



**GOAL SETTING WORK SESSION**  
**405 E. COLBY STREET, WHITEHALL, MI**  
**COUNCIL CHAMBERS**  
**MARCH 26, 2024**  
**5:00 p.m.**

**AGENDA**

1. Meeting Called to Order
2. Discussion Items
  - Goals (Huebler)
  - Appointments (Brown)
  - TIFA (Brown)
3. Informational Items
4. Public Comment \*
5. Meeting Adjourned

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

**\* PUBLIC COMMENT:** Citizens wishing to speak on any subject matter or with regard to items on the agenda should use this opportunity. As a courtesy to the council, state your name, and direct your comments to the board. Please limit comments to three minutes. If you have questions or issues that need to be addressed, contact City Hall during regular business hours.

**Whitehall City Council  
Work Session Information Report  
March 2024**

**Goals (Huebler)**

Attached is a list of goals developed during the brainstorming session. Similar goals were combined into one. Cost estimates are added as well as likely funding sources. Large sheets listing the goals will be displayed in the Council Chambers Tuesday night. Each council member will have ten dots to select their top goals for the next two years. Staff will put together a final goals document to be adopted by Council at a subsequent meeting.

**Appointments (Brown)**

Appointment Policy Draft #2 is attached for further review.

**TIFA (Brown)**

Spending practices without oversight of the city council, other than their annual budget.

COMMUNITY GOALS	ESTIMATED COST	FUNDING SOURCE
Initiate adult sports leagues at the Viking Athletic Center	\$5,000	WLACE
Collaborate with the Arts Council and School District to establish an Art Wall	\$2,000	General Fund
Re-establish curbside junk pickup day	\$21,000/yr	General Fund
Allow remote public comments during Council Mtgs	\$3,600/yr	General Fund
Upgrade the City's website	\$5,000	General Fund

DOWNTOWN GOALS	ESTIMATED COST	FUNDING SOURCE
Build a Community Hub at Division/Hanson	\$739,000	Grants/TIFA
Install a sound system	\$24,000 \$500/yr utilities	TIFA
Improve and expand Christmas decorations	\$30,000	TIFA
Sponsor food truck rallies	\$5,000	TIFA
Increase sidewalk maintenance	\$2,000/yr	TIFA
Install wayfinding (5) and more parking lot signs (5)	\$15,000	TIFA
Add tables to the Mears Promenade (3)	\$6,600	TIFA
Install a kiosk	\$5,000 \$500/yr utilities	TIFA
Replace on street parking with social district tables	\$6,000	TIFA
Conditional closure of North Mears to vehicle traffic	\$28,000	TIFA

ENVIRONMENTAL GOALS	ESTIMATED COST	FUNDING SOURCE
Audit greenhouse gasses of City operations; develop and implement reduction goals	\$5,000	General Fund
Conduct energy audits of city buildings	\$65,000	Grants/Gen Fund

INFRASTRUCTURE GOALS	ESTIMATED COST	FUNDING SOURCE
Increase maintenance of the Slocum Switchback	\$2,000/yr	Streets
Install lighting on the Slocum switchback	\$22,000 \$500/yr utilities	Streets
Replace the GIS software	\$17,000 \$600/yr maint	Multiple
Install traffic controls at Colby and Warner	\$79,000 \$500/yr utilities	MDOT/Gen Fund
Install pedestrian crossings on Colby w flashing signs	\$7,000 \$500/yr utilities	MDOT/Gen Fund
Collaborate on pedestrian access to east side of 31	\$55,000	MDOT/Whall Twp
Continue street improvements, with bike lanes	\$26,000,000	Multiple
Coordinate White River bridge replacement with MDOT & Montague	NA	MDOT
Maintain crosswalk paintings	\$3,000/yr	Streets
Paint and maintain Warner Street bike lanes	\$5,800	Streets
Rebuild Benston Street from Warner to city limits	\$980,000	Multiple
Increase Lake Street maintenance – weeds, site views	\$5,800	Streets

LAND USE GOALS	ESTIMATED COST	FUNDING SOURCE
Develop a beautification plan for downtown and East Colby	\$5,000	General Fund/TIFA

PARK GOALS	ESTIMATED COST	FUNDING SOURCE
Develop a picnic table replacement schedule	\$1,000	General Fund
<b><u>COVELL PARK</u></b>		
Build a gathering structure with tables	\$272,000	Grants/Gen Fund
Install a bike work bench, changing station, and drinking fountain	\$30,000	Donation
Build a public restroom	\$125,000 \$8,000/yr maint	Grants/Gen Fund
Install safe pedestrian crossings with flashing signs	\$7,000 \$500/yr maint	Grants/Gen Fund
<b><u>FUNNELL FIELD</u></b>		
Develop a disc golf course	\$24,000	Grants/Gen Fund
Build a dog park	\$54,000 \$9,000/yr maint	Grants/Gen Fund
Install dog waste stations	\$1,000 \$2,200/yr maint	Grants/Gen Fund
<b><u>GOODRICH PARK</u></b>		
Install a second bench swing for adults	\$3,000	Grants/TIFA
Install a zip line play structure with poured in place fall protection	\$66,000	Grants/TIFA
Install a large cooking grill	\$2,500	Grants/TIFA
<b><u>MARINA</u></b>		
Advertise with the Great Loop Cruisers Association	\$100/yr	Marina

<b><u>NORMAN PARK</u></b>		
Clear vegetation to enhance views	\$10,000	General Fund
Replace the stairs	\$50,000	Grants/Gen Fund
<b><u>SLOCUM PARK</u></b>		
Build a dog park	\$54,000 \$9,000/yr maint	Grants/Gen Fund
Build a tricycle park	\$27,000	Donation
Build a skate park	\$720,000	Grants/Gen Fund
Build a pavilion	\$15,000	Grants/Gen Fund
<b><u>TANNERY BAY</u></b>		
Develop the City owned access site	\$30,000	Donation
<b><u>WHITE LAKE PATHWAY</u></b>		
Build a public restroom adjacent to the library	\$125,000 \$8,000/yr maint	Grants/Gen Fund

# **CITY OF WHITEHALL APPOINTMENTS POLICY**

**February 2024**

The City of Whitehall has established or is a member of 16 authorities, boards, commissions, and committees with prescribed duties and responsibilities. Most operate autonomously by authority of state law or local ordinance. The City Council retains jurisdiction over budgetary approval and membership appointment. The purpose of this policy is to develop an active, participatory, transparent, and inclusive process to recruit qualified, representative, and diverse candidates to serve in the best interest of the City and the specific needs of each authority, board, commission, or committee.

Terms expire on December 31. Appointees continue to serve until reappointed or replaced so as not to interfere with operations by jeopardizing the availability of a quorum. Appointments and confirmations by the City Council will be made in December. **Appointees will be limited to serving no more than three full consecutive terms. This shall not apply to appointments made by virtue of office.**

Diversity in numbers is desired but will be dictated by the availability of qualified candidates. There is no restriction as to the number of authorities, boards, commissions, or committees that an individual serves on. Every effort will be made to appoint each member of the Council to an authority, board, commission, or committee.

Soliciting candidates will be posted on the City's social media platform(s). Staff will advertise once in a local newspaper during the month of October. City Council members and staff are encouraged to solicit qualified candidates independent of posting and advertising. All candidates will be required to complete a City approved application form with a submittal deadline of November 1. During the month of October, staff will ask all appointees whose terms are due to expire if they want to continue to serve.

Residency is preferred for appointments but will be dictated by the availability of qualified candidates and membership requirements.

Appointees shall be required to complete no less than one training session from a staff approved organization representative of the authority, board, commission, or committee to which they have been appointed, if such training exists. The session should be completed within eight months following their initial appointment.

**An appointee is subject to removal by the City Council at the time their attendance falls to or below 50%.**

**OR**

**A vacancy shall be deemed to exist in any appointed office if an appointee is absent from three consecutive regular meetings, unless excused by the authority, board, commission, or committee to which they serve on.**

This policy is secondary in nature to any specific legal, statutory, ordinance, or bylaws for that particular authority, board, commission, or committee.

#### **Board of Review**

Review, correct, and endorse the tax assessment roll; three members; appointed by the City Council [City Charter]; three year overlapping terms; must own property and be a registered voter of the City; may not be officers or employees of the City nor candidates for office; meet in March, July, and December.

#### **Brownfield Redevelopment Authority**

Promote the revitalization of environmentally distressed areas through the use of tax increment financing; seven members; appointed by the Mayor subject to confirmation by the Council [Michigan PA 381 of 1996]; three year overlapping terms; meet in January, April, July, and October.

#### **Construction Board of Appeals**

Review and render decisions on appeals regarding the non-issuance of a building permit or decisions made by the enforcing agency regarding the building code; three members; appointed by the Chief Executive Officer [Michigan PA 230 of 1972]; two year terms; qualified by experience or training; meet as needed.

#### **Election Commission**

Appoint election inspectors and establish the date for the public accuracy testing; three members, the Clerk, Mayor, and one elected or appointed city officer appointed by the Council [City Charter] ; two year terms; meet prior to each election.

#### **Local Development Finance Authority**

Eliminate the conditions of unemployment, underemployment, and joblessness and to encourage economic growth through the use of tax increment financing and the development of an industrial park; eleven members – seven appointed by the Mayor or Manager subject to Council confirmation [Michigan PA 57 of 2018], one appointed by Muskegon County, one appointed by Muskegon Community College, and two appointed by Whitehall Schools; four year overlapping terms; meet in January, April, July, and October.

#### **Local Officers Compensation Commission**

Determine the salaries of the City Council; five members; appointed by the Mayor subject to Council confirmation [Michigan PA 279 of 1909]; five year overlapping terms; must be a registered voter of the City; may not be a member, employee, or relative of a member or employee of the Council; meet in odd numbered years.

#### **Marina Advisory Committee**

Review and advise on marina operations; seven members – one councilmember, one planning commissioner, one seasonal boater, one City resident, and three from any of the following Fruitland Township, Whitehall Township, White River Township, Montague Township, City of Montague, or City of Whitehall; appointed by the Council [Resolution 90-02]; two year terms; meet in the spring and fall.



### **Muskegon County Central Dispatch Board of Directors**

Provide policy guidance for emergency dispatch operations; one representative who shall be the city manager and one alternate; appointed by the Council [Agreement to Participate]; no term limit; meet monthly.

### **Muskegon Municipal Wastewater Management Committee**

Oversee the enforcement and implementation of the Wastewater Master Contract in collaboration with Muskegon County; one representative and one alternate; appointed by the Council [Bylaws]; no term limit; meet monthly.

### **Planning Commission**

Reviews and approves site plans and special uses, provides recommendations on lot splits and ordinance amendments, and develops the master plan and capital improvement plan; nine members – the Mayor, City Manager or person designated by the Manager, one councilmember, and six at large; appointed by the Mayor subject to Council confirmation [Michigan PA 33 of 2008]; three year overlapping terms, the Mayor and Manager/Designee terms coincide with the Mayors term, the councilmembers term coincides with their term; no more than two at large members can be non-residents; meet monthly, no less than two meetings per year.

### **Tax Increment Finance Authority**

Eliminate the conditions of unemployment, underemployment, and joblessness and to encourage economic growth through the use of tax increment financing with a focus on downtown development; seven members; appointed by the Mayor subject to confirmation by the Council [Michigan PA 57 of 2018]; four year overlapping terms; meet in January, April, July, and October.

### **West Michigan Shoreline Regional Development Commission**

The Metropolitan Transportation Planning Organization oversees regional long range transportation planning and funding; one representative to the Policy Committee and one representative to the Technical Committee; appointed by the Mayor subject to confirmation by the Council; no term limit; meet monthly.

### **White Lake Community Library Board of Trustees**

Provide policy guidance; two representatives; appointed by the Council [Michigan PA 24 of 1989 Agreement]; four year overlapping terms; meet monthly, excluding August.

### **White Lake Fire Authority Board**

Provide policy guidance; two representatives; appointed by the Council [Articles of Incorporation]; no term limit; ***must be a Councilmember***; meet quarterly;

### **White Lake Solid Waste Authority**

Provide policy guidance on disposal and recycling of materials at the transfer station; one representative; appointed by the Council [Articles of Incorporation]; no term limit; ***must be a Councilmember***; meet six times each year.

### **Zoning Board of Appeals**

Hear and decide appeals from administrative decisions and variances; seven members, six at large and one councilmember; appointed by Council upon recommendation of the Mayor [Michigan PA 110 of 2006]; three year overlapping terms, the term of the council member shall coincide with their term; shall be qualified voters of the City; meet as needed.

DRAFT #2



**CITY COUNCIL MEETING**  
405 E. COLBY STREET, WHITEHALL, MI  
COUNCIL CHAMBERS  
MARCH 26, 2024  
6:00 p.m.

**AGENDA**

1. Meeting called to Order
  - Pledge of Allegiance
2. Approval of Agenda
3. Public Hearing for Park Grants Applications
4. Consent Agenda
  - Approval of the March 12 Council Meeting Minutes and March 19 Goal Setting Work Session
  - Approval of Accounts Payable
  - Communications: Central Dispatch Audit, Central Dispatch Meeting Minutes, WMRSRDC Meeting Minutes
5. Messages from the Mayor, Council, and City Manager
6. Public Comment \*
7. Old Business
8. New Business
  - Resolution 24-11 2024 Parks and Recreation Grant Applications
  - Resolution 24-12 Two-year Tree Maintenance and Brush Pickup Bid
  - White Lake Chamber of Commerce Request for Kayak Adventure Series
9. Public Comment \*
10. Adjournment

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**CITY COUNCIL  
MEETING MINUTES**

Council Chambers  
March 12, 2024

**PRESENT** Scott Brown, Tanya Cabala, Debra Hillebrand, Jeff Holmstrom, Steve Salter, Steve Sikkenga, and Tom Ziemer

**ABSENT** None

**ALSO PRESENT** Scott Huebler, Brenda Bourdon, Will Meier, and Brandon Mahoney

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

**APPROVAL OF THE AGENDA**

Motion by Cabala, seconded by Hillebrand to approve the agenda.

Voice Vote: Unanimous

**MOTION CARRIED**

**APPROVAL OF THE CONSENT AGENDA**

- A. Approval of the February 27 Work Session and Council Meeting Minutes
- B. Accounts Payable - \$160,052.74
- C. Communications: BLT Minutes, County Public Works Meeting Minutes

Motion by Holmstrom, seconded by Sikkenga to approve the Consent Agenda.

Voice Vote: Yes – 6; No – 1, Brown; Absent – None

**MOTION CARRIED**

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

Messages were received from the Mayor, Council members, and the City Manager.

**PUBLIC COMMENT**

Chris Billie reminded Council as they head into budget talks about how wonderful the Playhouse is and how grateful she is to have such a beautiful venue in the community. Wayne Thuma spoke about the damage that snowmobiles are doing to the bike trail and encouraged council to consider the damage. Randy Powers encouraged council to re-evaluate the dog ordinance based on the issues he's had with his neighbor complaining about his barking dog.

**OLD BUSINESS**

None

## **NEW BUSINESS**

### **A. Resolution 24-10 Funnell Field Basketball Courts**

Motion by Holmstrom, seconded by Hillebrand to award the Funnell Field basketball courts project to Bob's Asphalt & Paving with the lowest qualified bid of \$52,650.

Roll Call: Yes – Holmstrom, Hillebrand, Cabala, Sikkenga, Brown, Ziemer and Salter; No – None;  
Absent – None

**MOTION CARRIED**

## **PUBLIC COMMENT**

A student from Mr. Brunson's Montague government class introduced herself.

## **ADJOURNMENT**

Mayor Salter adjourned the Council Meeting at 6:43 pm.

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Respectfully submitted,  
Brenda Bourdon, City Clerk



**CITY COUNCIL  
WORK SESSION MINUTES**

**GOAL SETTING**

Garden Room

March 19, 2024

**PRESENT** Scott Brown, Tanya Cabala, Debra Hillebrand, Jeff Holmstrom, Steve Salter, Steve Sikkenga, and Tom Ziemer

**ABSENT** None

**ALSO PRESENT** Brian Armstrong, Beth Beaman, Brenda Bourdon, Scott Huebler, Chris Mahoney, Brook Schiller, Alyssa Seaver, and Roger Squiers

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

**INTRODUCTION**

City Manager Huebler got things started by introducing staff and shedding light on how budgeting works, all the funds the council oversees, and our plan for setting goals for the next two years.

Meeting attendees broke into two groups for an hour of brainstorming. Upon reconvening, City Manager Huebler announced that during the upcoming work session, the council will prioritize the goals generated from the collaborative brainstorming efforts.

**ADJOURNMENT**

Mayor Salter adjourned the work session 7:20 pm.

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Respectfully submitted,  
Brenda Bourdon, City Clerk

CITY OF WHITEHALL  
ACCOUNTS PAYABLE  
March 26, 2024

**March 2024 Prepaids**

<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>Check No.</u>
City of Whitehall-Common Cash	Payroll	\$46,248.28	Transfer
IRS	Payroll	\$15,805.04	EFT
Alerus Financial	Payroll	\$6,806.84	EFT
MISDU	Payroll	\$61.84	9238

**Total Prepaids:**

\$68,922.00

**Accounts Payable:**

\$381,649.72

**TOTAL ACCOUNTS PAYABLE**

**\$450,571.72**

Vendor Code	Vendor Name	Invoice	Description	Amount
SEAV	ALYSSA SEAVER			
	FLEX - MARCH24	FLEX - MARCH24		718.67
TOTAL FOR: ALYSSA SEAVER				718.67
BEAM	BETH BEAMAN			
	FLEX - MARCH24	FLEX - MARCH24		141.10
TOTAL FOR: BETH BEAMAN				141.10
BOU	BRENDA BOURDON			
	FLEX - MARCH24	FLEX - MARCH24		68.74
	OPTICAL	OPTICAL REIMBURSEMENT - BRENDA		60.00
TOTAL FOR: BRENDA BOURDON				128.74
ARMST	BRIAN ARMSTRONG			
	FLEX - MARCH24	FLEX - MARCH24		310.38
TOTAL FOR: BRIAN ARMSTRONG				310.38
SCHILLER	BROOK SCHILLER			
	FLEX - MARCH24	FLEX - MARCH24		104.38
TOTAL FOR: BROOK SCHILLER				104.38
CATCHMARK	CATCHMARK TECHNOLOGIES			
	9830	LIVESTREAM/COUNCIL - MARCH-2024		300.00
TOTAL FOR: CATCHMARK TECHNOLOGIES				300.00
CDW	CDW GOVERNMENT INC			
	QB91494	COMPUTER & MONITORS - ALYSSA		1,537.95
TOTAL FOR: CDW GOVERNMENT INC				1,537.95
CHART	CHARTER COMMUNICATIONS			
	005038701034142	INTERNET - MARINA/DPW/PH		532.94
TOTAL FOR: CHARTER COMMUNICATIONS				532.94
MAHOC	CHRIS MAHONEY			
	FLEX - MARCH24	FLEX - MARCH24		150.00
TOTAL FOR: CHRIS MAHONEY				150.00
CONSU	CONSUMER'S ENERGY			
	STATEMENT	PUBLIC UTILITIES		9,506.18
TOTAL FOR: CONSUMER'S ENERGY				9,506.18
DELTA	DELTA DENTAL			
	RIS0005576111	DENTAL - APRIL 2024		2,321.90
TOTAL FOR: DELTA DENTAL				2,321.90
SOVA	DEREK SOVA			
	REIMBURSEMENT	BOOTS REIMBURSEMENT - SOVA		186.55
TOTAL FOR: DEREK SOVA				186.55
BOND	DONALD BOND			
	FLEX - MARCH24	FLEX - MARCH24		121.17
	OPTICAL	OPTICAL - DON		62.84
TOTAL FOR: DONALD BOND				184.01



CITY OF WHITEHALL ACCOUNTS PAYABLE  
COUNCIL MEETING OF MARCH 26, 2024

Vendor Code	Vendor Name	Invoice	Description	Amount
FFARM	FAMILY FARM AND HOME	563	JACK PIPE MOUNT SIDE WIND - FOR TRAILER	89.99
TOTAL FOR: FAMILY FARM AND HOME				89.99
FRONT	FRONTIER	STATEMENT	TELEPHONE	83.37
TOTAL FOR: FRONTIER				83.37
HOWMET	HOWMET AEROSPACE	9262103192024	SITE PREP	300,000.00
TOTAL FOR: HOWMET AEROSPACE				300,000.00
J&H OIL	J&H OIL COMPANY	13680965	FUEL - GASOLINE (5000G)/DIESEL (3000G)	21,360.43
TOTAL FOR: J&H OIL COMPANY				21,360.43
KONICA	KONICA MINOLTA BUSINESS SOLUTIONS	292664936	DIGITAL SUPPORT SERVICE - #368/CITY HALL	21.57
TOTAL FOR: KONICA MINOLTA BUSINESS SOLUTIONS				21.57
MAMC	MI ASSOC OF MUNICIPAL CLERKS	STATEMENT	MAMC CONFERENCE REGISTRATION - BOURDON	400.00
TOTAL FOR: MI ASSOC OF MUNICIPAL CLERKS				400.00
MDEQ	MI DEPT EGLE	761-11206731	WATERS SAMPLES	128.00
TOTAL FOR: MI DEPT EGLE				128.00
MMLUNEM	MICHIGAN MUNICIPAL LEAGUE	801-057	-JAN-MA UNEMPLOYMENT INSURANCE JAN-MARCH 2024	137.06
TOTAL FOR: MICHIGAN MUNICIPAL LEAGUE				137.06
MUCTR	MUSKEGON CENTRAL DISPATCH	2400001963	CENTRAL DISPATCH FEES - APRIL 24	3,899.92
		2400001987	CENTRAL DISPATCH FEES - SEPT23-MARCH24 - RATE	681.50
TOTAL FOR: MUSKEGON CENTRAL DISPATCH				4,581.42
MUCRD	MUSKEGON COUNTY ROAD COMMISSIO	6677	SALT/SAND - 12 TONS	859.76
TOTAL FOR: MUSKEGON COUNTY ROAD COMMISSIO				859.76
MUTRE	MUSKEGON COUNTY TREASURER'S	202011	DOG TAGS - FEB-2024	149.00
TOTAL FOR: MUSKEGON COUNTY TREASURER'S				149.00
MISC	MUSKEGON MONUMENT & STONE CO	REFUND	REFUND - OVERPAYMENT (FOUNDATION-RAGER)	42.00
TOTAL FOR: MUSKEGON MONUMENT & STONE CO				42.00
MMA	MUSKEGON MUSEUM OF ART FOUNDATION	I-4042	CMF MARKETING/VIZCOM/SM BIZ DISPLAY/MAGAZINE	273.61
TOTAL FOR: MUSKEGON MUSEUM OF ART FOUNDATION				273.61

OPEN  
CITY OF WHITEHALL ACCOUNTS PAYABLE  
COUNCIL MEETING OF MARCH 26, 2024

Vendor Code	Vendor Name	Invoice	Description	Amount
PARM	PARMENTER LAW	279216/217	ATTORNEY FEES - GENERAL/PROSECUTION	2,284.50
TOTAL FOR: PARMENTER LAW				2,284.50
RAYME	RAYMER COMPANY	24802	MOTOR REPAIRS/PARTS - WELL #5	6,200.00
TOTAL FOR: RAYMER COMPANY				6,200.00
SQUI	ROGER SQUIERS	FLEX - MARCH24	FLEX - MARCH24	75.44
TOTAL FOR: ROGER SQUIERS				75.44
HUEBL	SCOTT HUEBLER	FLEX - MARCH24	FLEX - MARCH24	73.04
TOTAL FOR: SCOTT HUEBLER				73.04
SHEPH	SHEPHERD GARAGE DOOR CO., INC	23788	SERVICE/INSTALL - CABLE/ROLLERS ON GARAGE DOO	354.00
TOTAL FOR: SHEPHERD GARAGE DOOR CO., INC				354.00
STAPLADV	STAPLES CONTRACT & COMMERCIAL LLC	8073578914 / 67	SURGE PROTECTOR/SOAP/TP/TIME CARDS/CHAIR/COPY	460.17
		8073587727	BINDERS/DIVIDERS - BUDGET 24/25	55.94
TOTAL FOR: STAPLES CONTRACT & COMMERCIAL LLC				516.11
MICH	STATE OF MICHIGAN	MDOT00342	-591: CONSTRUCTION CONTRACT - MEARS AVE	26,822.62
TOTAL FOR: STATE OF MICHIGAN				26,822.62
TROPW	TROPHY CENTER OF WEST MICHIGAN	11994	NAME PLATES - BLT - PYER/BYAM	30.00
TOTAL FOR: TROPHY CENTER OF WEST MICHIGAN				30.00
WLEXC	WHITE LAKE EXCAVATING	956092	ROAD GRAVEL - RECYCLED (30 YARDS)	900.00
TOTAL FOR: WHITE LAKE EXCAVATING				900.00
WHIVE	WHITEHALL VENTURES INC	MARCH - 2024	LEASE MARCH-2024	145.00
TOTAL FOR: WHITEHALL VENTURES INC				145.00

TOTAL - ALL VENDORS 381,649.72

**FUND TOTALS:**

Fund 101 - GENERAL OPERATING FUND	15,817.39
Fund 202 - MAJOR STREET FUND	879.88
Fund 203 - LOCAL STREET FUND	879.88
Fund 247 - TAX INCREMENT FINANCE AUTHORITY #1	300,497.84
Fund 250 - LOCAL DEVELOPMENT FINANCE AUTHORITY FUND	60.38
Fund 401 - CAPITAL PROJECTS FUND	26,822.62
Fund 580 - PLAYHOUSE	1,317.60
Fund 590 - SEWER FUND	1,550.29
Fund 591 - WATER FUND	11,385.81
Fund 594 - MARINA FUND	596.51
Fund 661 - MOTOR POOL FUND	21,841.52

CITY OF WHITEHALL ACCOUNTS PAYABLE  
COUNCIL MEETING OF MARCH 26, 2024

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 101 GENERAL OPERATING FUND					
Dept 000 247					
101-000-222.100	DOG TAGS - FEB-2024	MUSKOGON COUNTY TREASURE	03/15/24	202011	149.00
101-000-231.017	DUE TO FLEX FUND	ALYSSA SEAVAR	03/15/24	FLEX - MARCH24	718.67
101-000-231.017	DUE TO FLEX FUND	BETH BEAMAN	03/15/24	FLEX - MARCH24	141.10
101-000-231.017	DUE TO FLEX FUND	BRENDA BOURDON	03/15/24	FLEX - MARCH24	68.74
101-000-231.017	DUE TO FLEX FUND	BRIAN ARMSTRONG	03/15/24	FLEX - MARCH24	310.38
101-000-231.017	DUE TO FLEX FUND	BROOK SCHILLER	03/15/24	FLEX - MARCH24	104.38
101-000-231.017	DUE TO FLEX FUND	CHRIS MAHONEY	03/15/24	FLEX - MARCH24	150.00
101-000-231.017	DUE TO FLEX FUND	DONALD BOND	03/15/24	FLEX - MARCH24	121.17
101-000-231.017	DUE TO FLEX FUND	ROGER SQUIERS	03/15/24	FLEX - MARCH24	75.44
101-000-231.017	DUE TO FLEX FUND	SCOTT HUEBLER	03/15/24	FLEX - MARCH24	73.04
101-000-630.100	REFUND - OVERPAYMENT (FOUNDATIO	MUSKOGON MONUMENT & STON	03/20/24	REFUND	42.00
		Total For Dept 000 247			1,953.92
Dept 101 CITY COUNCIL					
101-101-962.000	LIVESTREAM/COUNCIL - MARCH-202	CATCHMARK TECHNOLOGIES	03/01/24	9830	300.00
		Total For Dept 101 CITY COUNCIL			300.00
Dept 172 ADMINISTRATION					
101-172-727.000	DIVIDER TABS - BUDGET BINDERS 2	STAPLES CONTRACT & COMME	03/13/24	8073587727	55.94
101-172-727.000	COPY PAPER - 2 REAMS NEWSLETTER	STAPLES CONTRACT & COMME	03/12/24	8073578914 / 67465	69.16
101-172-935.000	DIGITAL SUPPORT SERVICE - #368/	KONICA MINOLTA BUSINESS	03/16/24	292664936	21.57
101-172-976.000	COMPUTER & MONITORS - ALYSSA	CDW GOVERNMENT INC	03/08/24	QB91494	1,537.95
101-172-976.000	OFFICE CHAIR - TWISS	STAPLES CONTRACT & COMME	03/12/24	8073578914 / 67465	168.77
		Total For Dept 172 ADMINISTRATION			1,853.39
Dept 203 ATTORNEY					
101-203-826.100	ATTORNEY FEES - GENERAL	PARMENTER LAW	03/06/24	279216/217	1,498.50
		Total For Dept 203 ATTORNEY			1,498.50
Dept 215 CITY CLERK					
101-215-760.000	MAMC CONFERENCE REGISTRATION -	MI ASSOC OF MUNICIPAL CL	03/11/24	STATEMENT	400.00
		Total For Dept 215 CITY CLERK			400.00
Dept 265 CITY HALL BLDG & GROUNDS					
101-265-757.000	HAND SOAP REFILL	STAPLES CONTRACT & COMME	03/12/24	8073578914 / 67465	61.41
101-265-920.000	PUBLIC UTILITIES/100017760891	CONSUMER'S ENERGY	03/15/24	STATEMENT	802.20
101-265-931.000	SERVICE/INSTALL - CABLE/ROLLERS	SHEPHERD GARAGE DOOR CO.	03/12/24	23788	354.00
		Total For Dept 265 CITY HALL BLDG & GROUNDS			1,217.61
Dept 266 DISTRICT COURT					
101-266-826.000	ATTORNEY FEES - PROSECUTION	PARMENTER LAW	03/06/24	279216/217	786.00
		Total For Dept 266 DISTRICT COURT			786.00
Dept 270 FRINGE BENEFITS					
101-270-719.605	DENTAL - APRIL 2024	DELTA DENTAL	04/01/24	RIS0005576111	2,321.90
101-270-719.650	FRINGE-OPTICAL	BRENDA BOURDON	03/21/24	OPTICAL	60.00
101-270-719.650	OPTICAL - DON	DONALD BOND	03/19/24	OPTICAL	62.84
101-270-719.800	UNEMPLOYMENT INSURANCE JAN-MARC	MICHIGAN MUNICIPAL LEAGU	03/31/24	801-057 -JAN-MAR2024	137.06
		Total For Dept 270 FRINGE BENEFITS			2,581.80
Dept 301 POLICE					
101-301-759.000	BOOTS REIMBURSEMENT - SOVA	DEREK SOVA	03/15/24	REIMBURSEMENT	186.55

CITY OF WHITEHALL ACCOUNTS PAYABLE  
COUNCIL MEETING OF MARCH 26, 2024

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 101 GENERAL OPERATING FUND					
Dept 301 POLICE	CENTRAL DISPATCH FEES - APRIL 2	MUSKEGON CENTRAL DISPATCH	03/15/24	2400001963	3,899.92
101-301-850.000	DISPATCH FEES - SEPT23-MARCH24	MUSKEGON CENTRAL DISPATCH	03/15/24	2400001987	681.50
101-301-850.000			Total For Dept 301 POLICE		4,767.97
Dept 448 STREET LIGHTING					
101-448-920.000	PUBLIC UTILITIES/100017154418	CONSUMER'S ENERGY	03/15/24	STATEMENT	37.99
			Total For Dept 448 STREET LIGHTING		37.99
Dept 567 CEMETERY					
101-567-920.000	PUBLIC UTILITIES/100016180844	CONSUMER'S ENERGY	03/15/24	STATEMENT	92.54
			Total For Dept 567 CEMETERY		92.54
Dept 751 PARKS DEPARTMENT					
101-751-920.000	PUBLIC UTILITIES/100017154418	CONSUMER'S ENERGY	03/15/24	STATEMENT	249.85
			Total For Dept 751 PARKS DEPARTMENT		249.85
Dept 756 119 S BALDWIN ST					
101-756-920.000	PUBLIC UTILITIES/103021521192	CONSUMER'S ENERGY	03/15/24	STATEMENT	77.82
			Total For Dept 756 119 S BALDWIN ST		77.82
			Total For Fund 101 GENERAL OPERATING FUND		15,817.39
Fund 202 MAJOR STREET FUND					
Dept 463 ROUTINE MAINT	ROAD GRAVEL - RECYCLED (30 YARD	WHITE LAKE EXCAVATING	03/05/24	956092	450.00
202-463-757.000			Total For Dept 463 ROUTINE MAINT		450.00
Dept 478 WINTER MAINT					
202-478-757.000	SALT/SAND - 12 TONS	MUSKEGON COUNTY ROAD COM	03/15/24	6677	429.88
			Total For Dept 478 WINTER MAINT		429.88
			Total For Fund 202 MAJOR STREET FUND		879.88
Fund 203 LOCAL STREET FUND					
Dept 463 ROUTINE MAINT	ROAD GRAVEL - RECYCLED (30 YARD	WHITE LAKE EXCAVATING	03/05/24	956092	450.00
203-463-757.000			Total For Dept 463 ROUTINE MAINT		450.00
Dept 478 WINTER MAINT					
203-478-757.000	SALT/SAND - 12 TONS	MUSKEGON COUNTY ROAD COM	03/15/24	6677	429.88
			Total For Dept 478 WINTER MAINT		429.88
			Total For Fund 203 LOCAL STREET FUND		879.88
Fund 247 TAX INCREMENT FINANCE AUTHORITY #1					
Dept 000 247	LEASE MARCH-2024	WHITEHALL VENTURES INC	03/01/24	MARCH - 2024	145.00
247-000-818.400	CS PROJECT - SITE PREP	HOWMET AEROSPACE	11/07/23	9262103192024	300,000.00
247-000-818.500	NAME PLATES - BLT - PYER/BYAM	TROPHY CENTER OF WEST MI	03/14/24	11994	30.00
247-000-962.000			Total For Dept 000 247		300,175.00
Dept 525 DOWNTOWN STREETSCAPE					
247-525-921.000	PED LIGHTS/100015232430	CONSUMER'S ENERGY	03/15/24	STATEMENT	322.84

CITY OF WHITEHALL ACCOUNTS PAYABLE  
COUNCIL MEETING OF MARCH 26, 2024

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 247 TAX INCREMENT FINANCE AUTHORITY #1 Dept 525 DOWNTOWN STREETScape					
				Total For Dept 525 DOWNTOWN STREETScape	322.84
				Total For Fund 247 TAX INCREMENT FINANCE AUTHOR	300,497.84
Fund 250 LOCAL DEVELOPMENT FINANCE AUTHORITY FUND Dept 000 247 250-000-818.100					
	C/S-INDUSTRIAL PARK/1000164878 CONSUMER'S ENERGY		03/15/24	STATEMENT	60.38
				Total For Dept 000 247	60.38
				Total For Fund 250 LOCAL DEVELOPMENT FINANCE AU	60.38
Fund 401 CAPITAL PROJECTS FUND Dept 000 247 401-000-818.000-B22					
	CONSTRUCTION CONTRACT - MEARS A STATE OF MICHIGAN		03/04/24	MDOT00342 -591:ACT51	26,822.62
				Total For Dept 000 247	26,822.62
				Total For Fund 401 CAPITAL PROJECTS FUND	26,822.62
Fund 580 PLAYHOUSE Dept 000 247 580-000-805.000 580-000-850.000 580-000-920.000					
	CMF MKTG/VIZCOM/SM BIZ DISPLAY/ INTERNET - PH	MUSKEGON MUSEUM OF ART F CHARTER COMMUNICATIONS	03/05/24 03/14/24	I-4042 0050387010341424	273.61 317.97
	PUBLIC UTILITIES/100015238247	CONSUMER'S ENERGY	03/15/24	STATEMENT	726.02
				Total For Dept 000 247	1,317.60
				Total For Fund 580 PLAYHOUSE	1,317.60
Fund 590 SEWER FUND Dept 552 SEWER CUSTOMER ACCOUNTS 590-552-850.000					
	INTERNET - DPW	CHARTER COMMUNICATIONS	03/14/24	0050387010341424	59.99
				Total For Dept 552 SEWER CUSTOMER ACCOUNTS	59.99
Dept 554 SEWER PUMPING 590-554-920.000					
	PUBLIC UTILITIES/100015288960	CONSUMER'S ENERGY	03/15/24	STATEMENT	1,490.30
				Total For Dept 554 SEWER PUMPING	1,490.30
				Total For Fund 590 SEWER FUND	1,550.29
Fund 591 WATER FUND Dept 542 WATER CUSTOMER ACCOUNTS 591-542-850.000					
	INTERNET - DPW	CHARTER COMMUNICATIONS	03/14/24	0050387010341424	59.99
				Total For Dept 542 WATER CUSTOMER ACCOUNTS	59.99
Dept 546 WATER SOURCE PLANT 591-546-757.000 591-546-801.000 591-546-801.000 591-546-920.000					
	SURGE PROTECTOR - WELL COMPUTER WATERS SAMPLES	STAPLES CONTRACT & COMME MI DEPT EGLE	03/12/24 02/29/24	8073578914 / 67465 761-11206731	91.84 128.00
	MOTOR REPAIRS/PARTS - WELL #5 PUBLIC UTILITIES/100015972811	RAYMER COMPANY CONSUMER'S ENERGY	03/11/24 03/15/24	24802 STATEMENT	6,200.00 4,905.98
				Total For Dept 546 WATER SOURCE PLANT	11,325.82
				Total For Fund 591 WATER FUND	11,385.81

OPEN

CITY OF WHITEHALL ACCOUNTS PAYABLE  
COUNCIL MEETING OF MARCH 26, 2024

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 594 MARINA FUND					
Dept 000 247					
594-000-850.000	INTERNET - MARINA	CHARTER COMMUNICATIONS	03/14/24	0050387010341424	94.99
594-000-850.000	TELEPHONE - 231.894.9689	FRONTIER	03/10/24	STATEMENT	83.37
594-000-920.000	PUBLIC UTILITIES/100000353241	CONSUMER'S ENERGY	03/15/24	STATEMENT	418.15
		Total For Dept 000 247			596.51
		Total For Fund 594 MARINA FUND			596.51
Fund 661 MOTOR POOL FUND					
Dept 000 247					
661-000-101.000	INVENTORY-GASOLINE	J&H OIL COMPANY	03/05/24	13680965	12,829.36
661-000-102.000	INVENTORY-DIESEL	J&H OIL COMPANY	03/05/24	13680965	8,531.07
661-000-727.000	COPY PAPER	STAPLES CONTRACT & COMME	03/12/24	8073578914 / 67465	68.99
661-000-920.000	PUBLIC UTILITIES/100016488254	CONSUMER'S ENERGY	03/15/24	STATEMENT	322.11
661-000-933.000	JACK PIPE MOUNT SIDE WIND - FOR	FAMILY FARM AND HOME	03/19/24	563	89.99
		Total For Dept 000 247			21,841.52
		Total For Fund 661 MOTOR POOL FUND			21,841.52

OPEN

CITY OF WHITEHALL ACCOUNTS PAYABLE  
COUNCIL MEETING OF MARCH 26, 2024

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund Totals:					
			Fund 101	GENERAL OPERATING FUND	15,817.39
			Fund 202	MAJOR STREET FUND	879.88
			Fund 203	LOCAL STREET FUND	879.88
			Fund 247	TAX INCREMENT FINANCE	300,497.84
			Fund 250	LOCAL DEVELOPMENT FINA	60.38
			Fund 401	CAPITAL PROJECTS FUND	26,822.62
			Fund 580	PLAYHOUSE	1,317.60
			Fund 590	SEWER FUND	1,550.29
			Fund 591	WATER FUND	11,385.81
			Fund 594	MARINA FUND	596.51
			Fund 661	MOTOR POOL FUND	21,841.52
Total For All Funds:					381,649.72

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

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

September 30, 2023



**MUSKEGON**  
**CENTRAL DISPATCH**

**9-1-1**

*When Seconds Count*



As management of Muskegon Central Dispatch 9-1-1, we present to the readers of the Organization's financial statements this overview and analysis of the financial activities of Muskegon Central Dispatch 9-1-1 for the fiscal year ended September 30, 2023. We encourage you to consider the information presented in these financial statements along with the additional information that has been furnished in this letter.

### FINANCIAL HIGHLIGHTS

- At the close of the fiscal year, the Organization had total assets/deferred outflows of resources of \$29,248,581 and total liabilities/deferred inflows of \$23,552,465, leaving net position of \$5,696,116.

### OVERVIEW OF THE FINANCIAL STATEMENTS

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

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

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

### Government-wide Financial Analysis

The first table presented below is a summary of the government-wide statement of net position for the Organization. The net position may be used as an indicator of a government's financial health. As of September 30, 2023, the Organization's net position totaled \$5,696,116.

In examining the composition of net position, the reader should note that a portion of governmental activities' net position is invested in capital assets (i.e., equipment). These assets are used to provide services to the Organization's members, and they are not available to pay salaries, operational expenses or fund capital projects. Certain other net position is shown as restricted, meaning that it is subject to external restrictions on how it may be used. The unrestricted net position for governmental activities actually depicts a balance of \$3,698,937. This represents the amount of discretionary resources that can be used for general governmental operations.

Current assets and other assets increased due to the increase in net position. Capital assets decreased due to regular depreciation. Deferred outflows and inflows changed due to pension and other postemployment benefits related items. See Notes I and J of the "Notes to Financial Statements" of this report for additional information.

**MUSKEGON CENTRAL DISPATCH 9-1-1****Management's Discussion and Analysis****Net Position**

	<b>2023</b>	<b>2022</b>
Current assets and other assets	\$ 6,728,334	\$ 6,535,741
Capital assets	20,545,991	22,384,039
Total assets	27,274,325	28,919,780
Deferred outflows of resources	1,974,256	1,440,857
Total assets and deferred outflows of resources	29,248,581	30,360,637
Current liabilities	2,816,124	2,719,540
Noncurrent liabilities	20,490,955	20,992,841
Total liabilities	23,307,079	23,712,381
Deferred inflows of resources	245,386	770,138
Total liabilities and deferred inflows of resources	23,552,465	24,482,519
Net position		
Net investment in capital assets	1,961,079	1,892,480
Restricted	35,500	21
Unrestricted	3,698,937	3,985,617
Total net position	<b>\$ 5,696,116</b>	<b>\$ 5,878,118</b>

**Change in Net Position**

	<b>2023</b>	<b>2022</b>
Revenues		
Property taxes	\$ 1,512,787	\$ 1,468,991
Member assessments	1,290,459	1,254,157
Emergency telephone surcharge	4,770,271	4,745,088
Wireless surcharge	370,153	368,026
Wireless surcharge training	41,290	36,370
Intergovernmental revenues - State	104,790	42,037
Charges for services	293,028	255,734
Investment earnings	161,719	33,649
Other	-	4,074
Total revenues	8,544,497	8,208,126
Expenses		
Personnel	4,207,817	3,643,014
Maintenance and operations	1,675,656	1,168,142
Interest and fees	642,893	856,300
Depreciation and amortization	2,200,133	2,181,540
Total expenses	8,726,499	7,848,996
Change in net position	(182,002)	359,130
Net position at beginning of year	5,878,118	5,447,688
Restatement	-	71,300
Net position at end of year	<b>\$ 5,696,116</b>	<b>\$ 5,878,118</b>

### Management's Discussion and Analysis

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

Intergovernmental revenues – State increased due to additional PPT replacement funds received from the State of Michigan.

Personnel expenses increased due to inflationary increases in wages, additional overtime related to staffing shortages, and increased pension expense. Interest expenses decreased due to regularly scheduled debt payments. Depreciation and amortization increased due to additional fixed assets placed into service.

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

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

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

At the end of the 2023 fiscal year, the General Fund reported a fund balance of \$6,470,550, an increase of \$188,209. Fund balance restricted for wireless surcharge training costs was \$35,500 and fund balance assigned for capital purchases was \$5,067,429. The unassigned fund balance was \$1,100,000. Unassigned fund balance represents approximately 13 percent of General Fund expenditures and total fund balance represents approximately 77 percent of General Fund expenditures.

#### General Fund Budget

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

- The budget for property tax revenues was amended from \$1,465,000 to \$1,639,683 to better reflect actual taxes received.
- The budget for intergovernmental revenues—State was amended from \$42,000 to \$176,090 as additional PPT replacement funds were received from the State of Michigan.
- The budget for charges for services revenue was amended from \$279,660 to \$407,034 as receipts for VOIP services provided were unintentionally budgeted for twice.
- The budget for overtime was amended from \$200,000 to \$300,000, as staffing needs were greater than initially anticipated.
- The budget for contractual services was amended from \$1,013,000 to \$1,187,000 due to additional projects being planned.
- The budget for capital outlay was amended from \$840,500 to \$597,000 as certain capital projects were planned but not completed.

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

- Charges for services were under budget by \$114,006 as receipts for VOIP services provided were unintentionally budgeted for twice.
- Investment earnings were over budget by \$144,719 due to conservative budgeting and good market performance during the year.
- Capital outlay was under budget by \$234,915 as certain capital projects were planned but not completed.

**Capital Assets**

Muskegon Central Dispatch 9-1-1's investment in capital assets as of September 30, 2023 totaled \$20,545,991 (net of accumulated depreciation). This investment in capital assets includes equipment and furniture.

	<b>Capital Assets</b>	
	<b>Governmental Activities</b>	
	<b>2023</b>	<b>2022</b>
Capital assets, not being depreciated		
Land	\$ 1,111	\$ 1,111
Construction in progress	387,074	241,922
Total capital assets, not being depreciated	388,185	243,033
Capital assets being depreciated		
Communications equipment	18,732,668	18,744,235
Computer equipment	6,905,368	6,759,280
Office equipment and furniture	533,172	518,515
Right-to-use assets	4,225,713	4,225,713
Total capital assets, being depreciated	30,396,921	30,247,743
Less accumulated depreciation	(10,239,115)	(8,106,737)
Total capital assets, being depreciated, net	20,157,806	22,141,006
Total capital assets, net	<b>\$ 20,545,991</b>	<b>\$ 22,384,039</b>

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

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

#### **Long-Term Debt**

At the end of the fiscal year, the Organization had total long-term debt outstanding of \$18,898,747 consisting of a note payable, installment agreements, lease and SBITA obligations, and compensated absences.

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

In addition, the Organization also had a long-term net pension liability of \$3,462,822 and a net other postemployment benefits liability of \$265,623. Additional information on the Organization's and OPEB liabilities can be found in Notes I and J of the "Notes to the Financial Statements" of this report.

#### **General Economic Overview**

The Organization's revenues are comprised primarily of property taxes, member assessments from local units of government, and emergency telephone wire-line and wireless surcharges. For fiscal year 2023-2024, the Organization has budgeted member assessments to increase about 3 percent. Emergency telephone wire-line and wireless surcharges are budgeted to be approximately the same.

The personnel budget for fiscal year 2023-2024 includes a slight decrease in salaries, wages, and fringe benefits in an expected return to more consistent staffing levels. Overtime is also budgeted to decrease slightly due to more consistent staffing levels in the recent past. The maintenance and operations portion of the budget is expected to be comparable to the prior fiscal year.

The capital outlay budget of \$1,200,000 for fiscal year 2023-2024 includes further improvements to the Organization's communication equipment and relocation and retrofitting of both the backup server room and the backup dispatch center.

The debt service budget for fiscal year 2023-2024 is comparable to the prior year as debt payments are expected to follow regular amortization schedules going forward.

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

#### **Requests for Information**

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

Muskegon Central Dispatch 9-1-1  
BOARD OF DIRECTORS  
December 13, 2023

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The December 13, 2023 Muskegon Central Dispatch 9-1-1 Board of Directors meeting held at Muskegon Central Fire Community Room was called to order at 1:30 pm by Chairman Chandler.

Members present: Anthony Chandler, Dir. Admin Services, City of Norton Shores  
Mike Stephens, Asst Post Commander, Michigan State Police  
Jared Olson, City Manager, City of Roosevelt Park  
Jeff Auch, City Manager, City of Montague  
Mark Eisenbarth, County Administrator, County of Muskegon  
Scott Huebler, City Manager, City of Whitehall  
Sam Janson, City Manager, City of North Muskegon  
Brian Michelli, Public Safety Director, Fruitport Charter Township  
Tim Kozal, Public Safety Director, City of Muskegon

Absent: Jonathan Seyferth, City Manager, City of Muskegon  
Jennifer Hodges, Township Supervisor, Muskegon Charter Township

Staff present: Jason Wolford, Executive Director, Muskegon Central Dispatch 9-1-1  
Nick Martin, Deputy Director, Muskegon Central Dispatch 9-1-1  
Drew Roesler, Operations Manager, Muskegon Central Dispatch 9-1-1  
Bill Rensberger, Technology Director, Muskegon Central Dispatch 9-1-1  
MiSu Peltoniemi-Kozal, QI, Muskegon Central Dispatch 9-1-1  
Rebecca Injerd, Office Administrator, Muskegon Central Dispatch 9-1-1

Others present: Renee Gavin, Emergency Manager, County of Muskegon

**APPROVAL OF THE AGENDA**

Moved by Mr. Olson, seconded by Mr. Eisenbarth, to approve the December 13, 2023 agenda as presented. Motion carried.

**MINUTES OF OCTOBER 11, 2023 MEETING**

Moved by Mr. Huebler, seconded by Mr. Auch to approve the October 11, 2023 meeting minutes. Motion carried.

**REPORTS**

**COORDINATING COMMITTEE MINUTES**

The minutes for the Coordinating Committee meeting on October 3, 2023 were provided to the Board for information.

**DIRECTOR'S REPORT**

Full written report was provided. Ms. Peltoniemi-Kozal gave training update. Staff proceeding with audit prep, field work early January. Stefanich retirement event Friday.

Various personnel from City of Muskegon and MCD to meet regarding 10/31 event. School mapping project underway.

#### 800 MHz IMPLEMENTATION COMMITTEE

Director Wolford working with Jon Gale on school communication improvement. Mr. Eisenbarth asked about colleges. Director Wolford stated all work was going through MAISD but he would inquire. Work continuing with Road Commission and DPWs, keeping templates consistent.

#### CAD / RMS / JMS Committee

Configuration and mapping ongoing.

#### FIRE RMS / MCT COMMITTEE

Ipads distributed. Conversion being finalized. User training in process. January 1 expected go live.

#### **OLD BUSINESS**

None.

#### **NEW BUSINESS**

##### SITE UPS REPLACEMENT

Moved by Mr. Janson, seconded by Mr. Auch, to approve the CC recommendation to complete UPS replacement project as presented. Motion carried.

##### 2024 BOARD MEEETING CALENDAR

No January meeting, as presented.

Moved by Mr. Eisenbarth, seconded by Mr. Olson to approve the 2024 Board Meeting Calendar as presented. Motion carried.

#### **COMMENTS**

##### ADMINISTRATIVE

Director Wolford thanked board members for this year's contributions to MCD.

##### PUBLIC

None.

**NEXT MEETING**

The next meeting will be held on February 14, 2024 at 1:30pm in the Muskegon Central Fire Community Room.

**ADJOURNMENT**

The meeting adjourned at 1:46 pm.

Respectfully submitted,

---

Rebecca Injerd, Office Administrator

Date

---

Anthony Chandler, Chairman

Date



## **ATTACHMENT I**

### **WEST MICHIGAN METROPOLITAN TRANSPORTATION PLANNING PROGRAM (WESTPLAN) POLICY COMMITTEE MEETING**

#### **MEETING MINUTES**

February 21, 2023

#### **I. CALL TO ORDER**

Chairperson Arter called the meeting to order at 1:30 p.m. A roll call was taken, and a quorum was present.

#### **ATTENDANCE (Roll call)**

##### **A. Members Present**

Kim Arter, Laketon Township, Chairperson  
Bill Mogren, City of North Muskegon  
Roger Belknap, Ottawa County  
Field Reichardt, Ottawa County Road Commission  
Marcia Hovey-Wright, MATS  
Jack Kennedy, Muskegon County Road Commission  
Diane Goodman, City of Roosevelt Park  
Heather Bowden, MDOT  
Richard Carlson, Ferrysburg  
Ryan Kelly Ottawa County- Township Rep Commissioner  
Michelle Hazekamp, Muskegon County  
Steven Salter, City of Whitehall  
Roger Vanderstelt, Village of Fruitport  
Bob Hires, City of Montague

##### **B. Members Not Present**

Roger Morgenstern, City of Norton Shores  
Arnie Erb, Whitehall Township  
Bonnie McGlothlin, City of Muskegon Heights  
Wally Delamater, Village of Spring Lake (Non-Voting)  
Kevin McLaughlin, Harbor Transit  
Robert Monetza, City of Grand Haven  
Andrew Sibold, FHWA (Non-Voting)  
Rachel Gorman, City of Muskegon

##### **C. Others Present**

Steve Sanocki, Muskegon Community College  
Rebecca Hopp, City of Ferrysburg  
Marc Fredrickson, MDOT  
Bob Lukens, Muskegon County  
Blake Wright, MDOT  
Ian Martin, Whitehall citizen.

##### **D. Staff Present**

Brian Mulnix, WMSRDC  
Joel Fitzpatrick, WMSRDC  
Robert Johanson, WMSRDC

**I. APPROVAL OF PREVIOUS MINUTES**

The minutes were reviewed from the January 17, 2024 meeting. A motion was made and supported to approve the minutes from the meeting. Motion approved.  
*M/S Salter/Kelly*

**II. PUBLIC COMMENT**

The WestPlan Public Participation Plan procedure was followed to achieve public participation for this meeting. No members of the public spoke.

**III. TRANSPORTATION IMPROVEMENT PROGRAM**

**FY2023-2026 TIP-** Mr. Brian Mulnix reviewed the proposed TIP Amendment. A motion was made and seconded to approve the amendment. Motion carried.  
*M/S Belknap/Hovey-Wright*

**IV. 2050 METROPOLITAN TRANSPORTATION PLAN (LONG RANGE TRANSPORTATION PLAN)**

**A. MTP Update** - Mr. Joel Fitzpatrick gave an update on the MTP process. Mr. Robert Johnson gave an update on air quality issues.

**V. TRANSIT MOU**

Mr. Brian Mulnix presented the transit MOU. Discussion ensued. A motion was made and seconded to approve the amendment. Motion carried. *M/S Salter/Hovey-Wright*

**VI. MPO ROUNDTABLE**

- *Public Transportation*
  - Mr. Bob Lukens gave an update on the transit numbers for MATS.
- *MDOT Updates*
  - Mr. Balek Wright and Mr. Marc Fredrickson gave updates on MDOT projects.

**VII. PUBLIC PARTICIPATION**

The WestPlan Public Participation Plan procedure was followed to achieve public participation for this meeting. Mr. Ian Martin, a citizen from Whitehall, spoke on the need for transit. Discussion ensued. Mr. Martins comments are attached.

**VIII. ADJOURN-** Meeting adjourned at 2:18 p.m.

County: ALL

## **ATTACHMENT I**

### **WEST MICHIGAN METROPOLITAN TRANSPORTATION PLANNING PROGRAM (WESTPLAN) POLICY COMMITTEE MEETING**

#### **MEETING MINUTES**

February 21, 2023

#### **I. CALL TO ORDER**

Chairperson Arter called the meeting to order at 1:30 p.m. A roll call was taken, and a quorum was present.

#### **ATTENDANCE (Roll call)**

##### **A. Members Present**

Kim Arter, Laketon Township, Chairperson  
Bill Mogren, City of North Muskegon  
Roger Belknap, Ottawa County  
Field Reichardt, Ottawa County Road Commission  
Marcia Hovey-Wright, MATS  
Jack Kennedy, Muskegon County Road Commission  
Diane Goodman, City of Roosevelt Park  
Heather Bowden, MDOT  
Richard Carlson, Ferrysburg  
Ryan Kelly Ottawa County- Township Rep Commissioner  
Michelle Hazekamp, Muskegon County  
Steven Salter, City of Whitehall  
Roger Vanderstelt, Village of Fruitport  
Bob Hires, City of Montague

##### **B. Members Not Present**

Roger Morgenstern, City of Norton Shores  
Arnie Erb, Whitehall Township  
Bonnie McGlothin, City of Muskegon Heights  
Wally Delamater, Village of Spring Lake (Non-Voting)  
Kevin McLaughlin, Harbor Transit  
Robert Monetza, City of Grand Haven  
Andrew Sibold, FHWA (Non-Voting)  
Rachel Gorman, City of Muskegon

##### **C. Others Present**

Steve Sanocki, Muskegon Community College  
Rebecca Hopp, City of Ferrysburg  
Marc Fredrickson, MDOT  
Bob Lukens, Muskegon County  
Blake Wright, MDOT  
Ian Martin, Whitehall citizen.

##### **D. Staff Present**

The WestPlan Public Participation Plan procedure was followed to achieve public participation for this meeting. Mr. Ian Martin, a citizen from Whitehall, spoke on the need for transit. Discussion ensued. Mr. Martins comments are attached.

**VIII. ADJOURN-** Meeting adjourned at 2:18 p.m.

CITY OF WHITEHALL  
RESOLUTION 24-11  
2024 Parks and Recreation Grant Applications

WHEREAS, in accordance with the 2023 Parks and Recreation Master Plan, the City Council intends to file applications with the Michigan Department of Natural Resources for grant assistance on the following projects;

- Funnell Field
  - Estimated Project Cost - \$125,000
  - State Grant Application - \$80,000
  - Project Scope – baseball field restroom replacement
- Gee Park
  - Estimated Project Cost - \$84,800
  - State Grant Application - \$39,800
  - Project Scope – perimeter fencing, ADA compliant play structure, wood fiber fall protection, entry sign, ADA compliant parking spaces, accessible sidewalk.
- Goodrich Park
  - Estimated Project Cost - \$77,800
  - State Grant Application - \$35,000
  - Project Scope – ADA compliant swing set, poured in place fall protection, splash pad fencing, security cameras, entry sign, cooking grills, re-designated ADA parking spaces.

WHEREAS, the City Council held a required public hearing on March 26, 2024.

NOW, THEREFORE, BE IT RESOLVED

that the Whitehall City Council hereby authorizes staff to submit grant applications for Funnell, Gee, and Goodrich parks and commits to the combined local grant and in-kind match of \$132,800.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, and thereafter adopted by the City Council of the City of Whitehall, at a regular meeting held Tuesday, March 26, 2024, at 6:00 p.m.

Roll Call Vote (\_\_\_ yes; \_\_\_ no; \_\_\_ absent).

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

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

### **CERTIFICATE**

The foregoing is a true and complete copy of the Resolution adopted by the Whitehall City Council at a regular meeting held on March 28, 2023. Public notice was given and the meeting was conducted in full compliance with the Open Meetings Act, (PA267, 1976). Minutes of the meeting will be made available as required by the Act.

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Brenda Bourdon, City Clerk



CITY OF WHITEHALL  
RESOLUTION 24-12  
Two-year Tree Maintenance and Brush Pickup Bid

WHEREAS, The City advertised for a two-year tree maintenance and brush pickup contract.

WHEREAS, bids were received from the following;

Jelinek Tree Service (Twin Lake)  
Get-R-Cut (Spring Lake)  
Ted's Tree Service (Montague)

WHEREAS, Ted's provided the lowest overall pricing for removal, grinding, trimming, and emergency services.

WHEREAS, Jelinek provided the lowest bid for brush removal.

WHEREAS, Public Works Director Armstrong has reviewed the bids and recommends approving the bid from Ted's for tree maintenance and Jelinek for brush removal.

NOW, THEREFORE, BE IT RESOLVED

That the Whitehall City Council hereby awards the 2024 Tree Maintenance contract to Ted's Tree Service and the 2024 Brush Removal contract to Jelinek Tree Service.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, and thereafter adopted by the City Council of the City of Whitehall, at a regular meeting held Tuesday, March 26, 2024 at 6:00 p.m.

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

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

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



February 27, 2024

City of Whitehall City Council  
405 East Colby Street  
Whitehall, MI 49461

Dear Council Members,

The White Lake Area Chamber of Commerce requests your support for Kayak Adventure Series which is scheduled to take place in Montague and Whitehall on Thursday, June 6 - Sunday, June 8, 2024.

The White Lake Area Chamber and WaterDog Outfitters are partnering with a new series called *Kayak Adventure Series*. They will visit five locations spring through fall and one of them will be White Lake. They are here from June 6-8. Registration has just opened for the event so they aren't sure how many will be here, but their estimated amount is 100-150 anglers plus their families. As this is their first year, that's about the best guess they can give us. In speaking with the event coordinator, they would let us know what their exact number registered.

They are going to be holding an opening ceremony on Thursday night at the Montague Bandshell, and a closing ceremony on Saturday at The Playhouse. We request approval for food trucks to be present at the Playhouse. This will be a televised show.

There will be two food trucks/food tents on each night. Below are the dates and tentative times.

**Thursday, June 6**

4:00pm-8:00pm

Montague Bandshell

**Saturday, June 8**

5:00pm-8:30pm-ish

Playhouse at White Lake (the request is for all food vendors will be in the parking lot)

**\*\*This time frame may change. As it's closer, there will some clarification from the event coordinator. It may start at 2pm at Covell and then relocate to the Playhouse.**

For reference, here is the website for the event: <https://www.kayakadventureseries.com/whitehall-mi>.

The White Lake Area Chamber of Commerce will work with the City of Whitehall in the planning of this event and make sure all participating businesses and food trucks are compliant. Thank you for your consideration.

Sincerely,

Amy VanLoon, Executive Director  
White Lake Area Chamber of Commerce