Huebler)

The State has introduced a new grant program that will award \$65M in three rounds over the next two years. Projects must improve health and safety or address increased repair and maintenance in communities adversely affected by the COVID-19 pandemic. The first round applications are due December 19. The minimum request is \$100,000. The maximum is \$1M. There is no local match required. Staff is recommending application be made to address the "repair and maintenance needs" of Funnell Field in compliance with the draft Parks and Recreation Master Plan. This would include replacing both restroom facilities, new play structures, resurfacing the basketball courts, and repairing and expanding parking. The estimated cost is \$405,000.

Employee Insurance (Huebler)

Finance Officer/Treasurer Alyssa Seaver, Health Care Benefit Administrator Scott Measure, and I have completed the annual review of the City's health plans. Dental and health insurance will remain as is with an annual cost increase of \$37,000. Long term disability and life insurance plans will be moved from Standard Life to MetLife for a \$7,000 savings. Staff is recommending that we eliminate health insurance for retirees that are eligible to get insurance from another employer or through their spouse. We would offer \$300 per month in place of insurance, which would cease upon Medicare eligibility. This would save the City \$7,200 in the first year. Our net increase in insurance cost will be \$22,800 or 6.5%. Most communities are seeing increases of 10% or more.

Climate Action Plan (Huebler)

Development of our Plan has been at a very slow crawl. Most of the communities we have reviewed have full time staff dedicated to development and implementation of a Plan. The City of Royal Oak reported at the recent MML Convention that their greenhouse gas inventory showed the City operations accounted for only 1.4%. Keep in mind, our emergency resolution calls for complete elimination of all greenhouse gases, rather than a net zero strategy. I have touched base with a junior at the University of Michigan majoring in Earth and Environmental Sciences that is willing

to carry the load on completing our plan. Karoline Glamzi, a Whitehall graduate and a former summer employee for the City, will coordinate with staff and a citizen task force. I would like to retain her services with a \$1,000 scholarship.

Solar Picnic Table Charging Station (Huebler)

The Council directed staff to relocate the solar picnic table charging station from the North Mears Promenade to Goodrich Park. The table requires WiFi access which is currently lacking in Goodrich Park. Catchmark has provided a quote of \$14,765 to provide wireless service.



CITY COUNCIL MEETING
405 E. COLBY STREET, WHITEHALL, MI
CITY COUNCIL CHAMBERS
DECEMBER 13, 2022
6:00 p.m.

AGENDA

1. Meeting called to Order
 - Pledge of Allegiance
2. Approval of Agenda
3. Special Presentation - Annual Audit Presentation, Douglas Vredeveld
4. Consent Agenda
 - Approval of the November 22 Council Meeting Minutes
 - Approval of Accounts Payable
 - Communications: Parks Master Plan Committee Minutes, Planning Commission Minutes
5. Messages from the Mayor, Council, and City Manager
 - Longevity Awards: 5 years - Nolan Throne; 30 years - Brian Armstrong
 - Board Appointments
6. Public Comment *
7. Old Business
8. New Business
 - Ordinance 22-10 Propane Sales
 - Resolution 22-54 Meeting Schedule
 - Resolution 22-55 City Fees
 - Resolution 22-56 Commercial Rehabilitation Revocation
 - Resolution 22-57 2023 Street Improvement Bids
 - Employee Manual Updates
9. Public Comment *
10. Adjournment

City of Whitehall, 405 E. Colby Street, Whitehall, MI 49461; 231-894-4048

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CITY OF WHITEHALL
CITY COUNCIL MEETING MINUTES
Council Chambers
November 22, 2022

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

ABSENT: None

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

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

APPROVAL OF THE AGENDA

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

SPECIAL PRESENTATION – Nancy Armitage, SPARK Program

Nancy Armitage presented on the free SPARK program that takes place at the Playhouse on the fourth Thursday of every month. The SPARK program engages individuals with memory loss with interactive topics. Nancy encouraged council to spread the word about this free opportunity for those dealing with memory loss, so the program can continue to be funded.

APPROVAL OF THE CONSENT AGENDA

- A. Approval of the November 9 Work Session and Council Meeting Minutes
- B. Accounts Payable - \$195,592.56
- C. Communications: Central Dispatch Minutes, Parks Master Plan Committee Minutes, Wastewater Management Committee Minutes

Motion by Connell, seconded by Mullally, CARRIED, to approve the Consent Agenda. Yes – 6; No – 1, Brown, Absent – None

MESSAGES FROM THE MAYOR, COUNCIL, AND CITY MANAGER

Comments were received from the Mayor and Council.

PUBLIC COMMENT

Kim Cyr commented on the SPARK program and thanked those that voted for him for County Commissioner.

OLD BUSINESS

None

NEW BUSINESS

A. Resolution 22-53 Capitalization Policy

Motion by Brown, seconded by Connell, CARRIED, to approve the updated Capitalization Policy as presented.

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

PUBLIC COMMENT

None

ADJOURNMENT

Mayor Salter adjourned the Council Meeting at 6:35 pm.

Steven Salter, Mayor

Brenda Bourdon, City Clerk

CITY OF WHITEHALL
 ACCOUNTS PAYABLE
 December 13, 2022

November & December 2022 Prepaids

<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>Check No.</u>
City of Whitehall-Common Cash	Payroll	\$48,536.12	Transfer
IRS	Payroll	\$18,174.79	EFT
Alerus Financial	Payroll	\$6,323.67	EFT
MISDU	Payroll	\$90.34	9086
FOP-DC Hammond #99	Union Dues	\$78.60	9087
Teamsters Local 214	Union Dues	\$398.00	9088
TCM Bank	Choice One Visa Card	\$184.50	EFT
Charter Spectrum	Internet - DPW/Marina/PH	\$494.95	EFT
City of Whitehall-Common Cash	Payroll - Longevity	\$12,575.28	Transfer
IRS	Payroll - Longevity	\$2,890.14	EFT

Total Prepaids:

\$89,746.39

Accounts Payable:

\$226,742.13

TOTAL ACCOUNTS PAYABLE

\$316,488.52

Vendor Code	Vendor Name	Description	Amount
AIREM	AIRE-MASTER 17653	DEODORIZING SERVICE	87.00
TOTAL FOR: AIRE-MASTER			87.00
ALPLHAF	ALPHAFISH, LLC 1874	ANNUAL WEB HOSTING/DOMAIN - PLAYHOUSE	348.88
TOTAL FOR: ALPHAFISH, LLC			348.88
ALTA	ALTA CONSTRUCTION EQUIPMENT LLC SP2/96588	QTY 4 - SNOW BUCKET NIPPLES	429.60
TOTAL FOR: ALTA CONSTRUCTION EQUIPMENT LLC			429.60
ARKEMA	ANDREW ARKEMA REIMBURSEMENT	CDL TESTING - ARKEMA	25.52
TOTAL FOR: ANDREW ARKEMA			25.52
ASPHA	ASPHALT PAVING INC API-0001432	QTY 4.46 TONS - ASPHALT 3C BASE	354.57
TOTAL FOR: ASPHALT PAVING INC			354.57
SCHILLER	BROOK SCHILLER REIMBURSEMENT	MILEAGE REIMBURSEMENT	20.50
TOTAL FOR: BROOK SCHILLER			20.50
CONSU	CONSUMER'S ENERGY STATEMENT	PUBLIC UTILITIES	16,755.83
TOTAL FOR: CONSUMER'S ENERGY			16,755.83
DAN	DAN FROST DBA DAN'S AUTOMOTIVE 10812	TRUCK 12-04 - TRANS FLUID	27.32
TOTAL FOR: DAN FROST DBA DAN'S AUTOMOTIVE			27.32
UBMISC	DANCZ MARK 11/30/2022	UB refund for account: 008-02695-00	5.49
TOTAL FOR: DANCZ MARK			5.49
DELTA	DELTA DENTAL RIS0004541380	DENTAL - DEC-2022	1,865.78
TOTAL FOR: DELTA DENTAL			1,865.78
DTE	DTE ENERGY STATEMENTS	PUBLIC UTILITIES	2,205.50
TOTAL FOR: DTE ENERGY			2,205.50
EJ	EJ USA INC 110220086095	HYDRANT FLAGS & BRACKETS	609.90
TOTAL FOR: EJ USA INC			609.90
ELESOU	ELECTION SOURCE 22-7669	QTY 5 - STAND UP VOTING BOOTHS	646.53
TOTAL FOR: ELECTION SOURCE			646.53

Vendor Code	Vendor Name	Description	Amount
EMERS	EMERGENCY SERVICES LLC		
	19545	INSTALL & UPFIT ON 2022 CRUISER	527.87
TOTAL FOR: EMERGENCY SERVICES LLC			527.87
EPS	ENGINEERED PROTECTION SYSTEMS INC.		
	A1324015	SYSTEM MONITORING - JAN-MAR-2023	231.75
TOTAL FOR: ENGINEERED PROTECTION SYSTEMS INC.			231.75
ETNA	ETNA SUPPLY INC		
	S104663927.005	QTY 5 - EXT RINGS / QTY 8 METER YOKE BARS	822.15
	S104663927.006	QTY 2 - 5/8 METER YOKE BAR	34.00
	S104842236.001	QTY 10 - SENSUS WATER METERS	1,950.00
	S10484951.001	QTY 2 - REPAIR CLAMPS	480.00
	S104854314.001	4IN FORD REP CLAMP	286.72
TOTAL FOR: ETNA SUPPLY INC			3,572.87
FFARM	FAMILY FARM AND HOME		
	363	QTY - 15 - DRIVEWAY STAKES	22.50
TOTAL FOR: FAMILY FARM AND HOME			22.50
FRONT	FRONTIER STATEMENTS	TELEPHONE	121.26
TOTAL FOR: FRONTIER			121.26
GILLROY	GILL-ROY'S HARDWARE		
	STATEMENT	OPERATING/DT CHRISTMAS/REPAIR SUPPLIES	354.95
TOTAL FOR: GILL-ROY'S HARDWARE			354.95
GKID	GKIDS INC		
	10895	SECRET OF KELLS - SCREENING FEE	150.00
TOTAL FOR: GKIDS INC			150.00
GRLF	GREAT LAKES FORD		
	FOCS357375	TRUCK 12-02 - OIL CH/TIRE ROTATE/TRANS FLUSH/	1,685.04
	FOCS357634	TRUCK 12-03 - OIL CH/TIRE ROTATE/CUT & PROGRA	240.03
TOTAL FOR: GREAT LAKES FORD			1,925.07
TAYLO	H.O. TAYLOR ENT.		
	347945	QTY 16 - PENETRATING OIL	108.00
TOTAL FOR: H.O. TAYLOR ENT.			108.00
HAVIL	HAVILAND		
	455575 / CR4556	QTY 16 - 15 GAL DRUMS CHLORINE	1,123.00
TOTAL FOR: HAVILAND			1,123.00
HOME	HOME SERVICES OF WHITE LAKE		
	30809	FACADE GRANT - 124 E COLBY - SIGN UPGRADE	4,544.22
TOTAL FOR: HOME SERVICES OF WHITE LAKE			4,544.22
IMAGE	IMAGE PRO		
	000058	SIGN - SLEDDING HILL / INSTALL LOGO COUNCIL R	847.55
TOTAL FOR: IMAGE PRO			847.55

Vendor Code	Vendor Name	Description	Amount
VANDER	JOSHUA VANDERPUTTE		
	REIMBURSEMENT	BOOT REIMBURSEMENT - VANDERPUTTE	148.80
TOTAL FOR: JOSHUA VANDERPUTTE			148.80
KENT EQUIP	KENT EQUIPMENT, INC.		
	W14107 - P47113 70-01	- REPAIR BOOM PRESSURE / MIRROR	609.07
TOTAL FOR: KENT EQUIPMENT, INC.			609.07
KILLER	KILLER BLUES		
	PASS-THRU	KILLER BLUES FUNDRAISER - PASS THRU TICKETS/A	2,020.00
TOTAL FOR: KILLER BLUES			2,020.00
KONICA	KONICA MINOLTA BUSINESS SOLUTIONS		
	283732814 - 815	DIGITAL SUPPORT SERVICE/MAINT AGREEMENT	264.39
TOTAL FOR: KONICA MINOLTA BUSINESS SOLUTIONS			264.39
KSSB	KS STATEBANK		
	60691-1-2023	2022 VOLVO LOADER JAN-2023 PAYMENT	2,857.23
TOTAL FOR: KS STATEBANK			2,857.23
LAKESHORE	LAKESHORE LEAF VAC, LLC		
	1280	LEAF COLLECTION - FALL/2022.	34,000.00
TOTAL FOR: LAKESHORE LEAF VAC, LLC			34,000.00
WLBEA	LUDINGTON DAILY NEWS		
	STATEMENT	PUBLISHING	853.80
TOTAL FOR: LUDINGTON DAILY NEWS			853.80
MENAR	MENARDS-MUSKEGON		
	1023	QTY 82 - DRIVEWAY MARKERS	81.18
TOTAL FOR: MENARDS-MUSKEGON			81.18
MAMC	MI ASSOC OF MUNICIPAL CLERKS		
	RENEWAL	MEMBERSHIP RENEWAL 2023 - BOURDON	75.00
TOTAL FOR: MI ASSOC OF MUNICIPAL CLERKS			75.00
MDEQ	MI DEPT EGLE		
	761-11058413	WATER SAMPLES	240.00
TOTAL FOR: MI DEPT EGLE			240.00
MMRMA	MI MUNICIPAL RISK MGNT AUTH		
	M0001060-R00010	3RD INSTALLMENT - POLICIES R0001060 & M000106	21,558.50
TOTAL FOR: MI MUNICIPAL RISK MGNT AUTH			21,558.50
MODEL	MODEL COVERALL SERVICE INC		
	NOV-2022	UNIFORMS - NOV-2022	323.20
TOTAL FOR: MODEL COVERALL SERVICE INC			323.20
MONTF	MONTAGUE FOODS		
	6272908	HOLIDAY TURKEYS - STAFF	508.56
TOTAL FOR: MONTAGUE FOODS			508.56

Vendor Code	Vendor Name	Description	Amount
MUCTR	MUSKEGON CENTRAL DISPATCH		
	2200001375 - 13	DISPATCH FEES - DEC-22 / PH & NETWORK FEES FY	5,719.03
	2200001380	VIRTUAL SERVER & SUPPORT - DEC-2022	527.37
TOTAL FOR: MUSKEGON CENTRAL DISPATCH			6,246.40
MUCON	MUSKEGON CONSERVATION DISTRICT		
	15417	SPRAYING - WILLOW @BIKE PATH	3,189.14
TOTAL FOR: MUSKEGON CONSERVATION DISTRICT			3,189.14
MUTRE	MUSKEGON COUNTY TREASURER'S		
	WWUB123500	WASTE WATER & BONDS	64,523.30
TOTAL FOR: MUSKEGON COUNTY TREASURER'S			64,523.30
ED	OGBORN ENTERPRISES, INC.		
	WDPW22-12 / WCH	CLEANING SERVICES - DEC-2022	760.00
TOTAL FOR: OGBORN ENTERPRISES, INC.			760.00
PETRO	PETRO TANK & LINE TESTING LLC		
	224399 - 224510	FUEL TANK TESTING - MARINA	3,402.35
	224503	SERVICE - TANK MONITOR PRINTER	736.23
TOTAL FOR: PETRO TANK & LINE TESTING LLC			4,138.58
PRHLTH	PRIORITY HEALTH		
	797242 - S001	HEALTH INSURANCE - DEC-2022	23,587.83
TOTAL FOR: PRIORITY HEALTH			23,587.83
REEMAN	REEMAN FARM EQUIPMENT		
	130	INSTALL TRK 12-08 - REAR PLOW/WING/CONTROLLER	6,985.14
TOTAL FOR: REEMAN FARM EQUIPMENT			6,985.14
REP	REPUBLIC SERVICES #240		
	0240-008998275	WASTE REMOVAL - DPW/CH/PH	535.75
TOTAL FOR: REPUBLIC SERVICES #240			535.75
ROTHB	ROTHBURY HARDWARE		
	STATEMENT	SPADE/PARTS FOR DT BANNERS	57.98
TOTAL FOR: ROTHBURY HARDWARE			57.98
SCHEI	SCHEID PLUMBING HEATING & COOL		
	I-20855-1 / 215	HYDRANT REPAIRS - 1007 LEWIS / 123 LINCOLN	885.50
TOTAL FOR: SCHEID PLUMBING HEATING & COOL			885.50
HUEBL	SCOTT HUEBLER		
	NOV-2022	VEHICLE ALLOWANCE - NOV-2022	300.00
TOTAL FOR: SCOTT HUEBLER			300.00
STAND	STANDARD SUPPLY & LUMBER		
	1562537	TRUCK 12-19 - TREATED LUMBER FOR BOX	21.94
TOTAL FOR: STANDARD SUPPLY & LUMBER			21.94

Vendor Code	Vendor Name	Description	Amount
STAPLADV	STAPLES CONTRACT & COMMERCIAL LLC		
	8068348516	TRASH BAGS - 2 CASE	62.50
	8068360235	BROTHER MFC-L3770CDW PRINTER - PD	300.99
	8068412692	LABELS/RECYCLE BINS/WINDEX	37.80
	8068494530	PAPER/DIVIDERS/CALENDAR/TP/PTOWEL	112.96
TOTAL FOR: STAPLES CONTRACT & COMMERCIAL LLC			514.25
STANI	THE STANDARD INSURANCE		
	00 756075 0001	LIFE & DISABILITY INSURANCE - DEC-2022	1,175.19
TOTAL FOR: THE STANDARD INSURANCE			1,175.19
TRACE	TRACE ANALYTICAL LABS		
	2120028	WATER SAMPLES	130.00
TOTAL FOR: TRACE ANALYTICAL LABS			130.00
TRICO	TRI-COUNTY FEED SERVICE INC		
	633	QTY 60 - STRAW BALES - SLEDDING HILL	449.40
TOTAL FOR: TRI-COUNTY FEED SERVICE INC			449.40
TWIN	TWIN CITIES AUTO PARTS		
	STATEMENT	CARS -302, 301, 2008 IMPALA HVAC ACTUATOR/TIR	2,467.60
TOTAL FOR: TWIN CITIES AUTO PARTS			2,467.60
UNI	UNITED GROUP PROGRAMS, INC.		
	28101 - DEC-202	WRAP - DEC-2022	4,571.65
TOTAL FOR: UNITED GROUP PROGRAMS, INC.			4,571.65
USPOS	UNITED STATES POSTMASTER		
	STATEMENT	QTY 2 - 100 PC ROLLS POSTCARD STAMPS	88.00
TOTAL FOR: UNITED STATES POSTMASTER			88.00
USABL	USA BLUE BOOK		
	186837	MISS DIG FLAGS	69.30
TOTAL FOR: USA BLUE BOOK			69.30
VERIZ	VERIZON WIRELESS		
	9921683394	ON CALL CELL/IPAD DATA PLAN	41.91
TOTAL FOR: VERIZON WIRELESS			41.91
WMBUR	WEST MICHIGAN BURIAL VAULT CO		
	013525	FOUNDATIONS	93.00
TOTAL FOR: WEST MICHIGAN BURIAL VAULT CO			93.00
WLAUT	WHITE LAKE AUTOMOTIVE		
	STATEMENT	MISC PARTS/BATTERY	718.58
TOTAL FOR: WHITE LAKE AUTOMOTIVE			718.58
WLNUR	WHITE LAKE NURSERY		
	STATEMENT	L/P GAS & CLUTCH CABLE	170.41
TOTAL FOR: WHITE LAKE NURSERY			170.41

Vendor Code	Vendor Name	Description	Amount
WHIVE	WHITEHALL VENTURES INC		
	NOV-2022	LEASE - NOV-2022	145.00
TOTAL FOR: WHITEHALL VENTURES INC			145.00
WINDE	WINDER POLICE EQUIPMENT		
	224356	SERVICE - LOT LIGHTS @COVELL	283.72
TOTAL FOR: WINDER POLICE EQUIPMENT			283.72
WORKBOX	WORKBOX STAFFING		
	237941 - 237377	TEMPORARY SERVICES - AHO & CHURCH	1,811.78
TOTAL FOR: WORKBOX STAFFING			1,811.78
PURCHASE CARD VENDOR: CO-TCM TCM BANK. N.A			
MISC	AMAZON.COM		
	111-4878916-696	LONGEVITY - ARMSTRONG	365.98
	113-0887515-261	CDL TRAINING MANUAL	129.00
	113-1571994-053	DOG WASTE BAGS - 10 ROLL CASE	47.85
	113-5953690-212	ERGONOMIC MOUSE	71.93
	STATEMENTS	REIMBURSED CHARGES	231.95
TOTAL FOR: AMAZON.COM			846.71
AXON	AXON ENTERPRISE, INC.		
	16541	QTY 5 - BATTERY PACKS	396.15
TOTAL FOR: AXON ENTERPRISE, INC.			396.15
MISC	GLOBAL DIAMOND PROS		
	1300	QTY 2 - 7' GRINDING WHEELS FOR SIDEWALKS	139.98
TOTAL FOR: GLOBAL DIAMOND PROS			139.98
MISC	JB TOOLS		
	723977	LED SWITCH KIT FOR FLASHLIGHT	26.25
TOTAL FOR: JB TOOLS			26.25
MISC	MUSKEGON COUNTY REGISTER OF DEEDS		
	22-5131 / 36531	RECORD DEED - ACUTEX LAND PURCHASE	61.50
TOTAL FOR: MUSKEGON COUNTY REGISTER OF DEEDS			61.50
MISC	MUSKEGON LAKESHORE CHAMBER		
	90240	MEMBERSHIP 2023	375.00
TOTAL FOR: MUSKEGON LAKESHORE CHAMBER			375.00
SAMS	SAM'S CLUB/GECF		
	183772888957772	CHRISTMAS PARADE CANDY	90.72
TOTAL FOR: SAM'S CLUB/GECF			90.72
MISC	SHUTTERSTOCK		
	CS-0FAFA-A624	LICENSE FEE 12 OF 12	29.00
TOTAL FOR: SHUTTERSTOCK			29.00
SIRCH	SIRCHIE FINGER PRINT LABORATOR		
	0566996-IN	EVIDENCE BAGS/TUBES	125.47
TOTAL FOR: SIRCHIE FINGER PRINT LABORATOR			125.47

12/09/2022 10:18 AM
User: BROOK
DB: Whitehall

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF WHITEHALL
EXP CHECK RUN DATES 12/09/2022 - 12/09/2022
JOURNALIZED
BOTH OPEN AND PAID
CITY OF WHITEHALL ACCOUNTS PAYABLE
COUNCIL MEETING OF DECEMBER 13, 2022

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Vendor Code	Vendor Name	Description	Amount
MISC	SPOTIFY		
	183725231011261	SUBSCRIPTION - MUSIC/SOUND	9.99
TOTAL FOR: SPOTIFY			9.99
MISC	TAYLOR SECURITY & LOCK		
	I524128	KEYPAD FOR MARINA BATHHOUSE	144.14
TOTAL FOR: TAYLOR SECURITY & LOCK			144.14
WALMART	WALMART		
	560049642489491	ELECTION WORKERS - SNACKS/DINNER	84.68
TOTAL FOR: WALMART			84.68
TOTAL PURCHASE CARD VENDOR: CO-TCM TCM BANK. N.A			2,329.59
TOTAL - ALL VENDORS			226,742.13

JOURNALIZED

BOTH OPEN AND PAID
 CITY OF WHITEHALL ACCOUNTS PAYABLE
 COUNCIL MEETING OF DECEMBER 13, 2022

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 101 GENERAL OPERATING FUND					
Dept 000 648					
101-000-082.000	DUE FROM OTHER SOURCES	AMAZON.COM	11/07/22	STATEMENTS	231.95
101-000-123.000	3RD PMT - PLCY R0001060 & M0001	MI MUNICIPAL RISK MGNT A	11/07/22	M0001060-R0001060	21,558.50
			Total For Dept 000 648		21,790.45
Dept 101 CITY COUNCIL					
101-101-962.000	CHRISTMAS PARADE CANDY	SAM'S CLUB/GEFC	11/29/22	18377288895777208254	90.72
			Total For Dept 101 CITY COUNCIL		90.72
Dept 172 ADMINISTRATION					
101-172-719.000	TURKEYS	MONTAGUE FOODS	11/21/22	6272908	54.48
101-172-727.000	DIVIDERS/CALENDAR	STAPLES CONTRACT & COMME	12/03/22	8068494530	13.76
101-172-727.000	LABELS	STAPLES CONTRACT & COMME	11/26/22	8068412692	21.42
101-172-770.000	MEMBERSHIP 2023	MUSKOGON LAKESHORE CHAMB	12/01/22	90240	375.00
101-172-850.000	TELEPHONE	FRONTIER	11/20/22	STATEMENTS	40.96
101-172-850.000	VIRTUAL SERVER & SUPPORT - DEC-	MUSKOGON CENTRAL DISPATC	12/01/22	2200001380	527.37
101-172-935.000	COPIER MAINTENANCE #368	KONICA MINOLTA BUSINESS	11/16/22	283732814 - 815	264.39
			Total For Dept 172 ADMINISTRATION		1,297.38
Dept 215 CITY CLERK					
101-215-719.000	TURKEYS	MONTAGUE FOODS	11/21/22	6272908	18.16
101-215-770.000	MEMBERSHIP RENEWAL 2023 - BOURD	MI ASSOC OF MUNICIPAL CL	11/25/22	RENEWAL	75.00
101-215-905.000	PUBLISHING	LUDINGTON DAILY NEWS	11/30/22	STATEMENT	853.80
			Total For Dept 215 CITY CLERK		946.96
Dept 253 TREASURER					
101-253-719.000	TURKEYS	MONTAGUE FOODS	11/21/22	6272908	18.16
101-253-760.000	MILEAGE REIMBURSEMENT	BROOK SCHILLER	11/29/22	REIMBURSEMENT	20.50
			Total For Dept 253 TREASURER		38.66
Dept 262 ELECTIONS					
101-262-727.000	ERGONOMIC MOUSE	AMAZON.COM	11/18/22	113-5953690-2129057	71.93
101-262-728.000	QTY 2 - 100 PC ROLLS POSTCARD S	UNITED STATES POSTMASTER	12/07/22	STATEMENT	88.00
101-262-962.000	QTY 5 - STAND UP VOTING BOOTHS	ELECTION SOURCE	11/22/22	22-7669	646.53
101-262-962.000	ELECTION WORKERS - SNACKS	WALMART	11/07/22	56004964248949130200	84.68
			Total For Dept 262 ELECTIONS		891.14
Dept 265 CITY HALL BLDG & GROUNDS					
101-265-757.000	TP/P TOWELS	STAPLES CONTRACT & COMME	12/03/22	8068494530	61.42
101-265-757.000	RECYCLE BINS	STAPLES CONTRACT & COMME	11/26/22	8068412692	4.62
101-265-775.000	DRIVEWAY STAKES	FAMILY FARM AND HOME	12/02/22	363	2.25
101-265-775.000	WAX RING - CH TOILET	GILL-ROY'S HARDWARE	12/01/22	STATEMENT	26.98
101-265-775.000	DRIVEWAY MARKERS	MENARDS-MUSKOGON	11/30/22	1023	8.12
101-265-818.700	CONTRACTUAL SERVICES-CLEANERS	OGBORN ENTERPRISES, INC.	12/01/22	WDPW22-12 / WCH22-12	475.00
101-265-920.000	PUBLIC UTILITIES/100017760891	CONSUMER'S ENERGY	11/18/22	STATEMENT	883.71
101-265-920.000	PUBLIC UTILITIES/910021159454	DTE ENERGY	11/22/22	STATEMENTS	545.28
101-265-974.000	COUNCIL ROOM LOGO/LETTERS & INS	IMAGE PRO	12/01/22	000058	750.00
			Total For Dept 265 CITY HALL BLDG & GROUNDS		2,757.38
Dept 270 FRINGE BENEFITS					
101-270-719.450	CDL TESTING - ARKEMA	ANDREW ARKEMA	11/29/22	REIMBURSEMENT	25.52
101-270-719.450	BOOT REIMBURSEMENT - VANDERPUTT	JOSHUA VANDERPUTTE	11/20/22	REIMBURSEMENT	148.80
101-270-719.450	FRINGE-UNIFORMS - NOV-2022	MODEL COVERALL SERVICE I	11/30/22	NOV-2022	300.54

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Fund 101 GENERAL OPERATING FUND					
Dept 270 FRINGE BENEFITS					
101-270-719.500	VEHICLE ALLOWANCE - NOV-2022	SCOTT HUEBLER	11/30/22	NOV-2022	300.00
101-270-719.600	FRINGE-HEALTH INS	PRIORITY HEALTH	12/01/22	797242 - S001	20,219.82
101-270-719.601	FRINGE-BENEFITS-RETIREE HEALTH	PRIORITY HEALTH	12/01/22	797242 - S001	3,368.01
101-270-719.603	FRINGE-HEALTH INS WRAP	UNITED GROUP PROGRAMS, I	11/20/22	28101 - DEC-2022	4,571.65
101-270-719.605	DENTAL INSURANCE - DEC-2022	DELTA DENTAL	12/01/22	RIS0004541380	1,865.78
101-270-719.680	FRINGE-LIFE INS	THE STANDARD INSURANCE	11/14/22	00 756075 0001	209.62
101-270-719.685	LONGEVITY GIFTS - ARMSTRONG	AMAZON.COM	11/14/22	111-4878916-6964257	365.98
101-270-719.690	FRINGE-DISABILITY INS	THE STANDARD INSURANCE	11/14/22	00 756075 0001	965.57
				Total For Dept 270 FRINGE BENEFITS	32,331.29
Dept 301 POLICE					
101-301-719.000	TURKEYS	MONTAGUE FOODS	11/21/22	6272908	217.92
101-301-757.000	QTY 5 - BATTERY PACKS	AXON ENTERPRISE, INC.	11/07/22	16541	396.15
101-301-757.000	LED SWITCH KIT FOR FLASHLIGHT	JB TOOLS	11/02/22	723977	26.25
101-301-757.000	EVIDENCE BAGS/TUBES	SIRCHIE FINGER PRINT LAB	11/08/22	0566996-IN	125.47
101-301-850.000	TELEPHONE	FRONTIER	11/20/22	STATEMENTS	40.96
101-301-850.000	DISPATCH FEES - DEC-2022	MUSKEGON CENTRAL DISPATCH	11/21/22	2200001375 - 1324	3,786.33
101-301-920.000	SIRENS/10000345551	CONSUMER'S ENERGY	11/18/22	STATEMENT	20.45
101-301-933.000	INSTALL & UPEIT ON 2022 CRUISER	EMERGENCY SERVICES LLC	12/06/22	19545	527.87
101-301-933.000	CAR 302- HVAC ACTUATOR	TWIN CITIES AUTO PARTS	11/30/22	STATEMENT	2,396.20
101-301-933.000	BOXED MINIATURES	WHITE LAKE AUTOMOTIVE	11/30/22	STATEMENT	1.99
101-301-976.000	BROTHER MFC-L3770CDW PRINTER -	STAPLES CONTRACT & COMME	11/22/22	8068360235	300.99
				Total For Dept 301 POLICE	7,840.58
Dept 444 SIDEWALKS					
101-444-775.000	QTY 2 - 7' GRINDING WHEELS FOR	GLOBAL DIAMOND PROS	11/04/22	1300	139.98
				Total For Dept 444 SIDEWALKS	139.98
Dept 448 STREET LIGHTING					
101-448-920.000	PUBLIC UTILITIES/100000345759	CONSUMER'S ENERGY	11/18/22	STATEMENT	5,412.50
				Total For Dept 448 STREET LIGHTING	5,412.50
Dept 521 SANITATION					
101-521-818.000	WASTE REMOVAL - CH	REPUBLIC SERVICES #240	11/30/22	0240-008998275	72.00
				Total For Dept 521 SANITATION	72.00
Dept 528 LEAF DISPOSAL					
101-528-818.000	LEAF COLLECTION - 10/27-11/24/2	LAKESHORE LEAF VAC, LLC	12/02/22	1280	34,000.00
				Total For Dept 528 LEAF DISPOSAL	34,000.00
Dept 567 CEMETERY					
101-567-757.000	PRESSURE HOSE - WINTERIZING	GILL-ROY'S HARDWARE	12/01/22	STATEMENT	8.54
101-567-818.700	CONTRACTUAL SERVICES-TEMPORARY	WORKBOX STAFFING	11/20/22	237941 - 237377	905.89
101-567-920.000	PUBLIC UTILITIES/100016180844	CONSUMER'S ENERGY	11/18/22	STATEMENT	95.30
101-567-920.000	PUBLIC UTILITIES/910021159306	DTE ENERGY	11/22/22	STATEMENTS	48.27
101-567-932.000	CEMETERY MAINT - FOUNDATIONS	WEST MICHIGAN BURIAL VAU	11/01/22	013525	93.00
				Total For Dept 567 CEMETERY	1,151.00
Dept 751 PARKS DEPARTMENT					
101-751-757.000	DOG WASTE BAGS - 10 ROLL CASE	AMAZON.COM	11/09/22	113-1571994-0536208	47.85
101-751-757.000	ADHESIVE	GILL-ROY'S HARDWARE	12/01/22	STATEMENT	49.13
101-751-757.000	SPADE	ROTHSCHILD HARDWARE	11/20/22	STATEMENT	20.00

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Fund 101 GENERAL OPERATING FUND					
Dept 751 PARKS DEPARTMENT					
101-751-757.000	TRASH BAGS - 1 CASE	STAPLES CONTRACT & COMME	11/19/22	8068348516	31.25
101-751-775.000	GLOBE BULB	GILL-ROY'S HARDWARE	12/01/22	STATEMENT	10.88
101-751-775.000	SERVICE - LOT LIGHTS @COVELL	WINDER POLICE EQUIPMENT	11/25/22	224356	283.72
101-751-818.000	SPRAYING - WILLOW @BIKE PATH	MUSKOGON CONSERVATION DI	11/30/22	15417	3,189.14
101-751-818.700	CONTRACTUAL SERVICES-TEMPORARY	WORKBOX STAFFING	11/20/22	237941 - 237377	905.89
101-751-920.000	PUBLIC UTILITIES/100017154418	CONSUMER'S ENERGY	11/18/22	STATEMENT	259.91
		Total For Dept 751 PARKS DEPARTMENT			4,810.76
Dept 756 119 S BALDWIN ST					
101-756-920.000	PUBLIC UTILITIES/103021521192	CONSUMER'S ENERGY	11/18/22	STATEMENT	60.82
101-756-920.000	PUBLIC UTILITIES/910021159793	DTE ENERGY	11/22/22	STATEMENTS	45.31
		Total For Dept 756 119 S BALDWIN ST			106.13
		Total For Fund 101 GENERAL OPERATING FUND			113,676.93
Fund 202 MAJOR STREET FUND					
Dept 463 ROUTINE MAINT					
202-463-719.000	TURKEYS	MONTAGUE FOODS	11/21/22	6272908	40.88
202-463-757.000	QTY 4.46 TONS - ASPHALT 3C BASE	ASPHALT PAVING INC	11/07/37	API-0001432	177.29
202-463-757.000	L/P GAS	WHITE LAKE NURSERY	11/30/22	STATEMENT	76.47
		Total For Dept 463 ROUTINE MAINT			294.64
Dept 478 WINTER MAINT					
202-478-757.000	DRIVEWAY STAKES	FAMILY FARM AND HOME	12/02/22	363	6.75
		Total For Dept 478 WINTER MAINT			6.75
Dept 494 TRUNKLINE SURFACE MAINTENANCE					
202-494-920.000	PUBLIC UTILITIES/100086335302	CONSUMER'S ENERGY	11/18/22	STATEMENT	29.27
		Total For Dept 494 TRUNKLINE SURFACE MAINTENANCE			29.27
		Total For Fund 202 MAJOR STREET FUND			330.66
Fund 203 LOCAL STREET FUND					
Dept 463 ROUTINE MAINT					
203-463-719.000	TURKEYS	MONTAGUE FOODS	11/21/22	6272908	40.88
203-463-757.000	QTY 4.46 TONS - ASPHALT 3C BASE	ASPHALT PAVING INC	11/07/37	API-0001432	88.64
203-463-757.000	L/P GAS	WHITE LAKE NURSERY	11/30/22	STATEMENT	76.48
		Total For Dept 463 ROUTINE MAINT			206.00
Dept 478 WINTER MAINT					
203-478-757.000	DRIVEWAY STAKES	FAMILY FARM AND HOME	12/02/22	363	9.00
203-478-757.000	DRIVEWAY MARKERS	MENARDS-MUSKOGON	11/30/22	1023	56.82
		Total For Dept 478 WINTER MAINT			65.82
		Total For Fund 203 LOCAL STREET FUND			271.82
Fund 247 TAX INCREMENT FINANCE AUTHORITY #1					
Dept 000 648					
247-000-818.400	DT RESTROOMS - LEASE-NOV-2022	WHITEHALL VENTURES INC	11/30/22	NOV-2022	145.00
247-000-818.700	FACADE GRANT - 124 E COLBY -SIG	HOME SERVICES OF WHITE L	11/29/22	30809	4,544.22
		Total For Dept 000 648			4,689.22

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Fund 247 TAX INCREMENT FINANCE AUTHORITY #1					
Dept 525 DOWNTOWN STREETScape					
247-525-757.000	DRIVEWAY STAKES	FAMILY FARM AND HOME	12/02/22	363	4.50
247-525-757.000	SNOW PUSHER	GILL-ROY'S HARDWARE	12/01/22	STATEMENT	14.66
247-525-757.000	DRIVEWAY MARKERS	MENARDS-MUSKOGON	11/30/22	1023	16.24
247-525-757.000	PARTS FOR DT BANNERS	ROTHBURY HARDWARE	11/30/22	STATEMENT	24.99
247-525-757.000	TRASH BAGS - 1 CASE	STAPLES CONTRACT & COMME	11/19/22	8068348516	31.25
247-525-757.000	QTY 60 - STRAW BALES - SLEDDING	TRI-COUNTY FEED SERVICE	11/11/22	633	449.40
247-525-920.000	PUBLIC UTILITIES/920030385842	DTE ENERGY	11/22/22	STATEMENTS	77.35
247-525-921.000	PED LIGHTS/100015232430	CONSUMER'S ENERGY	11/18/22	STATEMENT	455.83
247-525-974.000	3/8 STAPLESS - DT XMAS LIGHTS	GILL-ROY'S HARDWARE	12/01/22	STATEMENT	193.90
247-525-974.000	SIGN FOR SLEDDING HILL	IMAGE PRO	12/01/22	000058	97.55
	Total For Dept 525 DOWNTOWN STREETScape				1,365.67
Fund 250 LOCAL DEVELOPMENT FINANCE AUTHORITY FUND					
Dept 000 648					
250-000-818.100	C/S-INDUSTRIAL PARK/1000164878	CONSUMER'S ENERGY	11/18/22	STATEMENT	67.77
250-000-962.000	RECORD DEED - ACUTEX LAND PURCH	MUSKOGON COUNTY REGISTER	11/10/22	22-5131 / 36531284	61.50
	Total For Dept 000 648				129.27
	Total For Fund 250 LOCAL DEVELOPMENT FINANCE AU				129.27
Fund 580 PLAYHOUSE					
Dept 000 648					
580-000-238.000	KILLER BLUES - ALCOHOL PASS THR	KILLER BLUES	12/06/22	PASS-THRU	2,020.00
580-000-719.000	TURKEYS	MONTAGUE FOODS	11/21/22	6272908	36.32
580-000-757.000	SHUTTERSTOCK 12 OF 12	SHUTTERSTOCK	11/02/22	CS-0FAFA-A624	29.00
580-000-818.000	ANNUAL WEB HOSTING/DOMAIN - PLA	ALPHAFISH, LLC	12/01/22	1874	348.88
580-000-818.000	WASTE REMOVAL - PH	REPUBLIC SERVICES #240	11/30/22	0240-008998275	60.00
580-000-818.600	SUBSCRIPTION - MUSIC/SOUND	SPOTIFY	11/29/22	183725231011261011-5	9.99
580-000-818.680	SECRET OF KELLS - SCREENING FEE	GKIDS INC	01/15/22	10895	150.00
580-000-920.000	PUBLIC UTILITIES/100015238247	CONSUMER'S ENERGY	11/18/22	STATEMENT	797.04
580-000-920.000	PUBLIC UTILITIES/910021159660	DTE ENERGY	11/22/22	STATEMENTS	816.02
580-000-931.000	SYSTEM MONITORING - JAN-MAR-202	ENGINEERED PROTECTION SY	12/01/22	A1324015	231.75
	Total For Dept 000 648				4,499.00
	Total For Fund 580 PLAYHOUSE				4,499.00
Fund 590 SEWER FUND					
Dept 550 SEWER ADMINISTRATION					
590-550-727.000	PAPER	STAPLES CONTRACT & COMME	12/03/22	8068494530	18.89
	Total For Dept 550 SEWER ADMINISTRATION				18.89
Dept 552 SEWER CUSTOMER ACCOUNTS					
590-552-850.000	IPAD DATA PLAN	VERIZON WIRELESS	11/28/22	9921683394	19.01
	Total For Dept 552 SEWER CUSTOMER ACCOUNTS				19.01
Dept 554 SEWER PUMPING					
590-554-920.000	PUBLIC UTILITIES/100094991039	CONSUMER'S ENERGY	11/18/22	STATEMENT	1,224.57
590-554-920.000	PUBLIC UTILITIES/910021159892	DTE ENERGY	11/22/22	STATEMENTS	42.33
	Total For Dept 554 SEWER PUMPING				1,266.90

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Fund 590 SEWER FUND					
Dept 556 WASTEWATER SYSTEM-GALLONAGE					
590-556-959.900	WASTEWATER SYSTEM-GALLONAGE	MUSKEGON COUNTY TREASURE	11/15/22	WWUB123500	39,897.93
590-556-959.950	WASTEWATER SYS-GALLONAGE - BOND	MUSKEGON COUNTY TREASURE	11/15/22	WWUB123500	24,625.37
					64,523.30
Dept 558 SEWER T & D					
590-558-719.000	TURKEYS	MONTAGUE FOODS	11/21/22	6272908	81.76
590-558-757.000	MISS DIG FLAGS	USA BLUE BOOK	11/23/22	186837	34.65
590-558-850.000	ON CALL CELL	VERIZON WIRELESS	11/28/22	9921683394	1.95
					118.36
Fund 591 WATER FUND					
Dept 000 648	Water				
591-000-202.100		DANCZ MARK	11/30/22	11/30/2022	5.49
					5.49
Dept 542 WATER CUSTOMER ACCOUNTS					
591-542-727.000	PAPER	STAPLES CONTRACT & COMME	12/03/22	8068494530	18.89
591-542-850.000	IPAD DATA PLAN	VERIZON WIRELESS	11/28/22	9921683394	19.00
					37.89
Dept 546 WATER SOURCE PLANT					
591-546-757.000	QTY 16 - 15 GAL DRUM CHLORINE	HAVILLAND	11/23/22	455575 / CR455603	1,123.00
591-546-818.100	WATER SAMPLES	MI DEPT EGLE	11/15/22	761-11058413	240.00
591-546-818.100	WATER SAMPLES	TRACE ANALYTICAL LABS	11/30/22	2120028	130.00
591-546-920.000	PUBLIC UTILITIES/100015972811	CONSUMER'S ENERGY	11/18/22	STATEMENT	6,694.37
591-546-920.000	PUBLIC UTILITIES/920017788919	DTE ENERGY	11/22/22	STATEMENTS	142.97
591-546-920.000	TELEPHONE	FRONTIER	11/20/22	STATEMENTS	39.34
					8,369.68
Dept 548 WATER T & D					
591-548-757.000	MISS DIG FLAGS	USA BLUE BOOK	11/23/22	186837	34.65
591-548-775.000	HYDRANT FLAGS & BRACKETS	EJ USA INC	11/09/22	110220086095	609.90
591-548-775.000	4IN FORD REP CLAMP	ETNA SUPPLY INC	12/05/22	S104854314.001	286.72
591-548-775.000	QTY 2 - REPAIR CLAMPS	ETNA SUPPLY INC	11/22/22	S10484951.001	480.00
591-548-818.000	HYDRANT REPRS - 1007 LEWIS/123	SCHIED PLUMBING HEATING	11/20/22	I-20855-1 / 21580-1	885.50
591-548-850.000	ON CALL CELL	VERIZON WIRELESS	11/28/22	9921683394	1.95
					2,298.72
Dept 549 WATER CONSTRUCTION					
591-549-757.000	QTY 4.46 T - ASPHALT 3C BASE 20	ASPHALT PAVING INC	11/07/37	API-0001432	88.64
591-549-757.000	QTY 2 - 5/8 METER YOKE BAR	ETNA SUPPLY INC	12/05/22	S104663927.006	34.00
591-549-757.000	QTY 5 - EXT RINGS / QTY 8 METER	ETNA SUPPLY INC	11/23/22	S104663927.005	822.15
591-549-976.000	QTY 10 - SENSUS WATER METERS	ETNA SUPPLY INC	11/17/22	S104842236.001	1,950.00
					2,894.79
Fund 594 MARINA FUND					
Dept 000 648					
594-000-757.800	TANK TESTING/SETUP-MARINA (SEAS	PETRO TANK & LINE TESTI	12/05/22	224399 - 224510	3,402.35

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Fund 594 MARINA FUND					
Dept 000 648	KEYPAD FOR MARINA BATHHOUSE	TAYLOR SECURITY & LOCK	11/28/22	I524128	144.14
594-000-775.000	DEODORIZING SERVICE	AIRE-MASTER	09/07/22	17653	87.00
594-000-818.000	PUBLIC UTILITIES/100000353241	CONSUMER'S ENERGY	11/18/22	STATEMENT	402.91
594-000-920.000			Total For Dept 000 648		4,036.40
			Total For Fund 594 MARINA FUND		4,036.40
Fund 661 MOTOR POOL FUND					
Dept 000 648	CONTRACT PMT - JAN-2023 VOLVO L	KS STATEBANK	11/10/22	60691-1-2023	2,285.44
661-000-310.000	SERVICE - TANK MONITOR PRINTER	PETRO TANK & LINE TESTIN	11/28/22	224503	736.23
661-000-751.000	100PC CABLE TIES	GILL-ROY'S HARDWARE	12/01/22	STATEMENT	7.28
661-000-757.000	QTY 16 - PENETRATING OIL	H.O. TAYLOR ENT.	11/20/22	347945	108.00
661-000-757.000	WINDEX	STAPLES CONTRACT & COMME	11/26/22	8068412692	11.76
661-000-781.000	ADAPTER	GILL-ROY'S HARDWARE	12/01/22	STATEMENT	26.09
661-000-781.000	47-01 - HOSE FITTINGS/HOSE	WHITE LAKE AUTOMOTIVE	11/30/22	STATEMENT	265.10
661-000-781.000	CLUTCH CABLE	WHITE LAKE NURSERY	11/30/22	STATEMENT	17.46
661-000-781.000	SHOP TOWELS- NOV-2022	MODEL COVERALL SERVICE I	11/30/22	NOV-2022	32.66
661-000-818.000	WASTE REMOVAL - DPW	REPUBLIC SERVICES #240	11/30/22	0240-008998275	403.75
661-000-818.700	CONTRACTUAL SERVICES-CLEANING	OGBORN ENTERPRISES, INC.	12/01/22	WDPW22-12 / WCH22-12	285.00
661-000-850.000	PH & NETWORK FEES - FY23	MUSKOGON CENTRAL DISPATCH	11/21/22	220001375 - 1324	1,932.70
661-000-920.000	PUBLIC UTILITIES/100016488254	CONSUMER'S ENERGY	11/18/22	STATEMENT	351.38
661-000-920.000	PUBLIC UTILITIES/910021159181	DTE ENERGY	11/22/22	STATEMENTS	487.97
661-000-933.000	QTY 4 - SNOW BUCKET NIPPLES	ALTA CONSTRUCTION EQUIPM	11/15/22	SP2/96588	429.60
661-000-933.000	TRUCK 12-04 - TRANS FLUID	DAN FROST DBA DAN'S AUTO	11/08/22	10812	27.32
661-000-933.000	CAR 10-01 - KEY FOB BATTERY	GILL-ROY'S HARDWARE	12/01/22	STATEMENT	17.49
661-000-933.000	TRK 12-03 - OIL CH/TIRE ROTE/CU	GREAT LAKES FORD	11/22/22	FOCS357634	240.03
661-000-933.000	TRK-02 -OIL/ROTATE/TRANS FL/4X4	GREAT LAKES FORD	11/14/22	FOCS357375	1,685.04
661-000-933.000	70-01 - REPAIR BOOM PRESSURE	KENT EQUIPMENT, INC.	11/30/22	W14107 - P47113	609.07
661-000-933.000	TRUCK 12-19 - TREATED LUMBER FO	STANDARD SUPPLY & LUMBER	12/01/22	1562537	21.94
661-000-933.000	TRUCK 12-04- TRANSMISSION CHECK	TWIN CITIES AUTO PARTS	11/30/22	STATEMENT	71.40
661-000-933.000	12-09 - BOXED MINIATURES	WHITE LAKE AUTOMOTIVE	11/09/22	STATEMENT	451.49
661-000-962.000	CDL TRAINING MANUAL	AMAZON.COM	11/13/22	113-0887515-2616208	129.00
661-000-976.000	INSTL TRK 12-08 - REAR PLOW/WIN	REEMAN FARM EQUIPMENT	10/13/22	130	6,985.14
661-000-994.000	INTEREST - JAN-2023 VOLVO LOADE	KS STATEBANK	11/10/22	60691-1-2023	571.79
			Total For Dept 000 648		18,190.13
			Total For Fund 661 MOTOR POOL FUND		18,190.13

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	Fund Totals:				
	Fund 101 GENERAL OPERATING FUND				113,676.93
	Fund 202 MAJOR STREET FUND				330.66
	Fund 203 LOCAL STREET FUND				271.82
	Fund 247 TAX INCREMENT FINANCE				6,054.89
	Fund 250 LOCAL DEVELOPMENT FINA				129.27
	Fund 580 PLAYHOUSE				4,499.00
	Fund 590 SEWER FUND				65,946.46
	Fund 591 WATER FUND				13,606.57
	Fund 594 MARINA FUND				4,036.40
	Fund 661 MOTOR POOL FUND				18,190.13
	Total For All Funds:				226,742.13

Whitehall City Council Agenda Report – Appointments

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

Committee/Board

Board of Review – 3-year term

John VanLoon (renewal) – term expires 12/31/25

Brownfield, LDFA, TIFA – 4-year terms

Mike Guinon (renewal) – term expires 12/31/26

Gary Langlois (renewal) – term expires 12/31/26

Only LDFA: Kim Cyr (renewal) – term expires 12/31/26

Election Commission – 2-year term

Brook Schiller (replacement) – term expires 12/31/23

Library

Ray Veeder (renewal) – 12/31/26

Local Officers Compensation Commission – 5-year term

Mindy VanHerweg (renewal) – term expires 12/31/27

Planning Commission – 3-year term

Dave Bedau (renewal) – term expires 12/31/25

Jack Dillivan (renewal) – term expires 12/31/25

Laura Abramson (replacement for Shepherd) – term expires 12/31/25

Amy Church (replacement for Ghazal) – term expires 12/31/23

Zoning Board of Appeals – 3-year term

Dale Krainer (renewal) – term expires 12/31/25

Jeff Cole (renewal) – term expires 12/31/25

Billy Mann (renewal) – term expires 12/31/25

Ellie Dennis (renewal) – term expires 12/31/25

**Parks Master Plan Committee
Meeting Minutes
November 21, 2022**

Present

D. Bedau, J. Holmstrom, S. Salter

Absent

J. Dillivan, C. Mahoney

Also Present

Public Works Director B. Armstrong, City Manager S. Huebler

Call to Order

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

Discussion

A recent survey indicated that there is very little overall use of our parks. Half of the parks have never been used by the survey respondents. Trails, playgrounds, and greenspaces were the top priorities for improving. National averages indicate that our population would not support a dog park, swimming pool, skating park, ice rink, or pickle ball courts.

The Committee agreed to move forward with the draft plan following minor corrections, small additions to some of the parks, and reinstating a dog park and skating park.

Adjournment

There being no further business, the meeting was adjourned at 7:20 p.m.

**Whitehall Planning Commission
Meeting Minutes
December 6, 2022**

Present

B. Armstrong, D. Bedau, J. Holmstrom, C. Mahoney, S. Salter

Absent

D. Bowyer, J. Dillivan, E. Ghazal, M. Shepherd

Also Present

City Manager S. Huebler

Call to Order

Chair Bedau called the meeting to order at 6:00 p.m.

Agenda

Motion by Mahoney, second by Holmstrom, CARRIED, to approve the amended agenda. All voted yes.

Public Hearing - Downtown Propane Sales

Chair Bedau opened the public hearing at 6:01 p.m. Kathy Russel expressed concern over the aesthetics of propane tanks in the downtown. There being no other comment, Bedau closed the hearing at 6:03 p.m.

Approval of Minutes

Moved by Armstrong, second by Salter, CARRIED, to approve the October 2022 meeting minutes as submitted. All voted yes.

Communications

A letter from the developers of 201 West Colby, updating their construction schedule, was entered into the record.

Public Comment

Unfinished Business

New Business

- **Resolution 22-09 Downtown Propane Sales**

Motion by Salter, second by Holmstrom, CARRIED, to amend Resolution 22-09 to allow propane sales only by special use permit. Roll Call Vote - 5 yes.

Motion by Salter, second by Holmstrom, CARRIED, to approve Resolution 22-09 as amended. Roll Call Vote - 5 yes.

There was discussion and support to allow propane sales and tanks by special use permit that would give the Commission more discretion on aesthetics.

- **Parks and Recreation Master Plan**

Motion by Mahoney, second by Salter, CARRIED, to schedule January 3, 2023 as a public hearing on the Master Plan. All voted yes.

- **Downtown Retail**

Commissioners Holmstrom and Salter would like to change the culture of the downtown by allowing only retail, food, drinking, and entertainment uses. All other uses and first floor dwellings would be prohibited. Commissioner Mahoney cautioned about the likelihood of creating a lot of vacant buildings. Staff was asked to develop some restrictive language for review.

- **2023 Meeting Schedule**

Motion by Salter, second by Mahoney, CARRIED, to change the November 7 meeting to November 8 to avoid a conflict with the elections. All voted yes.

Motion by Armstrong, second by Mahoney, CARRIED, to adopt the amended 2023 meeting schedule. All voted yes.

- **Resolution 22-10 Lot Split Request**

Motion by Mahoney, second by Salter, CARRIED, to approve Resolution 22-10 as submitted. Roll Call Vote - 5 yes.

- **Residential Large Signs**

Motion by Mahoney, second by Salter, CARRIED, to schedule January 3, 2023 as a public hearing to consider allowing larger signs in the R1 and R2 Residential Districts. All votes yes.

Huebler explained that the new ordinances prohibit signs up to 70 square feet in size. Many non-residential uses already have these larger signs. A church recently asked to install one similar in size to other churches in the residential districts. City Attorney Rozgowski has submitted recommended language to allow larger signs for uses that require special use permits.

Adjournment

There being no further business, motion by Armstrong, second by Salter, CARRIED, to adjourn at 6:52 p.m. All voted yes.

**CITY OF WHITEHALL
MUSKEGON COUNTY, MICHIGAN
ORDINANCE NO. 22-10**

An ordinance to amend Zoning Article 9 – Central Business District

THE CITY COUNCIL OF THE CITY OF WHITEHALL HEREBY ORDAINS:

That Ordinance §15-9-4 Uses Permitted by Special Use Permit shall be amended by adding

§15-9-4D Propane sales and the dispensing of propane fuel on-site for off-site use.

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 9th day of November, 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:

Brenda Bourdon
City Clerk

Adopted: December 13, 2022

Published:

Effective:

CITY OF WHITEHALL
RESOLUTION 22-54
COUNCIL MEETING SCHEDULE

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

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

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

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

NOW, THEREFORE, LET IT BE RESOLVED

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

Moved by _____, seconded by _____, and thereafter adopted by the City Council of the City of Whitehall, at a regular meeting held Tuesday, December 13, 2022 at 6:00 p.m. (yes, no, absent).

Steve Salter, Mayor

Brenda Bourdon, City Clerk



2022/2023
Work Session and Council Meeting Schedule
At 405 E. Colby Street, Whitehall, MI

2nd Tuesday of the Month

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

December 13, 2022

January 10, 2023
February 14, 2023
March 14, 2023
April 11, 2023
May 9, 2023
June 13, 2023
July 11, 2023
August 8, 2023
September 12, 2023
October 10, 2023
November 14, 2023

4th Tuesday of the Month

Council Meeting @ 6 pm,
Council Chambers

December 27, 2022

January 24, 2023
February 28, 2023
March 28, 2023
April 25, 2023
May 23, 2023
June 27, 2023
July 25, 2023
August 22, 2023
September 26, 2023
October 24, 2023
November 28, 2023

**CITY OF WHITEHALL
RESOLUTION 22-55
City Fees**

WHEREAS, the City Council establishes fees from time to time for various services, products, and penalties.

WHEREAS, city staff has reviewed the current fees and recommends adjustments as noted on the attached schedule along with the establishment of new fees.

WHEREAS, city staff and our contractual trade inspectors are recommending the adoption of itemized based fees for electrical, mechanical, and plumbing permits that will be aligned with State recommended fees rather than fees as a percent of the project.

NOW, THEREFORE, LET IT BE RESOLVED

That the Whitehall City Council hereby adopts the Fees Schedule, Electrical Permits Fees, Mechanical Permit Fees, and Plumbing Permit Fees attached to and considered a part of this resolution to become effective January 1, 2023.

Moved by _____, seconded by _____, and thereafter adopted by the Whitehall City Council at a regular meeting held Tuesday, December 13, 2022 at 6:00 p.m.

(___ yes, ___ no, ___ absent).

Steve Salter, Mayor

Brenda Bourdon, City Clerk

CITY OF WHITEHALL FEE SCHEDULE

Effective January 1, 2023

ADMINISTRATION	Current	Proposed
Garage Sale Permit	\$1	
Assessment Cards, per page	\$1	
Solicitation Permit	\$25/day	\$100/year
Food Vendor Permit, annual	\$250	
Returned Check, Stop Check Reprint	\$25	
Code of Ordinances Book	\$55	\$100
Taxi Cab License	\$100	
Subdivision Application, plus recording costs	\$450	
Rental Registration, per building	\$35	\$75 + \$25 for each unit over 5
Failure to Timely Register a Rental	\$100	
Rental Inspection, per unit	\$50	\$70
Rental Violation Compliance Inspection	\$35	
Rental Failure to Show	\$35	\$70
Rental Appeals	\$150	
Hydrant Rental, annual	\$50	\$150
Landlord Affidavit Fee		\$120
Tenant Affidavit Security Deposit		\$500
Business Registration		\$35

CEMETERY	Current	Proposed
Foundations, per square inch	\$0.30	
Casket Storage	\$65	
Cremations	\$250	
Concrete Cremation Vault	\$300	
Infant/Child	\$250	
Full Burial	\$500	
Weekday Burials at or after 3:00 (Overtime)	\$100	
Saturdays, additional fee	\$200	
Grave Spaces and Perpetual Care Resident	\$450	
Non-Resident	\$850	
Disinterment	2x Interment	

PARK FACILITY RESERVATION (1)	Current	Proposed
Field or Court, up to 4 hours	\$10	\$20
Non-Resident	\$25	
Field or Court, full day	\$20	\$60
Non-Resident	\$50	
Field or Court, seasonal (M-F)	\$200	\$300
Non-Resident	\$400	
Gazebo or Pavilion, up to 4 hours	\$25	\$40
Non-Resident	\$130	
Gazebo or Pavilion, full day	\$50	\$120
Non-Resident	\$200	

(1) Fees are waived for Whitehall District Schools, White Lake Area Chamber of Commerce, White Lake Lil Vikes, White Lake Youth Sports, White Lake Little League, and any other Council recognized non-profit organizations.

~~*Non-Resident includes organized clubs~~

PLANNING	Current	Proposed
Zoning Map	\$5	\$10
Sign, Fence, Accessory Bldg, Res Additions	\$30	\$50
Zoning Ordinance Book	\$30	\$100
Appeals	\$300	
Variance Request	\$300	
Commercial & Industrial Site Plan Review	\$200	
Residential Site Plan Review	\$100	
Special Use Permit	\$300	
Planned Unit Development Application	\$300	\$500
Zone Change Application	\$300	
Lot Split		\$100

POLICE	Current	Proposed
Photograph Duplication	Cost	
Accident/Incident Report	\$10	
Court Ordered Preliminary Breath Test	\$5	
Finger Printing	\$10	
Vehicle Impound Release	\$20	
Video Tape (Electronic) Duplication	\$30	
Court Ordered Vehicle Impound	\$200	



Dept. of Public Works
2055 Warner St.
Whitehall, MI
231.894.4157

ELECTRICAL PERMIT APPLICATION

Jeff Johnson, Electrical Inspector
Ph. 231.329.4465

PERMIT # _____

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before printing this document)

JOB SITE LOCATION

STREET ADDRESS	CITY	STATE	ZIP
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OWNER INFORMATION

NAME	PHONE	EMAIL	
MAILING ADDRESS	CITY	STATE	ZIP

CONTRACTOR INFORMATION

NAME	PHONE	EMAIL	
MAILING ADDRESS	CITY	STATE	ZIP
CONTRACTOR'S LICENSE NO.	EXP DATE		
FEDERAL EMPLOYER ID NUMBER (OR REASON FOR EXEMPTION)	WORKERS COMPENSATION INSURANCE CARRIER (OR REASON FOR EXEMPTION)		
MESC EMPLOYER # (OR REASON FOR EXEMPTION)			

TYPE OF JOB

RESIDENTIAL <input type="checkbox"/> NEW <input type="checkbox"/> REMODEL	COMMERCIAL <input type="checkbox"/> PLAN REVIEW <input type="checkbox"/> NEW <input type="checkbox"/> REMODEL	INDUSTRIAL <input type="checkbox"/> PLAN REVIEW <input type="checkbox"/> NEW <input type="checkbox"/> REMODEL
JOB DESCRIPTION		

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

APPLICANT'S SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY

ELECTRICAL PERMIT # _____ ISSUE DATE: _____ PERMIT FEE: _____ RECEIPT # _____

ELECTRICAL INSPECTOR APPROVAL: _____ DATE: _____

FEE SCHEDULE

RESIDENTIAL NEW CONSTRUCTION -FLAT FEE*	PER UNIT	NUMBER	FEE
Single Family (Itemized Below)	\$ 240.00		
Multi-Family (Each Dwelling Unit Itemized Below)	\$ 220.00		

***RESIDENTIAL FLAT FEE INCLUDES APPLICATION FEE AND 3 INSPECTIONS**

APPLICATION FEE (INCLUDES ONE INSPECTION)	\$ 75.00	\$ 1.00	\$ 75.00
Circuit, Installation of New, Each	\$ 8.00		
Electrical Heating Units (Baseboards) Each	\$ 8.00		
Feeders, Bus Ducts, Etc. Per 50 Feet & Fraction of	\$ 8.00		
Final Inspection or Additional Inspections	\$ 100.00		
Fire Alarms Up to 10 Devices	\$ 50.00		
11 to 20 Devices	\$ 100.00		
Over 20 Devices	\$ 5.00 EA		
Furnace, A/C, Dishwasher, Garbage Disposal, Range Hood	\$ 8.00		
Grounding/Bonding/Rebar Connection	\$ 10.00		
K.V.A., H.P. Wind Turbines, EVSE & PV Modules Units Up to 20 K.V.A.	\$ 6.00		
21-50 K.V.A. or H.P./Per PV Module	\$ 10.00		
>50 K.V.A. or H.P./Per PV Module	\$ 12.00		
Lighting Fixtures/Smoke Alarms - per 25	\$ 8.00		
Mobile Home Set-up in Park	\$ 40.00		
Motors 1-5HP/Transformers up to 5KVA	\$ 10.00		
Motors 5.5HP and up / Transformers over 5KVA	\$ 20.00		
Power Outlets (30 AMP or More)/ Hot Tubs, Each	\$ 8.00		
Repairs	\$ 10.00		
Service Through 200 AMP	\$ 15.00		
Over 200 AMP	\$ 25.00		
Signs, Each	\$ 10.00		
Temporary Service	\$ 15.00		
Plan Review Fee for All Non-Residential Projects Min 1 hr	\$ 50.00/ Hr		

IF INSPECTION CANNOT BE COMPLETED UPON REQUEST (LOCKED OUT, NOT READY, NO ADDRESS POSTED, ETC.), A REINSPECTION FEE WILL BE CHARGED. IF ANY WORK IS STARTED BEFORE THE PERMIT IS OBTAINED, AN ADMINISTRATIVE/ INVESTIGATION FEE SHALL BE PAID BEFORE PERMIT IS ISSUED.

TOTAL:	
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Make checks payable to
the **CITY OF WHITEHALL**



Dept. of Public Works
2055 Warner St.
Whitehall, MI
231.894.4157

MECHANICAL PERMIT APPLICATION
Jim Callender, Mechanical Inspector
Ph. 231.206.6563

PERMIT # _____

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before printing this document)

JOB SITE LOCATION

STREET ADDRESS	CITY	STATE	ZIP
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OWNER INFORMATION

NAME	PHONE	EMAIL	
MAILING ADDRESS	CITY	STATE	ZIP

CONTRACTOR INFORMATION

NAME	PHONE	EMAIL	
MAILING ADDRESS	CITY	STATE	ZIP
CONTRACTOR'S LICENSE NO.	EXP DATE		
FEDERAL EMPLOYER ID NUMBER (OR REASON FOR EXEMPTION)	WORKERS COMPENSATION INSURANCE CARRIER (OR REASON FOR EXEMPTION)		
MESC EMPLOYER # (OR REASON FOR EXEMPTION)			

HOMEOWNER CERTIFICATION

I hereby certify that the mechanical work described on this application shall be installed by me in my own single-family dwelling in which I am living or about to occupy. Section 23A of the State Construction Act of 1972, Act No. 230 of the Public Acts of 1972, being section 125.1523A of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23A are subject to civil fines.

Signature: _____ Date: _____

TYPE OF JOB

JOB DESCRIPTION

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

APPLICANT'S SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY

PERMIT # _____ ISSUE DATE: _____ PERMIT FEE: _____ RECEIPT # _____

BUILDING APPROVAL SIGNATURE: _____ DATE: _____

FEE SCHEDULE

***Residential Heating System:** This item is used for the installation of a heating system in a **new residential structure**. Gas Piping and Duct need not be added. Replacement systems should be itemized.

	Fee	# of Items	Total		Fee	# of Items	Total
Application Fee (non-refundable)	\$75.00	1	\$75.00	Exhausters (commercial)	\$15.00		
Residential Heating System (includes duct & pipe) New Building Only	\$50.00			Duct - minimum fee \$25.00	\$.10 /ft		
Gas/Oil Burning Equipment (furnace, roof top units, generators)	\$30.00			Heat Pumps; Commercial (pipe not included)	\$20.00		
Boiler	\$30.00			Air Handlers/Heat Wheels			
Water Heater (gas piping & venting-direct replacement only)	\$5.00			Under 10,000 CFM	\$20.00		
Damper (control, back-draft, barometric or fire/smoke)	\$5.00			Over 10,000 CFM	\$60.00		
Solid Fuel Equipment (includes chimney)	\$30.00			Commercial Hoods	\$15.00		
Chimney, factory built (installed separately), B Vent, PVC Venting	\$25.00			Heat Recovery Units	\$10.00		
Gas Burning Fireplace	\$30.00			V.A.V. Boxes (all variable volume or zone damper equipment)	\$10.00		
Solar; set of 3 panels-fluid transfer (includes piping)	\$20.00			Unit Ventilators/PTAC Units	\$10.00		
Gas Piping; each opening-new install (residential)	\$5.00			Unit Heaters (terminal units)	\$15.00		
Air Conditioning (incl. split systems) RTU-Cooling Only	\$30.00			Fire Suppression/Protection (includes piping)-minimum fee	\$.75/head		
Heat Pumps (split systems) or Geothermal (complete residential)	\$30.00			Coils (Heat/Cool)	\$30.00		
Dryer, Bath & Kitchen Exhaust (residential ducting not included)	\$5.00			Refrigeration (split system)	\$30.00		
Humidifiers/Air Cleaners	\$10.00			Chiller/Cooling Towers			
Tanks				Chiller-Refrigeration	\$30.00		
Aboveground (other than L.P.)	\$20.00			Chiller-Air Conditioning	\$30.00		
Aboveground Connection	\$20.00			Cooling Towers-Refrigeration	\$30.00		
Underground (other than L.P.)	\$25.00			Cooling Towers-Air Conditioning	\$30.00		
Underground Connection	\$25.00			Compressor/Condenser	\$30.00		
Piping (ALL piping-minimum fee \$25.00)				Inspections			
Fuel Gas Piping	\$.05 /ft			Special Insp. (pertaining to sale of bldg.)	\$75.00		
Process Piping	\$.05 /ft			Rough/Additional Inspection	\$75.00		
Hydronic Piping	\$.05 /ft			Final Inspection	\$75.00	1	\$75.00
Refrigeration Piping	\$.05 /ft			Certification Fee	\$30.00		
Commercial Air Conditioning Piping	\$.05 /ft						

TOTAL FEE

(Must include the \$75 non-refundable application and \$75 final inspection fees)

Make checks payable to the **CITY OF WHITEHALL**



Dept. of Public Works
2055 Warner St.
Whitehall, MI
231.894.4157

PLUMBING PERMIT APPLICATION
Jim Callender, Plumbing Inspector
Ph. 231.206.6563

PERMIT # _____

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before printing this document)

JOB SITE LOCATION

STREET ADDRESS	CITY	STATE	ZIP
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OWNER INFORMATION

NAME	PHONE	EMAIL	
MAILING ADDRESS	CITY	STATE	ZIP

CONTRACTOR INFORMATION

NAME	PHONE	EMAIL	
MAILING ADDRESS	CITY	STATE	ZIP
CONTRACTOR'S LICENSE NO.	EXP DATE		
FEDERAL EMPLOYER ID NUMBER (OR REASON FOR EXEMPTION)	WORKERS COMPENSATION INSURANCE CARRIER (OR REASON FOR EXEMPTION)		
MESC EMPLOYER # (OR REASON FOR EXEMPTION)			

TYPE OF JOB

JOB DESCRIPTION

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

APPLICANT'S SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY

PLUMBING PERMIT # _____ ISSUE DATE: _____ PERMIT FEE: _____ RECEIPT # _____

PLUMBING APPROVAL SIGNATURE: _____ DATE: _____

FEE SCHEDULE - enter the number of items being installed, multiply by the unit price for total fee.

Mobile Home Unit Site: WHEN item is used for sewer excavations in a new park, the permit application should include the application fee, the number of unit sites and a final inspection. WHEN setting a mobile home in a park, or a mobile or **modular** home on private property, a permit should include the application fee, a sewer or building drain, a water service or water distribution pipe and a final inspection.

Fixtures, Floor Drains, Special Drains and Water Connected Appliances Include:

Water Closets	Sink (any description)	Slop Sink	Drinking Fountain	Floor Drain	Water Outlet or Connection to any Make-up Water
Tank Bathtub	Emergency Eye Wash	Bidet	Condensate Drain	Roof Drain	Water Outlet or Connection to Heating System
Lavatories	Emergency Shower	Cuspidor	Washing Machine	Grease Trap	Water Outlet or Connection to Filters
Shower Stall	Garbage Grinder	Dishwasher	Acid Waste Drain	Starch Trap	Connection to Sprinkler System (Irrigation)
Laundry Tray	Water Outlet Cooler	Refrigerator	Embalming Table	Plaster Trap	Water Connected Sterilizer
Urinal	Ice Making Machine		Bed Pan Washer	Water Softener	Water Connected Dental Chair
Autopsy	Water Connected Still		Oil Separator	Sand Trap	Water Connection to Carbonated Beverage Dispenser

Plus Any Other Fixture, Drain or Water Connected Appliance Not Specifically Listed

Domestic Water Treatment and Filtering Equipment: A license is not required for the installation of domestic water treatment and filtering equipment that requires modification to an existing cold water distribution supply and associated water piping in buildings if a permit is secured, required inspections performed and the installation complies with the applicable code. If the enforcing agency determines a violation exists, it shall be corrected by the responsible installer. The permit application shall include the application fee, the number of water treatment devices and the appropriate water distribution pipe (system) size fee.

	Fee	# Items	Total		Fee	# Items	Total
Application Fee (non-refundable)	\$75.00	1	\$75.00	Water Distributing Pipe (system)			
Mobile Home Park Site*	\$5.00 each			3/4" Water Distribution Pipe	\$5.00		
Fixtures, floor drains, special drains, water connected appliances	\$5.00 each			1" Water Distribution Pipe	\$10.00		
Stacks (soil, waste, vent and conductor)	\$3.00 each			1-1/4" Water Distribution Pipe	\$15.00		
Sewage ejectors, sumps	\$5.00 each			1-1/2" Water Distribution Pipe	\$20.00		
Sub-soil drains	\$5.00 each			2" Water Distribution Pipe	\$25.00		
Water Service				Over 2" Water Distribution Pipe	\$30.00		
Less than 2"	\$5.00			Reduced pressure zone back-flow preventer	\$5.00 each		
2" to 6"	\$25.00			Domestic water treatment and filtering equipment only**	\$5.00 each		
Over 6"	\$50.00			Medical Gas System	\$45.00		
Connection (bldg. drain-bldg. sewers)	\$5.00			Water Heater	\$5.00		
Sewers (sanitary, storm or combined)				Inspections			
Less than 6"	\$5.00			Special Insp. (pertaining to sale of building)	\$75.00		
				Rough/Additional Inspection	\$75.00		
6" and Over	\$25.00			Final Inspection	\$75.00	1	\$75.00
Manholes, Catch Basins	\$5.00 each			Certification Fee	\$30.00		

Total Fee _____
 (Must include the \$75.00 non-refundable application and \$75.00 final inspection fees) _____
Make checks payable to "CITY OF WHITEHALL"

CITY OF WHITEHALL
RESOLUTION 22-56
Commercial Rehabilitation Revocation

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

WHEREAS, the City Council approved the Certificate on May 24, 2022.

WHEREAS, the Michigan Department of Treasury issued a Certificate on August 23, 2022 to begin on December 31, 2022.

WHEREAS, 115 Lake Street LLC has not commenced any of the rehabilitation and is now asking for a revocation of the Certificate to allow for a future application.

WHEREAS, City staff has reviewed the revocation request with Treasury and the City Attorney and recommends revocation by the City Council.

NOW, THEREFORE, LET IT BE RESOLVED

That the Whitehall City Council hereby revokes the Commercial Rehabilitation Exemption Certificate as previously approved.

Moved by _____, seconded by _____, and thereafter adopted by the City Council of the City of Whitehall, at a regular meeting held Tuesday, December 13, 2022 at 6:00 p.m. (___ yes, ___ no, ___ absent).

Mayor Steven Salter

City Clerk Brenda Bourdon



VENEKLASEN
DEVELOPMENT

November 3rd, 2022

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

RE: 115 Lake St LLC Development

Dear Scott,

Unfortunately, the schedule for the project at 201 W. Colby has been delayed due to some unforeseen issues. The investment group is still very excited about the project!

Because of the delay the LLC would like to formally request that the City revoke the Commercial Rehabilitation Exemption until such time that the project is ready to commence construction.

The reasons for this request and the delay include construction costs increases, delays in getting the appropriate incentives from the MEDC and changes in the financial markets.

The Team will still need these incentives to get this project started. We really hope that the City of Whitehall will grant the the Commercial Rehad District to this project once it is ready to go. Please see our revised timeline for construction commencement.

Thank you in advance for your support. We look forward to taking the next steps with the City and we appreciate all your support.

Sincerely,

Chris Veneklasen



201 W Colby Timeline:

- | | |
|---|-------------------------------|
| 1. Receive LOI from MEDC | Dec 1 – 15 th 2022 |
| 2. Finalize building – <ul style="list-style-type: none">• plans & spec's• costs | Dec - Feb 2023 |
| 3. Submit Background Checks <ul style="list-style-type: none">- This can take 4-6 weeks | Dec - Jan 2023 |
| 4. Choose a Lender | Dec - Jan 2023 |
| 5. Execute Lease's | Jan 2023 |
| 6. Present to the MEDC Board | Feb - Mar 2023 |
| 7. Finalize bank financing | Feb - Mar 2023 |
| 8. Receive approval from MEDC | Mar 2023 |
| 9. Building permit | April 2023 |
| 10. Receive documentation of approval <ul style="list-style-type: none">- This can take up to 8 weeks | April - May 2023 |
| 11. Break ground | June 2023 |

*These estimates are subject to change due to the approval process with the state of Michigan

CITY OF WHITEHALL
RESOLUTION 22-57
2023 Street Improvement Bids

WHEREAS, an amended Capital Improvement Budget will allocate \$1,515,753 in the current fiscal year for the 2023 Street Improvement Project, Mears Avenue.

WHEREAS, the final engineering estimate was \$1,624,177.

WHEREAS, the City Council previously approved the purchase of water main material for \$157,945.

WHEREAS, by the terms of the Grant Agreement, the Michigan Department of Transportation solicited for and received the following bids;

McCormick Sand (Twin Lake)	\$1,354,020.00
Kamminga & Roodvoets (Grand rapids)	\$1,426,509.90
Wadel Stabilization (Hart)	\$1,620,813.00
Schippers Excavating (West Olive)	\$1,624,240.00

WHEREAS, the low bid plus estimated engineering fees brings this project cost to \$1,668,665.

WHEREAS, the \$152,912 shortfall in project funding will be covered with a \$320,000 allocation from the FY23/24 Street Millage.

WHEREAS, city staff and the City engineer have reviewed the bids and concur with MDOT that the bid be awarded to McCormick Sand.

NOW, THEREFORE, LET IT BE RESOLVED

That the Whitehall City Council does hereby concur with the Michigan Department of Transportation recommendation to award the 2023 Street Improvement Project to McCormick Sand for the low qualified bid of \$1,354,020

Moved by _____, seconded by _____, and thereafter adopted by the City Council of the City of Whitehall, at a regular meeting held December 13, 2022 at 6:00 p.m. (___ yes, ___ no, ___ absent).

Steve Salter, Mayor

Brenda Bourdon, City Clerk

CITY OF WHITEHALL
Agenda Report – Employee Manual Updates

City staff reviewed the employee manual for necessary revisions and have made the following substantive changes:

- Eliminated Easter 2X pay – not a recognized holiday
- Clarified Holiday pay
- Added Maternity Leave for fathers
- Included Grandparents and In-laws to 3-day funeral leave
- Jury pay not deducted
- Eliminated section on outside employment
- Added drug/alcohol section
- Eliminated residency

Recommendation

Motion to approve the Employee Manual as presented.

Article I. Introduction

This manual contains the policies and procedures of the City of Whitehall. Employees are required to carefully read this manual and become familiar with its contents. Any problems or questions regarding any particular policy or procedure should be addressed to the City Manager.

The City believes that it is important to keep employees informed on benefits, policies, regulations, activities and other information. This manual is provided for that purpose. It is not a contract of employment or as part of any separate or broader contract of employment. Because it is impossible to foresee all possible changes in our working environment, the policies set forth in this manual are subject to alteration or termination by the City Council at any time. Every effort will be made to keep employees informed of changes as they occur.

Section 1.1 Citizen and Public Relations

The City has been chartered to provide services to the residents, businesses, and visitors in our community. All contact should be polite and helpful. Upon reporting for work each day, employees shall have a positive attitude and an appropriate appearance for their position.

Questions and complaints should be carefully listened to best understand the concern. Complaints should be resolved as quickly as possible. Employees are encouraged to direct individuals to the appropriate staff member for explanation or assistance.

The City Manager, or a designee, shall be responsible for representing the City in relations with the news media. Except for normal details or routine matters, all information provided to the news media should be authorized by the City Manager prior to their release.

Employees shall not make any intentional publication of any knowingly false or disparaging statement concerning any employee, the City, or its work or services; use of any abusive language or behavior; be discourteous, abusive, or threatening toward any member of the public.

Section 1.2 Violations

A violation of any of the provisions within this manual will subject an employee to possible disciplinary action up to and including termination in the sole discretion of the City Manager.

Article II. General Policies

Section 2.1 Equal Opportunity

It is the policy of the City to grant equal employment opportunity to all qualified persons without regard to race, color, sex, religion, national origin, age, marital status, height, weight or handicap. It is the intent and desire of the City that equal employment opportunity will be provided in employment, promotion, wages, benefits and all other privileges, terms and conditions of employment.

Section 2.2 Management's Rights

All rights to manage, direct and supervise City operations and employees are vested solely and exclusively with the City.

Section 2.3 Collective Bargaining Agreements

Employees that are members of a union are subject to the terms of a collective bargaining agreement. Should any terms or conditions in this manual be in conflict with the terms and conditions of such an agreement, then the agreement shall control.

Section 2.4 Policy Regarding Sexual Harassment

Employees should be free from any unwelcome verbal or physical sexual harassment. The City will not condone such conduct and will not permit it to affect any employment decisions. If an employee feels that they are being sexually harassed or that employment decisions are being made for disciplinary reasons, the employee should promptly report this to their supervisor or the City Manager. Any supervisor receiving a report of sexual harassment shall notify the City Manager. The City Manager will make a full investigation of any report of sexual harassment, handled with the strictest confidence and utmost discretion.

Sexual harassment includes any unwelcome sexual advances or other verbal or physical conduct of a sexual nature if submission to the conduct is made a term or condition of employment; as a basis for any employment decisions; substantially interferes with an individual's work performance; creates an intimidating, hostile or offensive work environment; or where employees receive employment benefits where other qualified individuals are denied the same benefits.

The City prohibits any sexual harassment of employees and members of the public by any employee. Employees must not only refrain from any sexual harassment, but also must be alert to stop any such conduct occurring in the workplace.

Section 2.5 Right to Know

The City complies with federal and State of Michigan Right-to-Know laws. All hazardous chemicals in the workplace will be labeled and posted. It is an employee's responsibility to use caution when working with or around hazardous chemicals.

Section 2.6 Employee Categories

Most full-time employees are regularly scheduled to work a minimum of forty hours per week and are generally eligible for benefits.

Part-time employees generally work less than forty hours per week, except when filling in for absent co-workers, and are typically not eligible for benefits.

An *irregular employee* is an individual that is not full-time or part-time, who is working on any other basis including temporary, casual, or seasonal.

Contractors are hired by the City under agreement to provide various services. They supplement the City work force and are not employees of the City. Contracted employees do not receive City benefits. They are required to comply with the policies outlined in their contract. Depending on the services provided, contractors may be firms or individuals.

Section 2.7 Smoke Free Work Place

The City is dedicated to providing a healthful, comfortable and productive work place for our employees. Secondhand smoke poses a serious and unacceptable risk to nonsmokers. All City buildings including offices, hallways, restrooms, lunch rooms, work areas, meeting rooms, and vehicles shall be entirely smoke-free.

This policy applies to all employees, contractors, and visitors. "No Smoking" signs shall be posted at all building entrances and at appropriate locations within City owned buildings.

Section 2.8 Background Investigation

The City reserves the right to perform criminal history and general background checks on all applicants for employment with the City. Investigation shall be performed by the Police Department pursuant to MCL 28.214 of the LEIN Policy Council Act No. 163 of the Public Acts of 1974, as amended.

Section 2.9 Use of Social Security Numbers

The City obtains and uses a variety of confidential information in the conduct of its business, including documents and other records containing Social Security Numbers. All documents and records containing Social Security Numbers must be obtained, used, and disclosed only for legitimate business reasons. These documents and records must be treated as confidential, retained in secured areas or files, password protected when stored on computers, disclosed only to authorize persons, and destroyed at an appropriate time and in an appropriate manner consistent with City policies and procedures and other legal requirements.

Obtaining, using, or disclosing Social Security Numbers for improper, unauthorized or illegal reasons is prohibited.

Section 2.10 Severability

If one or more provisions of this policy manual are superseded by or become in conflict with state or federal laws, or if they are determined by a court of competent jurisdiction to be inappropriate and voided, then the balance of the manual shall remain in effect.

Article III. Benefits

Section 3.1 Application

The City provides fringe benefits for full-time employees. Part-time and irregular employees do not receive these fringe benefits unless specifically noted. Details of specific benefits are available upon request.

Section 3.2 Insurance for Active Employee

The City provides medical and dental insurance coverage for employees and their dependents. Employees may decline medical coverage providing they show proof of other coverage or sign a waiver declining coverage. Employees that decline medical coverage will be paid twice a year an amount established by Council resolution. Employees may request health insurance coverage at a later date upon loss of other coverage or during open enrollment.

An optical expense reimbursement plan is offered for employees and their dependents. Employees are also provided life and long-term disability insurance coverage.

Employees may voluntarily participate in a flexible spending account to reimburse out of pocket medical costs.

Section 3.3 Insurance for Retirees

Health insurance coverage is available to employees hired prior to July 1, 2012, retiring directly from the City, and receiving a regular pension under the Municipal Employees Retirement System (MERS) with a minimum retirement age of 55 and 15 years of service or a disability pension if the employee is within three years of a regular pension at the time of the disability. The City will pay 80% of the monthly premium with the employee responsible for the remaining 20%. The City's share will increase 4% per year of service for each year above 15 years. This benefit will cease when the retiree is eligible for Medicare.

Health insurance coverage is available to the retiree's spouse with no City contribution towards that portion of the premium. This benefit will cease when the retiree is eligible for Medicare.

All premiums or portions of premiums to be paid by the retiree shall be paid to the City quarterly, in advance.

Employees hired after July, 2012 will be enrolled in a MERS Health Savings Account (HSA) with the City contributing \$300 per month per employee.

Section 3.4 Pension

A MERS pension plan will be made available to employees in the form of a defined benefit, hybrid defined benefit/contribution, or defined contribution plan based upon the employee's date of hire.

Section 3.5 Earned Time Off

Earned time off shall be defined as paid time off from work for use by the employee for things such as but not necessarily limited to vacation, illness, injury, family needs, and appointments.

Earned time off for full-time permanent employees on active payroll status will begin accumulating on the first day of employment on a biweekly accrual basis as presented below:

Years Employed	Days of ETO Per Year	Hours Annual Accrual	Hours Biweekly Accrual
0 to 5	25	200	7.69
6 to 10	30	240	9.23
11 to 15	35	280	10.77
16+	40	320	12.31

Earned time off must be earned before it is taken. Earned time off does not accrue while on layoff or leave of absence. An employee shall take earned time off in no less than one (1) hour increments. Employees shall begin to accrue earned time off at a higher rate upon reaching their employment anniversary date. Current employees exceeding the revised schedule will not lose any earned time off but will accumulate future earned time off according to the schedule.

Employees shall provide their supervisor with advanced request for planned earned time.

Employees hired before July 1, 2013 may accumulate earned time off not to exceed 760 hours at the end of each fiscal year. Upon resignation, death, retirement, termination, or layoff any accumulated earned time off up to a maximum of 760 hours will be paid to the employee or their estate at their rate of pay at the time of resignation, death, retirement, termination, or layoff.

Employees hired on or after July 1, 2013 may accumulate earned time off not to exceed 320 hours at the end of each fiscal year. Upon resignation, death, retirement, termination, or layoff any accumulated earned time off up to a maximum of 320 hours will be paid to the employee or their estate at their rate of pay at the time of resignation, death, retirement, termination, or layoff.

Upon resignation, retirement, termination, or layoff, employees will have the option of splitting their ETO between a cash payout and into a Health Savings Account (HSA).

For all employees, a sum equal to half of all hours in excess of 760 or 320, as the case may be, at the end of each fiscal year will be placed into an HSA at the employee's then current hourly rate.

Employees shall notify the City if they are taking earned time off for personal illness or injury. The City may require a report from a doctor following a prolonged illness or injury indicating that the employee is able to return to active work and perform the essential tasks of their position. The City does not offer light duty employment.

Section 3.6 Holidays

The City observes the following holidays as paid days off:

New Year's Eve	Labor Day
New Year's	Thanksgiving
Martin Luther King Jr. Day	Day after Thanksgiving
Presidents' Day	Christmas Eve
Memorial Day	Christmas
Independence Day	

When a holiday falls on a weekend, it will be observed on Friday or Monday as determined by the City Manager.

If an employee is required to work on a holiday, they will be paid double their rate of pay or the equivalent compensatory time off for the hours worked. In order to receive holiday pay, an employee must work their scheduled shift the day before and the day after the holiday unless the employee is on scheduled earned time off or excused by their supervisor in advance of the day observed as a holiday. Holidays that fall within an employee's scheduled earned time off will not be considered part of that earned time off. Holiday pay is not paid to employees on layoff or leave of absence.

Section 3.7 Leave of Absence

A leave of absence without pay may be granted for personal reasons. Requests for a leave of absence shall be made in writing to the City Manager through the employee's supervisor as far in advance as possible. Whether or not a request is granted will depend on the individual request and effect the absence will have on the workload and the performance of the department involved. Misrepresentation of the purpose for a leave is prohibited. The City Manager retains the sole discretion to approve or deny a request for a leave of absence.

Employees will retain and continue to accumulate seniority while on leave.

Insurance coverage will continue through the end of the month following the month in which the leave of absence began. Employees must make arrangements to pay the premium to continue insurance for the balance of the leave. Employees will not be eligible for other benefits.

Section 3.8 Maternity Leave

Employees are eligible for unpaid maternity leave of up to six months. Leave should be requested at least thirty days in advance. Employees shall give no less than two weeks written notice to the City Manager of their intent to return to work. Insurance coverage will be provided to the same extent as in a leave of absence.

Section 3.9 Funeral Leave

In the event of a death in your immediate family, employees are entitled to be paid for normal work hours missed for up to three working days. For purposes of this section, immediate family includes spouse, children, father, mother, father-in-law, mother-in-law, sister or brother, grandparent, grandparent-in-law, sister-in-law, or brother-in-law.

Section 3.10 Jury Duty

If an employee is unable to work because of jury duty, the employee will be paid their regular wages for all scheduled work hours. Employees called for jury duty and not required to serve, shall report to work as soon as possible after their release from duty. Employees may be required to present to the City, satisfactory proof of jury duty

Section 3.11 Memberships and Dues

The City will pay for memberships in professional and social organizations directly related to an employee's job, subject to approval by the City Manager.

Section 3.12 Educational Assistance

Employees are encouraged to take part in work related educational and training programs. The City will pay for or reimburse employees for all reasonable costs incurred in attending professional conferences, seminars, and related training programs. The City will reimburse employees 50% of the cost of tuition and the full cost of books for secondary courses that are preapproved by the City Manager.

Section 3.13 Military Leave

Employees are entitled to a leave of absence for military service and training in accordance with the provisions of state and federal law.

Section 3.14 Unemployment Compensation

The City participates in the Michigan Employment Security Commission for unemployment coverage. Terminated employees should check with the local employment office concerning eligibility.

Section 3.15 Workers Compensation

Employees are entitled to compensation benefits as prescribed by Michigan law. Accidents of any kind while on duty shall be reported immediately. All pertinent information shall be documented and forwarded to the City Manager.

Section 3.16 Introductory Period

All new employees shall be on probation for the first six months following their date of hire. Probation may be extended at the discretion of the City Manager. This period is designed to give the employee an opportunity to see if they like working for the City and to give the City an opportunity to evaluate their performance.

Section 3.17 Hours of Work

The standard work day for administrative employees is Monday through Friday from 8:00 a.m. to 5:00 p.m. The standard work day for public works employees is Monday through Friday from 7:30 a.m. to 4:00 p.m. Patrol officers work rotating twelve-hour shifts Sunday through Saturday from 6:00 a.m. to 6:00 p.m. or 6:00 p.m. to 6:00 a.m. Work schedules may vary according to the job or specific task being performed or be changed from time to time as the City deems necessary. Employees shall not leave work prior to the end of a scheduled work day without supervisory permission.

Employees will be provided two paid rest breaks of fifteen minutes each during each eight-hour work period. Staggered breaks should be scheduled to maintain uninterrupted service. Administrative personnel are allowed a one-hour unpaid lunch period. All others are allowed a one-half hour unpaid lunch period. Staggered lunches should be scheduled to maintain uninterrupted service. Employees shall promptly report for work after lunch break and rest periods.

Section 3.18 Overtime

Exempt employees are those employees who, by the nature of the work they perform and the compensation they receive, are exempt from coverage under the Fair Labor Standards Act (FLSA). The City Manager, Finance Officer, Police Chief, and Public Works Director are exempt executive. The Assistant Finance Officer, City Clerk, and Public Works Office Coordinator are exempt administrative employees. Exempt employees are paid a salary and are not paid for overtime worked. They will receive compensatory time off for time worked in excess of eight hours in any one workday on a one-to-one ratio not to exceed eighty hours of compensatory time off taken per fiscal year. Compensatory time earned and used shall be indicated on the employee's time sheet. Time off will be granted at the discretion of the employee's supervisor.

Non-exempt employees are those who, by the nature of the work they perform and the compensation they receive, are covered by the FLSA. Non-exempt employees will be paid one and one-half times their regular rate of pay for time worked in excess of eight hours in any one workday. All overtime work must receive prior approval. Non-exempt employees may be paid by hourly rate or by salary.

Consistent with the FLSA, police officers working twelve-hour shifts are not eligible for overtime pay for the first 84 hours worked during a pay period.

Section 3.19 Temporary Assignments

Employees may be temporarily reassigned or transferred based on their qualifications and the City's needs. All or part of the duties of an absent employee may be assigned or shared among remaining employees in addition to their regular duties. The manner in which temporary vacancies will be filled or accommodated will be determined by the City Manager.

At the time a temporary assignment is authorized, the City Manager will determine whether a change in pay is appropriate. Temporary assignments will be for no less than four weeks and no more than twelve months in duration.

Section 3.20 Job Vacancies

Vacancies shall be advertised and internally posted with a closing date for receiving applications. Advertising is not required if an appointment can be made from a current pool of applicants or by promotion of a current employee.

Employees may apply for vacancies and will be considered along with other applicants. If selected, the employee will be subject to a ninety-day probationary period in the new position. If for any reason the employee does not complete the probationary period, they may return to their former job position.

Applicants may be required to submit a standard City application form, professional resume, writing sample or any combination.

All appointments shall be made according to merit as determined in the sole discretion of the City Manager upon review of the qualifications of each applicant. Consideration will be given to the good of the public, the fitness of the appointees, and their ability to discharge the duties of the position. The City shall actively strive to recruit and hire the best qualified individual available for each position. Competitive examinations may be administered to aid in the selection process as determined by the City Manager in consultation with the appropriate department head. Examinations may be written, oral, medical, psychological or any combination. Outside experts or consultants may be used to assist in recruiting and reviewing applicants. Equal employment opportunity shall be afforded to all applicants.

Section 3.21 Pay Periods and Deductions

Pay periods cover the preceding two weeks ending on the Saturday prior to the Friday payday. Paydays falling on recognized holidays will be paid on the preceding Thursday. Pay checks are not distributed before the regular payday.

If an employee is absent on payday, their check will be held for later pickup unless prior arrangements have been made to deliver the check by mail or to another individual.

Federal and state taxes will be automatically deducted. Social Security taxes are matched dollar for dollar by the City. Employees may request in writing that the City make other optional deductions. Deductions are shown on the statement of earnings attached to the pay check.

Article IV. Rules of Conduct

Section 4.1 Records

It is important that personnel records contain accurate and up-to-date information about every employee. Any change in telephone number, resident address, marital status, or number of children or other dependents should be reported promptly. Employees shall not disclose without proper authorization, misuse, or falsify any records, reports, or confidential information

Section 4.2 Inquiries on Employees

All requests about present or past employees should be referred to the City Manager. Employees and supervisors shall not provide any information or comment on present or past employees officially, unofficially, off the record, or otherwise.

Section 4.3 Property

Employees shall not maintain unauthorized possession, steal, misappropriate, deliberately damage, misuse, destroy, abuse, or misplace City property, another employee's property, or property entrusted to the City. The City will not be responsible for the loss or theft of personal property brought to work or for any damage to personal vehicles occurring on City property.

Section 4.4 Computers and Telephones

City computers and telephones are intended for official business and are to be used by authorized persons only. Personal calls should be limited.

Section 4.5 Solicitation and Distribution

Soliciting and distributing literature for commercial, charitable, or other purposes on City property along with the posting or removing notices on bulletin boards without prior approval of a department head is prohibited.

Section 4.6 Indemnification

The City shall defend, save harmless, and indemnify employees against legal action when arising out of the appropriate performance of City duties. The City will not be responsible when employees overstep their bounds of authority.

Section 4.7 Conflict of Interest

Employees shall not directly or indirectly maintain or engage in any outside business or financial interest which conflicts with the interest of the City or which interferes with their ability to discharge your City responsibilities.

Employees shall not participate with or aid any outside party in conflict with City interests. Employees should not release information regarding purchases, vendors, or bids until the City Manager or City Council has approved the purchase, services, or bid decided the situation.

Section 4.8 Safety

The safe performance of all work assignments without injury is important. The key to prevention of injuries is the willingness of each employee to work safely. Any safety hazard, safety concern, accident, or injury should be reported immediately to a supervisor or the City Manager.

Employees shall refrain from deliberately restricting or limiting work or operations or influencing others to do so; distracting the attention of others or causing confusion; disorderly conduct; horseplay; threatening, abusing, or interfering with another employee; fighting; refusal or intentional failure to perform a job assignment or follow instructions; sleeping during the work day; creating or contributing to unsanitary conditions; and negligent work or failure to meet work standards.

The unauthorized possession or use of explosives and firearms on City property or on City time is prohibited.

Section 4.9 Vehicle Use

Any vehicle or equipment malfunction, misuse, or accident must be immediately reported to a supervisor or the City Manager. Employees shall observe all traffic laws and provide the City proof of a valid driver's license upon request.

All persons operating or riding in a City vehicle or any vehicle used to conduct City business shall use all safety devices and restraint systems provided by the vehicle manufacturer. The lap and shoulder harness, as well as any other safety devices provided, shall be used in accordance with the intended use and design of the manufacturer.

Whenever possible, City owned vehicles are to be used for City business. Personal vehicles may be used with prior approval from a supervisor or the City Manager providing the employee has adequate insurance. Mileage for use of a personal vehicle will be reimbursed at the current Internal Revenue Service rate. Employees assume full responsibility for any and all damage to their vehicle.

Section 4.10 Expense Reimbursement

The City will reimburse employees for authorized expenses incurred on behalf of the City. An itemized and documented expense voucher, accompanied by appropriate receipts, should be submitted to the finance officer within thirty days after the date of the expense. The cost to purchase and maintain required uniforms is an eligible expense reimbursement.

Section 4.11 Drug and Alcohol-Free Workplace

The City will provide a drug and alcohol free workplace by ensuring that drugs and alcohol are not present or used in the workplace. Consuming alcohol and using drugs prior to reporting to work or during work has an adverse impact on safety, productivity, efficiency, and job performance.

The term drug means any drug or drug like controlled substance whose sale, use, or possession is unlawful under federal or state law; prescription drugs used in a manner other than prescribed; prescription drugs not prescribed to the users; over the counter medication used in a manner other than intended; and medical or recreational marihuana legalized in the State of Michigan.

An employee will be subject to disciplinary action up to and including termination for use, possession, selling, buying, or distributing drugs or alcohol on City property or at any time while working or an employee who is under the influence of drugs or alcohol while working. "While working" includes lunch and break times.

An employee will be tested for the presence of drugs or alcohol when their actions or performance gives the City specific and objective reason to suspect that the employee may be under the influence of drugs or alcohol. The City will document in writing the reasons to suspect, signed by two management officials. An employee who refuses to submit to a test for the presence of drugs or alcohol shall be terminated from employment.

Testing for the presence of drugs will be done by the collection of a urine sample at a City approved medical facility. A positive finding will result in a second confirmatory test of the same sample. Testing for the presence of alcohol will be done by the collection of a blood sample at a City approved medical facility or by use of a breath analyzer. A finding of 0.04% or more of alcohol concentration will be considered a positive result. Any finding by the approved medical facility of tampering with or adulteration of a sample or inconsistent or artificial findings will be considered a positive test result. Positive test results from outside agencies with lawful authority to test for drugs or alcohol may be used by the City to determine disciplinary action up to and including termination.

An employee sent for a drug or alcohol test shall remain on paid leave of absence pending the results of the test.

Section 4.12 Prohibited Activities

Conviction of a felony while employed by the City and insubordination relate to matters of safety, efficiency, quality, and generally accepted standards of conduct in the workplace. These prohibited activities will subject an employee to disciplinary action up to and including termination.

Section 4.13 Personal Appearance Standards

Employees are expected to present a neat, clean, and professional appearance and to exercise appropriate judgment in the selection of clothing worn at work.

Section 4.14 Attendance

It is the employee responsibility to be present and ready to work at the start of each work day. Excessive unexcused absenteeism or tardiness is prohibited. Employees must notify a supervisor or city hall as early as possible if it becomes necessary to be absent. Absences will not be excused without timely notification. Failure to report to work or provide adequate notice for three consecutive work days may be considered a voluntary resignation.

Section 4.15 Suspect Mail Handling

Mail that is unexpected, from someone not known, addressed to someone no longer employed by the city, does not have a return address or that is not legible, lopsided, lumpy, sealed with excessive tape, marked with restrictive endorsements, has excessive postage, emitting an unfamiliar sound, or expelling an unidentified substance may be considered suspicious.

Suspect mail should not be opened, handled, shaken, bumped, or sniffed. Clear the surrounding area of all persons in a calm manner. Notify a supervisor and the police department. Any employee touching the suspect mail shall wash their hands immediately and seek medical attention if warranted. The police department shall be provided with the names, addresses, and telephone numbers of all persons who may have handled the suspect mail.

Employees sending prank mail leading another employee or citizen to believe it is suspect mail is prohibited.

Section 4.16 Fraud Policy

Financial accountability is a top priority for the City. This fraud and misuse policy formalizes the expectations of personal honesty and integrity required of City officials and employees. The City is committed to protecting its revenue, property, information and other assets from any attempt by members of the public, contractors, subcontractors, agents, intermediaries, or its own employees to gain financial or other benefit by deceit. This policy prohibits fraud and misuse of City property and sets forth guidelines and responsibilities regarding appropriate actions that shall be followed for the investigation of fraud, misuse and other similar irregularities.

Fraud and misuse of City property include, but are not limited to embezzlement; misappropriation, misapplication, destruction, removal, or concealment of property; alteration or falsification of documents; theft; authorizing or receiving compensation for goods not received or services not performed; authorizing or receiving compensation for hours not worked; misrepresentation of fact; disclosing confidential information; accepting a gift or compensation from persons or businesses in exchange for conducting business with the City or providing bids to do business with the City; unauthorized personal use of property; and failure to report known fraud or misuse of property by employees.

Any employee who is aware of fraud being committed against the City or misuse of property shall report such activity immediately to the City Manager. In the event of suspected fraud or misuse of property involving the City Manager, the report shall be made to the Mayor.

The City Manager has the primary responsibility for the investigation of all suspected acts of fraud or misuse. If the investigation of suspected activity involves the City Manager, the Mayor shall have the primary responsibility for the investigation. Those individuals investigating suspected fraud or misuse will have free and unrestricted access to all records and premises and the authority to examine all or any portion of the contents of City owned files, desks, cabinets, and storage facilities without prior knowledge or consent of any individual who may use or have custody of the items or facilities.

All investigations will be conducted in confidence as reasonably ad possible. The names or names of those communicating information about a fraudulent act or the name or names of those suspected of a fraudulent act will only be revealed when required by law in conjunction with the investigation or legal action.

Any employee who knowingly makes false allegations of fraud or misuse of property shall be subject to disciplinary action up to and including termination.

Appropriate and timely action will be taken against those proven to have committed acts of fraud or misuse of property. These remedial actions may include, but are not limited to disciplinary action up to and including termination of employment; restitution for all losses including investigation and legal expenses, to the fullest extent of the law; forwarding information to the appropriate authorities for criminal prosecution; and institution of civil action to recover losses.

The City may take corrective or disciplinary action without awaiting the resolution of criminal or civil proceedings arising from fraudulent conduct.

Article V. Complaint Procedures and Termination

Section 5.1 Employee Complaints

If problems or misunderstandings occur, the following procedures shall be used: discuss the problem with a supervisor or department head; if a satisfactory solution is not reached, submit a written complaint to the City Manager. The complaint should clearly state the exact nature of the problem and the identity of any persons who

may have relevant information. The City Manager will make a written response; If still dissatisfied, ask to discuss the problem personally with the City Manager, who will arrange a meeting. The City Manager has full authority to make a final decision on employee complaints. Employees have the right to respond to any complaint in writing and have that response placed in their personnel file.

Section 5.2 Separation of Employment

Employees are expected to give at least two weeks written notice to a supervisor of their desire to resign or retire. Department heads should give a four-week notice.

Absent any contractual agreement, all employment is at will. Employees may be terminated at any time with or without cause. Dismissed employees may forfeit all accrued fringe benefits.

Employees may be terminated when, in the judgment of the City, economic conditions or other factors necessitate a reduction in the size of the staff. An employee is automatically terminated due to staff reductions if they are laid off and not recalled within six months.

In case of death, beneficiaries should contact the City to settle any final paycheck, life insurance benefits, accrued vacation pay or other matters.