



**WORK SESSION**  
405 E. COLBY STREET, WHITEHALL, MI  
COUNCIL CHAMBERS  
FEBRUARY 11, 2025  
5:00 p.m.

**AGENDA**

1. Meeting Called to Order
2. Discussion Items
  - Performance Reviews (Ziemer)
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  
February 2025**

**Performance Reviews (Ziemer)**

Huebler - Management of the city staff, including performance evaluation, is at the discretion of the city manager and the department heads. Currently, employees are given formal, written evaluations annually until they reach the top of their pay scale. Performance evaluations continue on a daily basis with verbal or written responses given to recognize positive performance or to address needed corrective action as they occur and not wait until an annual evaluation or to rehash the incident months later. This was discussed with the employees at the time of the change with their full support and I have not received any complaints since.



**CITY COUNCIL MEETING**  
405 E. COLBY STREET, WHITEHALL, MI  
COUNCIL CHAMBERS  
FEBRUARY 11, 2025  
6:00 p.m.

**AGENDA**

1. Meeting called to Order
  - Pledge of Allegiance
2. Approval of Agenda
3. Consent Agenda
  - Approval of the January 28, 2025 Council Meeting Minutes
  - Approval of Accounts Payable
  - Communications – Muskegon County Public Works Board Meeting Minutes, Muskegon County Solid Waste Planning Committee Meeting Minutes, Planning Commission Annual Report, Planning Commission Meeting Minutes, Playhouse Monthly Income Statement, Quarterly Financial Update and Investment Report, WMSRDC Quarterly Newsletter
4. Messages from the Mayor, Council, and City Manager
5. Public Comment \*
6. Old Business
7. New Business
  - Tag Day Request – Knights of Columbus
  - Resolution 25-06 Zone Change
8. Public Comment \*
9. Adjournment

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# WHITEHALL

## CITY COUNCIL MEETING MINUTES

Council Chambers  
January 28, 2025

**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, Roger Squiers

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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: All yeses

**MOTION CARRIED**

### APPROVAL OF THE CONSENT AGENDA

- A. Approval of the January 14, 2025 Work Session & Council Meeting Minutes
- B. Accounts Payable \$211,812.88
- C. Communications: WESTPLAN Policy Committee Minutes, White Lake Senior Center

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

Voice Vote: All yeses

**MOTION CARRIED**

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

Messages were received from Council members.

### PUBLIC COMMENT

Eric Harsh updated the council on the ongoing delays in restoring his storm-damaged home and urged them to show greater compassion.

Christina Normadin made critical remarks regarding snow removal.

Norm Kittleson praised the Playhouse, highlighting its positive impact on the community's quality of life.

Terrance Leonard voiced his opposition to the city owning the Playhouse.

Tamara Horne expressed her strong interest in serving on the Planning Commission, emphasizing her qualifications.

Edd Whalen advocated for the continued support of the Playhouse.

Jim Schmidt opposed the use of taxpayer funds to support the Playhouse.

**OLD BUSINESS**

None

**NEW BUSINESS**

**A. Appointments**

Motion by Ziemer, seconded by Sikkenga to address each board separately and discuss as needed.

Voice Vote: Yes – 6: Sikkenga, Brown, Holmstrom, Ziemer, Hillebrand, and Cabala;  
No – 1: Salter; Absent – None

**MOTION CARRIED**

**1. Board of Review**

Motion by Ziemer, seconded by Cabala to reappoint Greg Means to the Board of Review.

Voice Vote: All yeses

**MOTION CARRIED**

**2. Marina**

Motion by Ziemer, seconded by Brown to withdraw Ziemer from Marina. Motion and second withdrawn.

Clarification was made that the appointment to Marina needed to be a council member or Planning Commission member (currently held by Jeff Holmstrom).

**3. Zoning Board of Appeals**

Motion by Ziemer, seconded by Sikkenga to reappoint Greg Hillebrand and appoint Scott Brown to the Zoning Board of Appeals.

Voice Vote: All yeses

**MOTION CARRIED**

**4. Brownfield Redevelopment Authority**

Motion by Holmstrom, seconded by Sikkenga to reappoint Erin Peyer and appoint Brett Sabourin and CJ VanWieren to the Brownfield Redevelopment Authority.

Voice Vote: All yeses

**MOTION CARRIED**

Motion by Ziemer, seconded by Cabala, to recommend consideration by the mayor to appoint Debi Hillebrand to fill the vacancy on the Brownfield Redevelopment Authority.

Voice Vote: Yes – 6: Sikkenga, Brown, Holmstrom, Ziemer, Hillebrand, and Cabala;  
No – 1: Salter; Absent – None

**MOTION CARRIED**

Mayor Salter chose not to accept the recommendation.

**5. Local Development Finance Authority**

Motion by Ziemer, seconded by Brown, to confirm appointments for Tom Moore, CJ Van Wieren, and Dan Rinsema-Sybenga and reappoint Erin Peyer to the Local Development Finance Authority.

Voice Vote: Yes – 6: Sikkenga, Brown, Holmstrom, Ziemer, Hillebrand, and Salter;  
No – 1: Cabala; Absent – None

**MOTION CARRIED**

**6. Local Officers Compensation Commission**

Motion by Ziemer, seconded by Holmstrom, to reappoint Debbie Elliott and appoint Wendy Anderson to the Local Officers Compensation Commission.

Voice Vote: All yeses

**MOTION CARRIED**

**7. Planning Commission**

Motion by Ziemer, seconded by Brown, to reappoint Dan Bowyer to the Planning Commission.

Voice Vote: All yeses

**MOTION CARRIED**

Motion by Cabala, seconded by Ziemer, to recommend consideration by the mayor to appoint Tamara Horne to the Planning Commission.

Voice Vote: Yes – 6: Sikkenga, Brown, Holmstrom, Ziemer, Hillebrand, and Cabala;  
No – 1: Salter; Absent – None

**MOTION CARRIED**

Mayor Salter chose not to accept the recommendation.

**8. Tax Increment Finance Authority**

Motion by Ziemer, seconded by Sikkenga, to reappoint Erin Peyer and appoint CJ Van Wieren to the Tax Increment Finance Authority.

Voice Vote: Yes – 6: Sikkenga, Brown, Holmstrom, Ziemer, Hillebrand, and Salter;  
No – 1: Cabala; Absent – None

**MOTION CARRIED**

Motion by Sikkenga, seconded by Ziemer, to recommend consideration by the mayor to appoint Debi Hillebrand, Scott Brown, or Tom Ziemer to the Tax Increment Finance Authority.

Voice Vote: Yes – 6: Sikkenga, Brown, Holmstrom, Ziemer, Hillebrand, and Cabala;  
No – 1: Salter; Absent – None

**MOTION CARRIED**

Mayor Salter chose not to accept the recommendation.

**B. Walk the Beat Request**

Motion by Brown, seconded by Cabala to approve the extended closure of the North Mears Promenade for the Walk the Beat after party event ending at 10 pm on July 19, 2025.

Voice Vote: All yeses

**MOTION CARRIED**

**C. Resolution 25-05 – Budget Amendment #2**

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

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

**MOTION CARRIED**

**PUBLIC COMMENT**

None

Motion by Holmstrom, seconded by Cabala, to appoint Debi Hillebrand to the Marina Advisory Committee.

Voice Vote: Yes – 6: Sikkenga, Brown, Holmstrom, Ziemer, Hillebrand, and Cabala;  
No – 1: Salter; Absent – None

**MOTION CARRIED**

**ADJOURNMENT**

Mayor Salter adjourned the Council Meeting at 7:27 pm.

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Respectfully submitted,  
Brenda Bourdon, City Clerk

DRAFT

CITY OF WHITEHALL  
ACCOUNTS PAYABLE  
February 11, 2025

**February 2025 Prepaids**

<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>Check No.</u>
City of Whitehall-Common Cash	Payroll	\$54,021.66	Transfer
IRS	Payroll	\$19,598.13	EFT
Alerus Financial	Payroll	\$7,004.32	EFT
MISDU	Payroll	\$61.84	9351
FOP-CD Hammond #99	Payroll	\$60.18	9352
Teamsters Local 214	Payroll	\$375.00	9353

**Total Prepaids:**

\$81,121.13

**Accounts Payable:**

\$149,615.99

***TOTAL ACCOUNTS PAYABLE***

\$230,737.12



CITY OF WHITEHALL ACCOUNTS PAYABLE  
 COUNCIL MEETING OF FEBRUARY 11, 2025

Vendor Code	Vendor Name	Description	Amount
HELLE	AMBER L HELLEWELL		
	CONTRACT	WLYT COUNCIL COORDINATOR	500.00
TOTAL FOR: AMBER L HELLEWELL			500.00
AMWAT	AMERICAN WATER WORKS ASSOC		
	SO210107	MEMBERSHIP RENEWAL - ARMSTRONG 00187652	431.00
TOTAL FOR: AMERICAN WATER WORKS ASSOC			431.00
TWISS	ASHLEY TWISS		
	FLEX	FLEX- FEBRUARY 2025	1,261.80
TOTAL FOR: ASHLEY TWISS			1,261.80
MAHON	BRANDON L MAHONEY		
	FLEX	FLEX- FEBRUARY 2025	42.58
TOTAL FOR: BRANDON L MAHONEY			42.58
SCHILLER	BROOK SCHILLER		
	REIMBURSEMENT	MILAGE REIMBURSEMENT - 1.28.25 TREASURER'S MT	23.24
TOTAL FOR: BROOK SCHILLER			23.24
MAHOC	CHRIS MAHONEY		
	OPTICAL	OPTICAL - KYA	221.00
TOTAL FOR: CHRIS MAHONEY			221.00
CITY	CITY OF WHITEHALL		
	STATEMENT	L DFA - ZONE CHANGE APPLICATION	300.00
TOTAL FOR: CITY OF WHITEHALL			300.00
CONSU	CONSUMER'S ENERGY		
	STATEMENTS	PUBLIC UTILITIES	7,549.29
TOTAL FOR: CONSUMER'S ENERGY			7,549.29
DAN	DAN FROST DBA DAN'S AUTOMOTIVE		
	13112/13061	OIL/FILTERS - 2024 EQUINOX & CAR 304	123.09
TOTAL FOR: DAN FROST DBA DAN'S AUTOMOTIVE			123.09
EMERS	EMERGENCY SERVICES LLC		
	22258	INSTALL EQUIPMENT - 2024 INTERCEPTOR	5,003.08
TOTAL FOR: EMERGENCY SERVICES LLC			5,003.08
ETNA	ETNA SUPPLY INC		
	S10593340.001	COPPER HORN (12)	1,215.00
TOTAL FOR: ETNA SUPPLY INC			1,215.00
FRONT	FRONTIER		
	STATEMENT	TELEPHONE 231-893-4708	113.76
TOTAL FOR: FRONTIER			113.76
GAME	GAME TIME		
	PJI-0244555/924	SWING REPAIRS -GOODRICH PARK/FUNNEL	4,049.40
TOTAL FOR: GAME TIME			4,049.40

Vendor Code	Vendor Name	Description	Amount
GILLROY	GILL-ROY'S HARDWARE		
	STATEMENT	SNIP/MOUSE TRAP/GEL/TOTE/FUNNEL/NUTS & BOLTS/	495.04
TOTAL FOR: GILL-ROY'S HARDWARE			495.04
GOV	GOVERNMENT FORMS AND SUPPLIES LLC		
	0352115	YEAR END 1099 ENVELOPES	29.45
TOTAL FOR: GOVERNMENT FORMS AND SUPPLIES LLC			29.45
GRLF	GREAT LAKES FORD		
	FOCS386433	OIL CHANGE/TIRE ROTATION - TRUCK 12-03	188.99
TOTAL FOR: GREAT LAKES FORD			188.99
TAYLO	H.O. TAYLOR ENT.		
	353144	TRUCK WASH - 5 GAL	92.50
TOTAL FOR: H.O. TAYLOR ENT.			92.50
HOME	HOME SERVICES OF WHITE LAKE		
	25063	UPS CHARGES	13.93
TOTAL FOR: HOME SERVICES OF WHITE LAKE			13.93
HYDCO	HYDROCORP METER SALES		
	CI-04458	BI-ANNUAL SERVICE PROGRAM -JAN-2025 - CROSS	970.00
TOTAL FOR: HYDROCORP METER SALES			970.00
DOHEN	JACK DOHENY COMPANY		
	255403	RUBBER HOSE - 55 IN 10" RED GUM	1,039.07
TOTAL FOR: JACK DOHENY COMPANY			1,039.07
JJ'S ELEC	JJ'S ELECTRIC LLC		
	JAN-2025	ELECTRICAL PERMITS - JAN-2025	1,245.60
TOTAL FOR: JJ'S ELECTRIC LLC			1,245.60
KORT	KORTHASE & SONS		
	11536	TROUBLESHOOT - PH THERMOSTAT	277.50
TOTAL FOR: KORTHASE & SONS			277.50
MDEQ	MI DEPT EGLE		
	761-11297328	WATER SAMPLE TESTING	112.00
TOTAL FOR: MI DEPT EGLE			112.00
MODEL	MODEL COVERALL SERVICE INC		
	STATEMENT	UNIFORMS - JANUARY - 2025	617.18
TOTAL FOR: MODEL COVERALL SERVICE INC			617.18
MONROE	MONROE CUSTOM CAMPERS, INC.		
	191824922	PLOW PARTS/INSTALL - TRUCK 12-04	126.52
TOTAL FOR: MONROE CUSTOM CAMPERS, INC.			126.52
MONTF	MONTAGUE FOODS		
	002-00934716	DRINKS - BLT MEETING	9.77
TOTAL FOR: MONTAGUE FOODS			9.77

Vendor Code	Vendor Name	Description	Amount
MAISD	MUSKEGON AREA INTERMEDIATE SCHOOLS	STATEMENT POSTER PRINTING - WILD WORLD OF ANIMALS 2.16.	5.00
TOTAL FOR: MUSKEGON AREA INTERMEDIATE SCHOOLS			5.00
MUCTR	MUSKEGON CENTRAL DISPATCH	2500002406 VIRTUAL SERVER & SUPPORT - FEBRUARY 2025	527.37
TOTAL FOR: MUSKEGON CENTRAL DISPATCH			527.37
MUTRE	MUSKEGON COUNTY TREASURER'S	WWUB123500 WASTE WATER & BONDS	75,000.00
TOTAL FOR: MUSKEGON COUNTY TREASURER'S			75,000.00
PREIN	PREIN & NEWHOF, PC	84346/85826-51- ENGINEERING SERVICES-WARNER/DWAM	4,039.25
TOTAL FOR: PREIN & NEWHOF, PC			4,039.25
PRHLTH	PRIORITY HEALTH	250170114494 HEALTH INSURANCE - FEB-2025	32,767.42
TOTAL FOR: PRIORITY HEALTH			32,767.42
ROTHB	RIVERS ACE	STATEMENT-4048 PAINT/BRUSHES/TRAY LINERS/EXTENSION CORDS	261.21
TOTAL FOR: RIVERS ACE			261.21
RIVERS	RIVERS RENTAL & EQUIPMENT	STATEMENT SKIDS(2)/AUTOCUT HEAD(3)/CHOCKE KNOB/SNOWBLOW	136.68
TOTAL FOR: RIVERS RENTAL & EQUIPMENT			136.68
TUFT	ROBERT E TUFTS JR	JAN-2025 BUILDING PERMITS - JAN-2025	1,371.16
TOTAL FOR: ROBERT E TUFTS JR			1,371.16
SQUI	ROGER SQUIERS	REIMBURSEMENT REIMBURSEMENT - PARKING FOR TRAINING 1.31.25	24.00
TOTAL FOR: ROGER SQUIERS			24.00
SAF	SAF-GARD	IN-3911540 BOOTS - CHURCH	149.00
TOTAL FOR: SAF-GARD			149.00
SHO	SHORELINE INSPECTION SERVICE LLC	JAN-2025 MECHANICAL & PLUMBING PERMITS -JAN-2025	2,128.00
TOTAL FOR: SHORELINE INSPECTION SERVICE LLC			2,128.00
SIGNS	SIGNS BY BRIAN HOMFELD LLC	123047 LETTERING DECALS - PD CRUISER #301	915.00
TOTAL FOR: SIGNS BY BRIAN HOMFELD LLC			915.00
HA	SKY HARSCH	CONTRACT CLEANING - 1.25.25 SIP & SOUP	75.00
TOTAL FOR: SKY HARSCH			75.00

OPEN  
 CITY OF WHITEHALL ACCOUNTS PAYABLE  
 COUNCIL MEETING OF FEBRUARY 11, 2025

Vendor Code	Vendor Name	Description	Amount
STAND	STANDARD SUPPLY & LUMBER		
	265306-015	LUMBER - BARRICADES	43.86
TOTAL FOR: STANDARD SUPPLY & LUMBER			43.86
STAPLADV	STAPLES CONTRACT & COMMERCIAL LLC		
	7003820950	LIME-A-WAY CLEANER/PAPER TOWELS	55.69
TOTAL FOR: STAPLES CONTRACT & COMMERCIAL LLC			55.69
MISC	THE ROSSOW GROUP		
	022125-5	FOIA TRAINING - BOURDON	215.00
TOTAL FOR: THE ROSSOW GROUP			215.00
TWIN	TWIN CITIES AUTO PARTS & SERVICE		
	STATEMENT	BRAKE JOB-CAR 300 & CONTROL ARMS-CAR304	1,330.40
TOTAL FOR: TWIN CITIES AUTO PARTS & SERVICE			1,330.40
USABL	USA BLUE BOOK/HD SUPPLY		
	INV00614292	LIQUID FILLED 100PSI GAUGE 4' -(2)	218.56
TOTAL FOR: USA BLUE BOOK/HD SUPPLY			218.56
VERIZ	VERIZON WIRELESS		
	6104725417	ON CALL PHONE/I-PAD PLAN & PHONE REPLACEMENT	71.85
TOTAL FOR: VERIZON WIRELESS			71.85
WLAUT	WHITE LAKE AUTOMOTIVE		
	STATEMENT	WIPER BLADES/AIRHANDLER BELT/WINDSHIELD WASH/	618.76
TOTAL FOR: WHITE LAKE AUTOMOTIVE			618.76
WLFIR	WHITE LAKE FIRE AUTHORITY		
	JAN-2025	MECHANICAL FIRE SUPPRESSION PERMITS -JAN-2025	1,268.00
TOTAL FOR: WHITE LAKE FIRE AUTHORITY			1,268.00
WIND	WINDEMULLER		
	241166	ELECTRICAL SERVICE/LIGHT REPAIR - FISH SCULPT	2,243.99
TOTAL FOR: WINDEMULLER			2,243.99
WORK	WORKPLACE HEALTH WHITEHALL		
	305338	DOT PHYSICAL - SWITANOWSKI	100.00
TOTAL FOR: WORKPLACE HEALTH WHITEHALL			100.00
TOTAL - ALL VENDORS			149,615.99

**FUND TOTALS:**

Fund 101 - GENERAL OPERATING FUND	56,349.18
Fund 202 - MAJOR STREET FUND	121.51
Fund 203 - LOCAL STREET FUND	121.53
Fund 247 - TAX INCREMENT FINANCE AUTHORITY #1	905.13
Fund 249 - BUILDING INSPECTION DEPARTMENT	6,012.76
Fund 250 - LOCAL DEVELOPMENT FINANCE AUTHORITY FUND	739.17
Fund 401 - CAPITAL PROJECTS FUND	1,542.25
Fund 580 - PLAYHOUSE	893.50
Fund 590 - SEWER FUND	75,107.23
Fund 591 - WATER FUND	5,657.68
Fund 661 - MOTOR POOL FUND	2,166.05

CITY OF WHITEHALL ACCOUNTS PAYABLE  
 COUNCIL MEETING OF FEBRUARY 11, 2025

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
<b>Fund 101 GENERAL OPERATING FUND</b>					
Dept 000 247					
101-000-082.000	UNIFORMS - P. YOUNG	MODEL COVERALL SERVICE I	02/04/25	STATEMENT	230.40
101-000-231.017	FLEX- FEBRUARY 2025	ASHLEY TWISS	02/03/25	FLEX	1,261.80
101-000-231.017	FLEX- FEBRUARY 2025	BRANDON L MAHONEY	02/03/25	FLEX	42.58
101-000-238.000	LIGHT REPAIR - FISH SCULPTURE	WINDEMULLER	01/31/25	241166	281.44
		Total For Dept 000 247			1,816.22
<b>Dept 172 ADMINISTRATION</b>					
101-172-818.000	VIRTUAL SERVER & SUPPORT - FEBR	MUSKOGON CENTRAL DISPATCH	02/01/25	2500002406	527.37
101-172-850.000	TELEPHONE - 231.893.4708	FRONTIER	01/20/24	STATEMENT	56.88
101-172-880.000	MILEAGE REIMB - 1.28.25 TREASURE	BROOK SCHILLER	02/03/25	REIMBURSEMENT	23.24
101-172-904.000	YEAR END 1099 ENVELOPES	GOVERNMENT FORMS AND SUP	01/13/25	0352115	29.45
		Total For Dept 172 ADMINISTRATION			636.94
<b>Dept 215 CITY CLERK</b>					
101-215-760.000	FOIA TRAINING - BOURDON	THE ROSSOW GROUP	01/24/25	022125-5	215.00
		Total For Dept 215 CITY CLERK			215.00
<b>Dept 265 CITY HALL BLDG &amp; GROUNDS</b>					
101-265-757.000	PAPER TOWELS	STAPLES CONTRACT & COMME	01/24/25	7003820950	55.69
101-265-775.000	PAINT/TAPE/ROLLER COVER/FRAME/B	GILL-ROY'S HARDWARE	01/31/25	STATEMENT	133.85
		Total For Dept 265 CITY HALL BLDG & GROUNDS			189.54
<b>Dept 270 FRINGE BENEFITS</b>					
101-270-719.450	UNIFORMS - JANUARY-2025	MODEL COVERALL SERVICE I	02/04/25	STATEMENT	356.30
101-270-719.450	BOOTS - CHURCH	SAF-GARD	02/02/25	IN-3911540	149.00
101-270-719.600	FRINGE-HEALTH INS	PRIORITY HEALTH	01/16/25	250170114494	30,597.16
101-270-719.601	FRINGE BENEFITS-RETIREE HEALTH	PRIORITY HEALTH	01/16/25	250170114494	2,170.26
101-270-719.650	OPTICAL - KYA	CHRIS MAHONEY	01/10/25	OPTICAL	221.00
101-270-719.685	DOT PHYSICAL - SWITANOWSKI	WORKPLACE HEALTH WHITEHA	01/14/25	305338	100.00
		Total For Dept 270 FRINGE BENEFITS			33,593.72
<b>Dept 301 POLICE</b>					
101-301-760.200	REIMBURSEMENT - PARKING 1.31.25	ROGER SQUIERS	01/31/25	REIMBURSEMENT	24.00
101-301-850.000	TELEPHONE - 231.893.4708	FRONTIER	01/20/24	STATEMENT	56.88
101-301-933.000	OIL/FILTERS - 2024 EQUINOX	DAN FROST DBA DAN'S AUTO	01/27/25	13112/13061	123.09
101-301-933.000	FRONT BRAKE PADS/ROTORS - CAR-3	TWIN CITIES AUTO PARTS &	01/31/25	STATEMENT	1,330.40
101-301-933.000	FILTER - 2024 EQUINOX	WHITE LAKE AUTOMOTIVE	01/31/25	STATEMENT	71.17
101-301-981.000	INSTALL EQUIPMENT - 2024 INTERC	EMERGENCY SERVICES LLC	01/31/25	22258	5,003.08
101-301-981.000	DOUBLE CUT COLOR	GILL-ROY'S HARDWARE	01/31/25	STATEMENT	13.64
101-301-981.000	LETTERING DECALS - PD CRUISER #	SIGNS BY BRIAN HOMFELD L	01/30/25	123047	915.00
		Total For Dept 301 POLICE			7,537.26
<b>Dept 448 STREET LIGHTING</b>					
101-448-920.000	PUBLIC UTILITIES/103033655079	CONSUMER'S ENERGY	02/05/25	STATEMENTS	7,285.98
		Total For Dept 448 STREET LIGHTING			7,285.98
<b>Dept 567 CEMETERY</b>					
101-567-751.000	OIL FILTER - MOWER	WHITE LAKE AUTOMOTIVE	01/31/25	STATEMENT	6.49
101-567-757.000	AUTOCUT 27-2 HEAD	RIVERS RENTAL & EQUIPMEN	01/31/25	STATEMENT	43.00
		Total For Dept 567 CEMETERY			49.49
<b>Dept 751 PARKS DEPARTMENT</b>					

CITY OF WHITEHALL ACCOUNTS PAYABLE  
 COUNCIL MEETING OF FEBRUARY 11, 2025

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
<b>Fund 101 GENERAL OPERATING FUND</b>					
<b>Dept 751 PARKS DEPARTMENT</b>					
101-751-751.000	OIL FILTER - MOWER	WHITE LAKE AUTOMOTIVE	01/31/25	STATEMENT	6.50
101-751-757.000	ORANGE SAFETY MARKERS(3)	GILL-ROY'S HARDWARE	01/31/25	STATEMENT	12.12
101-751-775.000	CHOKE KNOB - WEED WHIP	RIVERS RENTAL & EQUIPMEN	01/31/25	STATEMENT	43.01
101-751-818.000	LIGHT REPAIR - BIRD SCULPTURES	WINDEMULLER	01/31/25	241166	914.00
101-751-974.000	SWING REPAIRS - GOODRICH PARK	GAME TIME	08/02/24	PJI-0244555/9244553	4,049.40
		Total For Dept 751 PARKS DEPARTMENT			5,025.03
		Total For Fund 101 GENERAL OPERATING FUND			56,349.18
<b>Fund 202 MAJOR STREET FUND</b>					
<b>Dept 474 TRAFFIC SERVICES</b>					
202-474-757.000	WASHER	GILL-ROY'S HARDWARE	01/31/25	STATEMENT	22.60
202-474-757.000	PAINT SUPPLIES - BARRICADES	RIVERS ACE	01/31/25	STATEMENT-4048	76.98
202-474-757.000	LUMBER - BARRICADES	STANDARD SUPPLY & LUMBER	01/22/25	265306-015	21.93
		Total For Dept 474 TRAFFIC SERVICES			121.51
		Total For Fund 202 MAJOR STREET FUND			121.51
<b>Fund 203 LOCAL STREET FUND</b>					
<b>Dept 474 TRAFFIC SERVICES</b>					
203-474-757.000	EXTERIOR 8X1	GILL-ROY'S HARDWARE	01/31/25	STATEMENT	22.61
203-474-757.000	PAINT SUPPLIES - BARRICADES	RIVERS ACE	01/31/25	STATEMENT-4048	76.99
203-474-757.000	LUMBER - BARRICADES	STANDARD SUPPLY & LUMBER	01/22/25	265306-015	21.93
		Total For Dept 474 TRAFFIC SERVICES			121.53
		Total For Fund 203 LOCAL STREET FUND			121.53
<b>Fund 247 TAX INCREMENT FINANCE AUTHORITY #1</b>					
<b>Dept 000 247</b>					
247-000-962.000	DRINKS - BLT MEETING	MONTAGUE FOODS	01/09/25	002-00934716	9.77
		Total For Dept 000 247			9.77
<b>Dept 525 DOWNTOWN STREETScape</b>					
247-525-757.000	AAA BATTERIES	GILL-ROY'S HARDWARE	01/31/25	STATEMENT	6.38
247-525-818.000	ELECTRIC @FLAG - VET MEMORIAL W	WINDEMULLER	01/31/25	241166	609.38
247-525-921.000	PED LIGHTS/103051591602	CONSUMER'S ENERGY	02/05/25	STATEMENTS	234.62
247-525-974.000	90QT STORAGE TOTE	GILL-ROY'S HARDWARE	01/31/25	STATEMENT	44.98
		Total For Dept 525 DOWNTOWN STREETScape			895.36
		Total For Fund 247 TAX INCREMENT FINANCE AUTHOR			905.13
<b>Fund 249 BUILDING INSPECTION DEPARTMENT</b>					
<b>Dept 000 247</b>					
249-000-818.000	ELECTRICAL PERMITS - JAN-2025	JJ'S ELECTRIC LLC	02/01/25	JAN-2025	1,245.60
249-000-818.000	BUILDING PERMITS - JAN-2025	ROBERT E TUFTS JR	02/01/25	JAN-2025	1,371.16
249-000-818.000	MECHANICAL PERMITS -JAN-2025	SHORELINE INSPECTION SER	02/01/25	JAN-2025	2,128.00
249-000-818.000	MECH FIRE SUPPRESS PERMITS - JA	WHITE LAKE FIRE AUTHORIT	02/01/25	JAN-2025	1,268.00
		Total For Dept 000 247			6,012.76
		Total For Fund 249 BUILDING INSPECTION DEPARTME			6,012.76

CITY OF WHITEHALL ACCOUNTS PAYABLE  
 COUNCIL MEETING OF FEBRUARY 11, 2025

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 250 LOCAL DEVELOPMENT FINANCE AUTHORITY FUND					
Dept 000 247	LIGHT REPAIR - INDUSTRIAL PARK	WINDEMULLER	01/31/25	241166	439.17
250-000-818.000	LDEFA - ZONE CHANGE APPLICATION	CITY OF WHITEHALL	01/30/25	STATEMENT	300.00
250-000-962.000			Total For Dept 000 247		739.17
Fund 401 CAPITAL PROJECTS FUND					
Dept 000 247	ENGINEERING FEES - WARNER CLOSE	PREIN & NEWHOF, PC	01/23/25	84346/85826-51-54	1,542.25
401-000-820.000-E22			Total For Dept 000 247		1,542.25
Fund 580 PLAYHOUSE					
Dept 000 247	AIR HANDLERS (BELT)	WHITE LAKE AUTOMOTIVE	01/31/25	STATEMENT	36.00
580-000-757.000	WLYT COUNCIL COORDINATOR	AMBER L HELLEWELL	01/30/25	CONTRACT	500.00
580-000-757.410	POSTER PRINTS - WILD WORLD OF A	MUSKEGON AREA INTERMEDIA	01/27/25	STATEMENT	5.00
580-000-805.000	CLEANING - 1.25.25 SIP & SOUP	SKY HARSCH	01/25/25	CONTRACT	75.00
580-000-818.800	TROUBLESHOOT - PH THERMOSTAT	KORTHASE & SONS	02/03/25	11536	277.50
580-000-931.000			Total For Dept 000 247		893.50
Fund 590 SEWER FUND					
Dept 552 SEWER CUSTOMER ACCOUNTS	IPAD SERVICE PLAN	VERIZON WIRELESS	01/29/25	6104725417	893.50
590-552-850.000			Total For Fund 580 PLAYHOUSE		893.50
Fund 552 SEWER CUSTOMER ACCOUNTS					
Dept 554 SEWER PUMPING	2PK MOUSE TRAP (2)/MOUSE GEL	GILL-ROY'S HARDWARE	01/31/25	STATEMENT	19.01
590-554-757.000	PUBLIC UTILITIES/100094991039	CONSUMER'S ENERGY	02/05/25	STATEMENTS	11.04
590-554-920.000			Total For Dept 552 SEWER CUSTOMER ACCOUNTS		19.01
Fund 556 WASTEWATER SYSTEM-GALLONAGE					
Dept 556 WASTEWATER SYSTEM-GALLONAGE	WASTEWATER SYSTEM-GALLONAGE	MUSKEGON COUNTY TREASURE	01/31/25	WWUB123500	49,104.18
590-556-959.900	WASTEWATER SYS-GALLONAGE - BOND	MUSKEGON COUNTY TREASURE	01/31/25	WWUB123500	25,895.82
590-556-959.950			Total For Dept 556 WASTEWATER SYSTEM-GALLONAGE		75,000.00
Fund 558 SEWER T & D					
Dept 558 SEWER T & D	GLOVES	WHITE LAKE AUTOMOTIVE	01/31/25	STATEMENT	31.58
590-558-757.000	ON CALL CELL	VERIZON WIRELESS	01/29/25	6104725417	16.91
590-558-850.000			Total For Dept 558 SEWER T & D		48.49
Fund 591 WATER FUND					
Dept 540 WATER ADMINISTRATION	MEMBERSHIP RENEWAL - ARMSTRONG	AMERICAN WATER WORKS ASS	01/11/25	SO210107	431.00
591-540-770.000	ENGINEERING FEES - DWAM	PREIN & NEWHOF, PC	01/23/25	84346/85826-51-54	2,497.00
591-540-820.000			Total For Dept 540 WATER ADMINISTRATION		2,928.00
					75,107.23

CITY OF WHITEHALL ACCOUNTS PAYABLE  
 COUNCIL MEETING OF FEBRUARY 11, 2025

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 591 WATER FUND					
Dept 542 WATER CUSTOMER ACCOUNTS					
591-542-850.000	IPAD SERVICE PLAN	VERIZON WIRELESS	01/29/25	6104725417	19.00
			Total For Dept 542 WATER CUSTOMER ACCOUNTS		19.00
Dept 546 WATER SOURCE PLANT					
591-546-757.000	LIQUID FILLED 100PSI GAUGE 4' -	USA BLUE BOOK/HD SUPPLY	02/05/25	INV00614292	218.56
591-546-775.000	PAINT BRUSH/EXTENSION CORDS	RIVERS ACE	01/31/25	STATEMENT-4048	107.24
591-546-818.100	UPS CHARGES	HOME SERVICES OF WHITE L	02/05/25	25063	13.93
			Total For Dept 546 WATER SOURCE PLANT		339.73
Dept 548 WATER T & D					
591-548-757.000	GIANT FUNNEL	GILL-ROY'S HARDWARE	01/31/25	STATEMENT	10.25
591-548-775.000	COPPER HORN (12)	ETNA SUPPLY INC	01/28/25	S10593340.001	1,215.00
591-548-775.000	PAINT CUPS (2)	GILL-ROY'S HARDWARE	01/31/25	STATEMENT	46.77
591-548-818.000	BI-ANNUAL SERVICE PROGRAM - JA	HYDROCORP METER SALES	01/31/25	CI-04458	970.00
591-548-818.000	WATER SAMPLE TESTING	MI DEPT EGLE	01/15/25	761-11297328	112.00
591-548-850.000	ON CALL CELL	VERIZON WIRELESS	01/29/25	6104725417	16.93
			Total For Dept 548 WATER T & D		2,370.95
Fund 661 MOTOR POOL FUND					
Dept 000 247					
661-000-751.000	OIL FILTERS(2)/OIL - ZERO TURN	WHITE LAKE AUTOMOTIVE	01/31/25	STATEMENT	77.86
661-000-757.000	100PC CABLE TIES	GILL-ROY'S HARDWARE	01/31/25	STATEMENT	40.82
661-000-757.000	TRUCK WASH - 5 GAL	H.O. TAYLOR ENT.	01/06/25	353144	92.50
661-000-757.000	OPERATING SUPPLIES	JACK DOHENY COMPANY	02/06/25	255403	1,039.07
661-000-777.000	CIRCLE NUT SNIP	GILL-ROY'S HARDWARE	01/31/25	STATEMENT	17.09
661-000-781.000	HAIRPINS	WHITE LAKE AUTOMOTIVE	01/31/25	STATEMENT	3.59
661-000-818.000	SHOP TOWELS	MODEL COVERALL SERVICE I	02/04/25	STATEMENT	30.48
661-000-931.000	ICE MELT/ICE PICK	GILL-ROY'S HARDWARE	01/31/25	STATEMENT	34.18
661-000-933.000	KEY/SNOWBRUSH/NUTS & BOLTS	GILL-ROY'S HARDWARE	01/31/25	STATEMENT	78.71
661-000-933.000	OIL CHANGE/TIRE ROTATION - 12-0	GREAT LAKES FORD	01/29/25	FOCS386433	188.99
661-000-933.000	PLOW PARTS/INSTALL - TRUCK 12-0	MONROE CUSTOM CAMPERS, I	01/31/25	191824922	126.52
661-000-933.000	SNOWBLOWER PART	RIVERS RENTAL & EQUIPMEN	01/31/25	STATEMENT	50.67
661-000-933.000	BLUE DEP(2)/SLIDE TERMINAL/SPAR	WHITE LAKE AUTOMOTIVE	01/31/25	STATEMENT	385.57
			Total For Dept 000 247		2,166.05
			Total For Fund 661 MOTOR POOL FUND		2,166.05







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# Muskegon County Public Works Board Meeting

January 9, 2025 at 4:00 PM

via Zoom and in-person at: Muskegon County Marquette Campus, 1903 Marquette Avenue,  
Muskegon, MI 49442

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## MINUTES

### 1. Call to Order

The Board of Public Works was called to order by the Board of Commissioners Chair, Charles Nash, at 4:00 p.m.

### 2. Roll Call

**PRESENT:** Commissioner Jessica Cook  
Commissioner Kim Cyr  
Commissioner Michelle Hazekamp  
Commissioner J. Brett Herman  
Commissioner Charles Nash  
Commissioner Darrell Paige  
Ex-Officio Jennifer Hodges

**EXCUSED:** Water Resources Commissioner Stephanie Barrett  
Ex-Officio Scott Huebler

**ALSO PRESENT:** Mark Eisenbarth, County Administrator  
Matthew Farrar, Deputy County Administrator  
Wade VandenBosch, Public Works Director  
Douglas Noyes, Resource Recover Center Project Engineer  
Christine Morris, Resource Recovery Center Administrative Analyst  
Tracy Vanderlaan, Resource Recovery Center Administrative Assistant  
Linda Larsen, Administrative/FOIA Coordinator  
Angela Gasiewski, Finance Director  
Cody Zok, Information Systems Tech I  
Michael Homier, Corporate Counsel

### 3. Approval of Agenda

**ACTION:** Moved by Commissioner Darrell Paige, supported by Commissioner Jessica Cook

**VOICE VOTE:** Passed

### 4. Public Comment (on an agenda item) - None

## 5. Election of Officers

The Board of Commissioner Chair, Charles Nash, opened nominations for Chair of the Muskegon County Board of Public Works.

Commissioner Cook nominated Commissioner Paige to be Chair of the Muskegon County Board of Public Works.

There were no other nominations.

Move to close nominations and elect Commissioner Paige as Chair of the Muskegon County Board of Public Works.

**ACTION:** Moved by Commissioner Jessica Cook, supported by Commissioner Michelle Hazekamp

**VOICE VOTE:** **Passed**

Move to elect, by unanimous vote, Commissioner Paige as Chair of the Muskegon County Board of Public Works.

**ACTION:** Moved by Commissioner Michelle Hazekamp, supported by Commissioner Kim Cyr

**VOICE VOTE:** **Passed**

Commissioner Darrell Paige was elected Chair of the Board of Public Works. Commissioner Paige assumed the Chair.

Chair Paige presiding.

Chair Paige opened nominations for Vice-Chair of the Muskegon County Board of Public Works.

Commissioner Nash nominated Commissioner Herman to be Vice-Chair of the Muskegon County Board of Public Works.

There were no other nominations.

Move to elect, by unanimous vote, Commissioner Herman as Vice-Chair of the Muskegon County Board of Public Works.

**ACTION:** Moved by Commissioner Kim Cyr, supported by Commissioner Michelle Hazekamp

**YES:** Jessica Cook, Kim Cyr, Michelle Hazekamp, J. Brett Herman, Charles Nash, Darrell Paige

**EXCUSED:** Stephanie Barrett

**NO:** None

**Passed 6:0**

Chair Paige opened nominations for Secretary of the Muskegon County Board of Public Works.

Commissioner Nash nominated Water Resources Commissioner Barrett to be Secretary of the Muskegon County Board of Public Works.

There were no other nominations.

Move to elect, by unanimous vote, Water Resources Commissioner Barrett as Secretary of the Muskegon County Board of Public Works.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Michelle Hazekamp

**VOICE VOTE:** **Passed**

Chair Paige opened nominations for Deputy Secretary of the Muskegon County Board of Public Works.

Commissioner Nash nominated Wade VandenBosch to be Deputy Secretary of the Muskegon County Board of Public Works.

There were no other nominations.

Move to elect, by unanimous vote, Wade VandenBosch as Deputy Secretary of the Muskegon County Board of Public Works.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Michelle Hazekamp

**VOICE VOTE:** **Passed**

**6. Approval of Minutes**

A. Move to approve the Minutes of December 5, 2024

**ACTION:** Moved by Commissioner Kim Cyr, supported by Commissioner Charles Nash

**VOICE VOTE:** **Passed**

**7. Items for Consideration**

BPW25/01-001 **(Public Works/Wade VandenBosch)** Motion to approve and accept a water main easement agreement granted by Orchard View Public Schools on Parcel No. 61-10-015 400-0001-00 along Quarterline Road and authorize the *County Administrator* to sign the easement agreement

Wade VandenBosch requested a friendly amendment to the motion allowing the County Administrator to sign the easement agreement as indicated on the easement which has already been signed by the other party.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Jessica Cook

**VOICE VOTE:** **Passed**

BPW25/01-002 **(Public Works/Wade VandenBosch)** Move to approve the Fire Service Agreement with Egelston Township effective January 1, 2024, to authorize the Board Chair to sign the Agreement and to adjust the Resource Recovery Center and Solid Waste budgets accordingly.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Jessica Cook

**VOICE VOTE:** **Passed**

BPW25/01-003 **(Resource Recovery Center/David Johnson)** Move to approve the Resolution to be submitted to ADM for the purpose of updating the Resolution on the account, as is required when anyone in the four positions listed on the ADM account changes.

Douglas Noyes stated this would update language to include the new chair of the Board of Public Works and new farm manager to the account.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Michelle Hazekamp

**VOICE VOTE:** **Passed**

BPW25/01-004 **(Resource Recovery Center/David Johnson)** Move to extend the Agreement with RS Technical Services to provide the Resource Recovery Center with flow meter calibration services at \$38,336.00 per year and flow meter repair services on a time and materials basis at \$150.00 per hour. Further authorize the Board Chair to sign any necessary documents.

Staff stated this request is to seek permission to extend the agreement for an additional year.

Motion BPW25/01-004 will be brought back to the February 6, 2025 Board of Public Works Board meeting for further consideration.

BPW25/01-005 **(Resource Recovery Center/David Johnson)** Move to authorize the Resource Recovery Center to use its reserve funds to obtain Procurement-Level Quotes for the purchase and installation of a natural gas generator and automatic transfer switch for the RRC Farm and to amend the FY2025 budget accordingly.

Doug Noyes stated quotes will be obtained and brought back to the board for the board's approval for purchase. Doug Noyes stated the estimate given is based on staff's knowledge and a previous purchase. Discussion was had as to the different types of generators that could be used. Doug Noyes stated staff will look at the options discussed.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner Jessica Cook

**VOICE VOTE:** Passed

**8. Informational Items**

Commissioner Cook asked about the increase in the Solid Waste volume. Wade VandenBosch stated he would look into it and report back to the board.

- A. Public Works Monthly Report, December 2024
- B. Resource Recovery Center Monthly Report, December 2024
- C. Muskegon Municipal Wastewater Management Committee Minutes, December 2024 (draft)

**9. Unfinished Business - None**

**10. New Business - None**

**11. Public Comment - None**

**12. Final Board Comments - None**

**13. Adjournment**

There being no further business to come before the Board of Public Works, the meeting was adjourned at 4:23 p.m.

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Darrell Paige, Chair

Muskegon County  
**Solid Waste Planning Committee**  
February 5, 2024  
2:00 p.m.  
1903 Marquette Avenue  
Muskegon, MI 49442

Sidney Shaw, Chair  
Barbara Marczak, Vice Chair

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MINUTES

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**CALL TO ORDER**

The meeting was called to order by Chair Shaw at 2:00 p.m.

**ROLL CALL**

Present: David Baker, Steven Biesiada, Scott Huebler, Dave Kendrick, Joe Kuerth, Barbara Marczak, Sidney Shaw, Saxon Smith

Excused: William Crabtree, Commissioner Lahring

**Staff**

Present: Greg Leverage, Solid Waste Supervisor; Tina Nash, Public Works Coordinator; Wade VandenBosch, Public Works Director; Robert Ribbens, Environmental Manager

The group went around the room and introduced themselves.

### **ELECTION OF OFFICERS**

Sidney Shaw opened the nominations for Chair of the Solid Waste Planning Committee.

**SWPC-24-001** Moved by Scott Huebler, seconded by Barbara Marczak, to nominate Sidney Shaw as Chair of the Solid Waste Planning Committee.

There were no other nominations for Chair.

Voice Vote: **Motion carried**

*Chair Shaw presiding*

Chair Shaw opened nominations for Vice-Chair of the Solid Waste Planning Committee.

**SWPC-24-002** Moved by Barbara Marczak seconded by Dave Kendrick, to nominate Barbara Marczak as Vice-Chair of the Solid Waste Planning Committee.

There were no other nominations for Vice Chair.

Voice Vote: **Motion carried**

Chair Shaw opened nominations for Secretary of the Solid Waste Planning Committee.

**SWPC-24-003** Moved by Chair Shaw, seconded by Barbara Marczak, to appoint Greg Leverage as Secretary of the Solid Waste Planning Committee.

There were no other nominations for Secretary.

Voice Vote: **Motion carried**

Chair Shaw stated the importance of this committee with the changes occurring.

### **APPROVAL OF THE MINUTES**

**SWPC-24-004** It was moved by Dave Kendrick, seconded by Steve Biesiada, to approve the minutes of the February 6, 2023 Solid Waste Planning Committee meeting.

Voice Vote: **Motion carried**

### **COMMUNICATIONS**

None



**SCHEDULED MATTERS**

None

**REPORTS OF COMMITTEES**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

***A. Transition to Materials Management Planning Update***

Wade VandenBosch provided information regarding the Materials Management Plan (MMP). Wade VandenBosch spoke about the changes to Part 115. Governor Whitmer signed a law in 2022 directing counties to transition from a Solid Waste Plan to an MMP with the focus being on recycling. Wade VandenBosch stated on January 8th of this year EGLE sent a letter stating we have until July 8, 2024 to submit a Notice of Intent (NOI) to the state letting them know we intend to submit an MMP. Wade VandenBosch stated Muskegon County has been communicating with neighboring counties (Lake, Mason, Newaygo, and Oceana), which is encouraged by EGLE. Wade VandenBosch spoke about the additional grant funding that's available if you work with other counties. Wade VandenBosch stated the other counties are releasing an RFQ seeking entities that can write the MMP. Wade VandenBosch stated the Muskegon County Public Works Board is more in favor of using WMSRDC to write our MMP, so Muskegon County will not be participating in the RFQ process. Discussion ensued regarding funding. Wade VandenBosch stated the Materials Management Planning Committee (MMPC) will need to be appointed by the Board of Public Works within 180 days of filing the NOI. Wade VandenBosch stated the next steps will be to appoint a designated planning agency and form the MMPC. Discussion ensued regarding the action taken by the Board of Public Works, what the grant funding can be used for, the timeline for various steps to the MMP process, and the role of the MMPC. Greg Leverage and Wade VandenBosch encouraged those on this board to apply for positions on the MMPC.

**AUDIENCE PARTICIPATION**

None

**ADJOURNMENT**

There being no further business to come before the Solid Waste Planning Committee the meeting was adjourned at 2:27 p.m.

*Preliminary Minutes  
To be approved at the next Solid Waste Planning Committee Meeting*

# WHITEHALL PLANNING COMMISSION ANNUAL REPORT 2024

## PURPOSE

The Whitehall Planning Commission is responsible for reviewing and approving commercial site plans, industrial site plans, and special use permits; recommending changes to the zoning ordinances and the development of public facilities; adopting an annual capital improvement plan and a comprehensive master plan. Guidance is provided by the Michigan Zoning Enabling Act, the Michigan Planning Enabling Act, local ordinances, and bylaws.

The Commission is comprised of nine members with scheduled monthly meetings. Members serve staggered three-year terms representing the economic, governmental, educational, and social segments of the community. State law allows for two non-resident members. The mayor, one member of the city council, and one administrative official are required members along with six members at large. A Chair and secretary are elected for one-year terms.

## MEMBERSHIP

Laura Abramson, Public Works Director Brian Armstrong, Rick Blankstrom, Dan Bowyer, Amy Church, Jack Dillivan, Councilmember Jeff Holmstrom, Chris Mahoney, and Mayor Steve Salter served on the Commission. Chris was elected Chair and Laura as Secretary.

## ACTIVITY

The Planning Commission met five times in 2024. They approved two industrial site plans, confirmed the prohibition on first floor offices in the downtown and the use of storage containers in residential districts, and approved a lot split for the Tax Increment Finance Authority that will allow the development of a White Lake public access site north of Tannery Bay.

Permits and construction numbers were exceedingly high, bolstered by industrial growth, Harwood Flats, and the unfortunate wind storm repairs. Construction of another 13 single family homes brought the City to a three year total of 52 new homes.

	2024	2023	2022	2021
Permits Issued	493	318	411	377
Construction Value	\$32,200,000	\$4,500,000	\$10,400,000	\$13,900,000

Whitehall Planning Commission  
Meeting Minutes  
February 4, 2025

Present

L. Abramson, B. Armstrong, D. Bowyer, A. Church, J. Dillivan, S. Salter

Absent

R. Blankstrom, J. Holmstrom,

Call to Order

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

Oaths of Office

Clerk Bourdon administered the oath of office to Bowyer.

Agenda

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

Election of Chair and Secretary

Motion by Armstrong, second by Church, CARRIED, to nominate Dillivan as Chair. All voted yes.

Motion by Salter, second by Armstrong, CARRIED, to nominate Abramson as Secretary. All voted yes.

Public Hearing

Chair Dillivan opened the public hearing at 6:05 to receive comments regarding a proposed zone change on Benston Road from Open Space to Industrial.

Ms. Miller, 810 Benston spoke in opposition of the zone change. Abramson read a letter of opposition from Ms. Alvesteffer, 1004 Benston.

There being no further comment, Chair Dillivan closed the hearing at 6:19

Approval of Minutes

Motion by Armstrong, second by Church, CARRIED, to approve the October 2024 meeting minutes as submitted. All voted yes.

### Communications

Chair Dillivan placed the Annual Report, with a corrected date, on file.

### Public Comment

Mr. Alvesteffer, 1004 Benston, spoke in opposition to the zoning change.

### Unfinished Business

### New Business

- Resolution 25-01 Meeting Schedule

Motion by Armstrong, second by Salter, **CARRIED**, to adopt Resolution 25-01 approving the 2025 meeting schedule. Roll Call Vote: 6 yes, 2 absent.

Commissioners confirmed the 6:00 meeting time following consideration of a request from Commissioner Holmstrom to move the time to 7:00 p.m.

- Resolution 25-02 Zone Change

Motion by Salter, second by Dillivan, to adopt Resolution 25-02 changing the Benston Road property zoning from Open Space to Industrial. Roll Call Vote: 3 yes (Armstrong, Dillivan, Salter), 3 no (Abramson, Bowyer, Church), 2 absent.

### Adjournment

There being no further business, Chair Dillivan adjourned the meeting at 6:29 p.m.

User: ALYSSA  
DB: Whitehall

PERIOD ENDING 01/31/2025  
% Fiscal Year Completed: 58.90  
MONTHLY INCOME STATEMENT

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE	AVAILABLE
			01/31/2025 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)
<b>Fund 580 - PLAYHOUSE</b>				
<b>Revenues</b>				
Dept 000 - 247				
580-000-566.000	GRANTS	57,000.00	30,500.00	26,500.00
580-000-645.000	SUMMER SEASON TICKET SALES	63,000.00	48,695.02	14,304.98
580-000-645.100	WHITE LAKE YOUTH THEATRE	23,000.00	14,065.65	8,934.35
580-000-645.200	ADVERTISING	6,500.00	150.00	6,350.00
580-000-645.300	TICKETS-OTHER EVENTS	25,900.00	11,343.00	14,557.00
580-000-645.400	CONCESSIONS-ALCOHOL	5,000.00	7,082.00	(2,082.00)
580-000-645.450	CONCESSIONS	3,800.00	3,997.00	(197.00)
580-000-645.500	WHITE LAKE DRAMATIC CLUB EVENTS	6,000.00	0.00	6,000.00
580-000-645.900	RENTAL INCOME	26,000.00	32,463.00	(6,463.00)
580-000-645.950	MERCHANDISE	200.00	33.00	167.00
580-000-654.000	OTHER INCOME	200.00	760.00	(560.00)
580-000-665.000	INTEREST EARNINGS-INVESTMENTS	2,000.00	2,271.88	(271.88)
580-000-674.050	SPONSORSHIP-SUMMER SEASON	40,000.00	22,908.35	17,091.65
580-000-674.060	SPONSORSHIP-OFF SEASON/MUSIC	6,800.00	0.00	6,800.00
580-000-674.100	SPONSORSHIP-OFF SEASON	6,800.00	2,500.00	4,300.00
580-000-674.150	DONATIONS	22,000.00	28,371.45	(6,371.45)
580-000-674.160	RESTRICTED DONATIONS	35,000.00	10,000.00	25,000.00
580-000-674.600	FRIENDS OF THE PLAYHOUSE	30,000.00	0.00	30,000.00
<b>Total Dept 000 - 247</b>		<b>359,200.00</b>	<b>215,140.35</b>	<b>144,059.65</b>
<b>TOTAL REVENUES</b>		<b>359,200.00</b>	<b>215,140.35</b>	<b>144,059.65</b>
<b>Expenditures</b>				
Dept 000 - 247				
580-000-702.000	SALARIES-ADMIN/MANAGING DIRECTOR	64,300.00	33,200.27	31,099.73
580-000-705.000	SALARIES-YOUTH EDUCATION DIRECTOR	30,000.00	16,649.91	13,350.09
580-000-706.000	SALARIES & WAGES-DPW	1,000.00	811.75	188.25
580-000-708.000	SALARIES & WAGES-PART TIME EMPLOYEES	25,100.00	22,126.19	2,973.81
580-000-708.001	PRE-SEASON SALARIES & WAGES-PART TIM	3,000.00	0.00	3,000.00
580-000-708.100	SUMMER CONTRACTED EMPLOYEES-W9	24,800.00	27,588.00	(2,788.00)
580-000-719.000	FRINGE BENEFITS	51,800.00	28,292.91	23,507.09
580-000-719.100	FRINGE BENEFITS-WAGES	21,400.00	12,345.71	9,054.29
580-000-727.000	OFFICE SUPPLIES	900.00	201.02	698.98
580-000-757.000	OPERATING SUPPLIES	3,200.00	717.03	2,482.97
580-000-757.001	OPERATING SUPPLIES-LIGHTING	500.00	0.00	500.00
580-000-757.050	SUPPLIES-HOSPITALITY	2,000.00	780.28	1,219.72
580-000-757.100	OPERATING-SUMMER SEASON SET SUPPLIES	1,000.00	1,118.90	(118.90)
580-000-757.200	OPERATING-SUMMER SEASON COSTUMING	1,000.00	784.54	215.46
580-000-757.300	OPERATING-SUMMER SEASON PROPS	500.00	452.70	47.30
580-000-757.310	SUPPLIES-SUMMER SEASON LIGHTS/SOUND	300.00	153.35	146.65
580-000-757.410	WLYT OPERATING	22,000.00	18,381.06	3,618.94
580-000-757.500	OPERATING SUPPLIES-CONCESSIONS	1,800.00	2,084.56	(284.56)
580-000-757.550	OPERATING SUPPLIES - LIQUOR	1,800.00	2,517.10	(717.10)
580-000-757.600	WHITE LAKE DRAMATIC CLUB SUPPLIES	1,500.00	0.00	1,500.00
580-000-757.700	COST OF SALES-MERCHANDISE	200.00	1.87	198.13
580-000-770.000	MEMBERSHIPS & DUES	1,100.00	697.83	402.17
580-000-775.000	REPAIRS & MAINT SUPPLIES	1,800.00	146.17	1,653.83
580-000-801.000	ADMIN FEE/OPERATING-SCENE SHOP	4,500.00	0.00	4,500.00
580-000-803.100	TICKET AGENT FEES	400.00	218.48	181.52
580-000-805.000	MARKETING	10,000.00	4,020.92	5,979.08
580-000-807.000	AUDIT FEE	300.00	259.00	41.00
580-000-815.000	INSURANCE	8,400.00	7,169.00	1,231.00
580-000-818.000	CONTRACTUAL SERVICES-	1,500.00	2,672.88	(1,172.88)
580-000-818.300	CONTRACTUAL SERVICES-LIGHTING	1,200.00	0.00	1,200.00
580-000-818.400	CONTRACTUAL SERVICES-MUSIC	5,000.00	4,650.00	350.00
580-000-818.500	CONTRACTUAL SERVICES-TK PASS THRU	6,000.00	4,516.64	1,483.36
580-000-818.600	CONTRACTUAL SERVICE-SOUND	2,500.00	1,657.93	842.07
580-000-818.650	CONTRACTUAL SERVICES - CMU-SUMMER SE	1,900.00	1,165.00	735.00
580-000-818.670	RIGHTS, RYLTIES, SCRIPTS - SUMMER SE	6,200.00	6,513.06	(313.06)
580-000-818.680	RIGHTS, RYLTIES, SCRIPTS - OFF SEASO	7,200.00	650.00	6,550.00
580-000-818.700	CONTRACTUAL SERVICES-PERFORMER	8,000.00	0.00	8,000.00
580-000-818.750	CONTRACTUAL SERVICES-HOUSE MANAGERS	800.00	650.00	150.00
580-000-818.780	CONTRACTUAL SERVICES-FILMING/EDITING	0.00	850.00	(850.00)
580-000-818.800	CONTRACTUAL SERVICES-CLEANING	1,200.00	1,500.00	(300.00)
580-000-826.000	ATTORNEY FEES	100.00	0.00	100.00
580-000-850.000	TELEPHONE	3,800.00	2,239.86	1,560.14
580-000-920.000	PUBLIC UTILITIES	24,000.00	13,872.68	10,127.32
580-000-931.000	BUILDING MAINTENANCE	5,600.00	5,468.62	131.38
580-000-932.000	TECHNOLOGY MAINTENANCE	400.00	0.00	400.00
580-000-943.000	EQUIPMENT RENTAL	600.00	753.72	(153.72)
580-000-962.000	OTHER EXPENSES	1,200.00	0.00	1,200.00
580-000-968.000	DEPRECIATION	83,000.00	0.00	83,000.00

PERIOD ENDING 01/31/2025  
 % Fiscal Year Completed: 58.90  
 MONTHLY INCOME STATEMENT

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE		AVAILABLE
			01/31/2025		BALANCE
			NORMAL	(ABNORMAL)	NORMAL (ABNORMAL)
Fund 580 - PLAYHOUSE					
Expenditures					
580-000-974.000	CAPITAL IMPROVEMENTS	1,500.00		0.00	1,500.00
580-000-976.000	EQUIPMENT EXPENSE	3,300.00		545.80	2,754.20
Total Dept 000 - 247		449,600.00		228,424.74	221,175.26
TOTAL EXPENDITURES		449,600.00		228,424.74	221,175.26
Fund 580 - PLAYHOUSE:					
TOTAL REVENUES		359,200.00		215,140.35	144,059.65
TOTAL EXPENDITURES		449,600.00		228,424.74	221,175.26
NET OF REVENUES & EXPENDITURES		(90,400.00)		(13,284.39)	(77,115.61)

**QUARTERLY UPDATE  
PERIOD ENDING 12/31/2024**

FUND	2024-2025 ORIGINAL BUDGET	YTD BALANCE 12/31/2024
<b>Fund 101 - GENERAL OPERATING FUND:</b>		
TOTAL REVENUES	3,242,200.00	2,076,002.24
TOTAL EXPENDITURES	3,518,450.00	1,790,380.31
NET OF REVENUES & EXPENDITURES	(276,250.00)	285,621.93
<b>Fund 151 - CEMETERY TRUST FUND</b>		
TOTAL REVENUES	23,000.00	17,386.55
TOTAL EXPENDITURES	34,800.00	0.00
NET OF REVENUES & EXPENDITURES	(11,800.00)	17,386.55
<b>Fund 202 - MAJOR STREET FUND:</b>		
TOTAL REVENUES	415,600.00	138,833.50
TOTAL EXPENDITURES	610,900.00	545,214.86
NET OF REVENUES & EXPENDITURES	(195,300.00)	(406,381.36)
<b>Fund 203 - LOCAL STREET FUND:</b>		
TOTAL REVENUES	397,300.00	287,473.56
TOTAL EXPENDITURES	547,600.00	401,149.36
NET OF REVENUES & EXPENDITURES	(150,300.00)	(113,675.80)
<b>Fund 211 - SALVAGE VEHICLE INSPECTION</b>		
TOTAL REVENUES	2,700.00	3,465.57
TOTAL EXPENDITURES	1,100.00	0.00
NET OF REVENUES & EXPENDITURES	1,600.00	3,465.57
<b>Fund 214 - MARIHUANA</b>		
TOTAL REVENUES	12,600.00	11,569.97
TOTAL EXPENDITURES	10,100.00	2,892.44
NET OF REVENUES & EXPENDITURES	2,500.00	8,677.53
<b>Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY:</b>		
TOTAL REVENUES	920,800.00	555,961.02
TOTAL EXPENDITURES	945,900.00	11,349.29
NET OF REVENUES & EXPENDITURES	(25,100.00)	544,611.73
<b>Fund 247 - TAX INCREMENT FINANCE AUTHORITY #1:</b>		
TOTAL REVENUES	1,448,300.00	1,331,993.07
TOTAL EXPENDITURES	1,793,100.00	834,744.75
NET OF REVENUES & EXPENDITURES	(344,800.00)	497,248.32

**QUARTERLY UPDATE  
PERIOD ENDING 12/31/2024**

FUND	2024-2025 ORIGINAL BUDGET	YTD BALANCE 12/31/2024
<b>Fund 249 - BUILDING INSPECTION DEPARTMENT:</b>		
TOTAL REVENUES	102,000.00	88,449.90
TOTAL EXPENDITURES	101,100.00	71,140.03
NET OF REVENUES & EXPENDITURES	900.00	17,309.87
<b>Fund 250 - LOCAL DEVELOPMENT FINANCE AUTHORITY FUND:</b>		
TOTAL REVENUES	380,300.00	391,432.94
TOTAL EXPENDITURES	239,000.00	17,324.85
NET OF REVENUES & EXPENDITURES	141,300.00	374,108.09
<b>Fund 401 - CAPITAL PROJECTS FUND:</b>		
TOTAL REVENUES	1,318,600.00	372,739.40
TOTAL EXPENDITURES	1,371,200.00	481,752.87
NET OF REVENUES & EXPENDITURES	(52,600.00)	(109,013.47)
<b>Fund 580 - PLAYHOUSE:</b>		
TOTAL REVENUES	437,600.00	290,873.60
TOTAL EXPENDITURES	581,900.00	205,811.78
NET OF REVENUES & EXPENDITURES	(144,300.00)	85,061.82
<b>Fund 590 - SEWER FUND:</b>		
TOTAL REVENUES	1,836,300.00	981,203.25
TOTAL EXPENDITURES	1,435,200.00	571,861.92
NET OF REVENUES & EXPENDITURES	401,100.00	409,341.33
<b>Fund 591 - WATER FUND:</b>		
TOTAL REVENUES	1,201,400.00	642,355.04
TOTAL EXPENDITURES	1,379,300.00	810,397.88
NET OF REVENUES & EXPENDITURES	(177,900.00)	(168,042.84)
<b>Fund 594 - MARINA FUND:</b>		
TOTAL REVENUES	184,500.00	129,338.62
TOTAL EXPENDITURES	181,200.00	87,867.54
NET OF REVENUES & EXPENDITURES	3,300.00	41,471.08
<b>Fund 661 - MOTOR POOL FUND:</b>		
TOTAL REVENUES	337,000.00	243,329.87
TOTAL EXPENDITURES	476,800.00	135,845.30
NET OF REVENUES & EXPENDITURES	(139,800.00)	107,484.57



Cash and Investment Report  
12/31/2024

Interest	Account Name	Balance	Dates	Rate
0.00	ChoiceOne Bank	\$104,633.64	2/9/2024	2/9/2025 5.000%
0.00	ChoiceOne Bank - COMMON	\$500,000.00	1/3/2024	1/3/2025 5.000%
7018.58	Comerica- Pooled Fund	\$622,703.56		
3339.20	Consumers Credit Union-CD <i>(NOTE: Consumers CU-CD/Shares CC Investment Only) - COMMON CASH ONLY</i>	\$269,071.97	8/2/2024	2/2/2025 5.033%
	Consumers CU-Shares	\$25.00		
0.00	Harborlight Credit Union	\$6.82		
1478.03	Harborlight Credit Union-CD	\$117,228.82	11/1/2023	4/28/2025 5.100%
9754.35	Huntington-CD	\$222,964.21	12/23/2024	6/21/2025 3.600%
0.00	Huntington-CD	\$106,526.42	1/30/2024	1/29/2025 4.300%
	Michigan Class-General Fund	\$3,098,805.43		Daily liquidity
	Muskegon Federal CU-Shares	\$5.00		
6.71	Muskegon Federal CU-Savings	\$2,142.34		
	Muskegon Federal CU-CD	\$97,994.00	10/29/2024	10/29/2025 5.000%
	Choice One-Common Cash Checki	\$2,289,608.78		
1060.99	PNC- Cemetery Trust	\$435,998.81		9/30/2024 \$434,937.82
	Choice One-Payroll Checking	\$3,133.69		
	Choice One-Purgatory	\$1.09		
	Petty Cash/Cash Bags	\$1,325.00		
	Choice One-Tax Checking	\$1,107,810.43		
	Michigan Class-Tax Fund	\$356,122.70		Daily liquidity
9285.15	Shelby State Bank-CD	\$216,285.15	11/18/2024	5/18/2025 4.000%
0.04	Shelby State Bank-Savings	\$503.28		
31943.05	Investments Total	\$2,696,089.02		
	Michigan Class-Water Fund	\$12,421.71		Daily liquidity
14176.17	Flagstar Bank-CD	\$287,287.19	12/16/2024	12/15/2025 4.300%
0.00	Muskegon Federal CU-CD	\$48,531.93	1/30/2024	1/30/2025 5.000%
0.00	Flagstar Bank-CD	\$279,254.96	1/4/2024	1/2/2025 5.000%
14176.17	Water Investments Total	\$615,074.08		
	Michigan Class-PH Bond Acct	\$180,677.04		Daily liquidity
	Choice One-BOND	\$6,325.57		
	Choice One-Playhouse -CC	\$1,724.07		
S>Financial>Bank>Quarterly Cash & Investments				
	\$2,249,778.29	Agrees to CD List		
	Entry completed by AS			
	Add GL's to Allocation			
				<b>Total on Excel GL \$5,607,097.45</b>
				<b>MI Class - GF \$3,098,805.43</b>
				<b>Payroll Checking \$3,133.69</b>
				<b>Purgatory \$1.09</b>
				<b>Tax Checking \$1,107,810.43</b>
				<b>MI Class - Tax \$356,122.70</b>
				<b>MI Class - Water \$12,421.71</b>
				<b>MI Class - PH Bond \$180,677.04</b>
				<b>Playhouse-CC \$1,724.07</b>
				<b>Petty Cash/Cash Bags \$1,325.00</b>
				<b>SUB-TOTAL \$10,369,118.61</b>

# Commission Quarterly



## Materials Management Planning Committee

The counties of Lake, Mason, Muskegon, Newaygo, and Oceana are in the beginning stages of preparing a Materials Management Plan (MMP). Over the past several months, the counties have accomplished several steps required by the State of Michigan in the development of an MMP. Initial steps included each county Board of Commissioners agreeing to serve as the County Approval Agency (CAA), naming WMSRDC as their Designated Planning Agency (DPA), signing an interlocal agreement, and filing a Notice of Intent to the Michigan Department of Environment, Great Lakes, and Energy (EGLE).

During the fall, WMSRDC and the counties appointed the Materials Management Planning Committee (MMPC). The first meeting of the MMPC was held on December 2, 2024, at the WMSRDC office in downtown Muskegon. At the meeting the committee appointed a chairperson and vice-chairperson, approved by-laws, established a monthly meeting schedule, and were educated regarding the state's MMP process. Next steps for the committee will be to prepare a Work Plan to be submitted and approved by EGLE in early 2025. WMSRDC, as the DPA for the five county MMP, has developed an MMP webpage to house

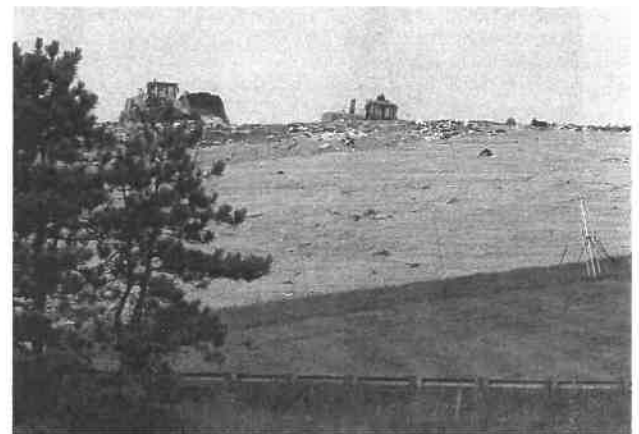
information regarding the process including MMPC meeting information, plan development, and resources. The webpage can be found at [wmsrdc.org/program/materials-management-planning/](http://wmsrdc.org/program/materials-management-planning/). WMSRDC has also developed a distribution list for interested parties to receive information regarding the process. To be added to the list please sign up on the WMSRDC website using the "Contact Us" tab or reach out to the WMSRDC office directly at 231-722-7878.

MMPs are to focus on comprehensive materials management, including recycling, composting, disposal, and other diversion activities. These plans will establish goals with measurable objectives to divert recyclables and organics from disposal while also increasing recycling access and education. Counties will have 36 months (three years) to complete the planning process. Per section 11587 of the amendment, a grant program has been established for the duration of the planning process to assist counties with the formation and initial implementation of the plan. Additional funding for ongoing implementation and maintenance of the plan

will be available by request and approval through EGLE beyond the first three years.

Based on amendments to Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, each county in the state is required to prepare a Materials Management Plan (MMP). Once approved, the MMP will replace the existing county solid waste plans. The Michigan Department of Environment, Great Lakes,

*continued on page 2*



*Newaygo Pine Street Access Fill*

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### Economic Development: Agriculture Impact Analysis

In September, WMSRDC was awarded a grant from the US Department of Commerce, Economic Development Administration (EDA) to help bolster the region's agriculture and food processing industries. The project, entitled the West Michigan Agriculture Cluster Impact Analysis, was initiated on October 3. From then, WMSRDC began the process of competitively selecting a consultant to conduct a portion of the analysis. A qualified candidate is expected to be on board by January 2025. WMSRDC also met with Michigan State University Remote Sensing & GIS staff to begin the asset mapping portion of the project.

In addition, in the fall WMSRDC received significant financial support to help cover matching requirements of the EDA grant. WMSRDC is grateful for the contributions awarded by the Michigan Infrastructure Office through its Making It in Michigan fund, the Fremont Area Community Foundation, and the Community Foundation for Muskegon County.

The project is due for completion before September 30, 2025. The overarching purpose of this project is to inform and empower public officials, economic development organizations, and agriculture producers and processors to make strategic and sustainable investments towards increased efficiency, productivity, and long-term resilience and sustainability of the region's agricultural economy. Activities will

include agriculture sector research and analysis, data mapping, stakeholder engagement, and identification and prioritization of strategic investments and innovative opportunities.



Food processing is an essential component of agriculture in West Michigan

### Local Government Services: Blue Lake Township Planning Assistance

WMSRDC has continued to work with the Blue Lake Township Planning Commission to update the township's Comprehensive Development Plan and Recreation Plan. A public input phase kicked off the effort in July and August, including an online public opinions survey and a public meeting to gather information and perspectives of

residents. The feedback gathered was used in September and October to help the Planning Commission review and revise the Goals & Objectives of both plans.

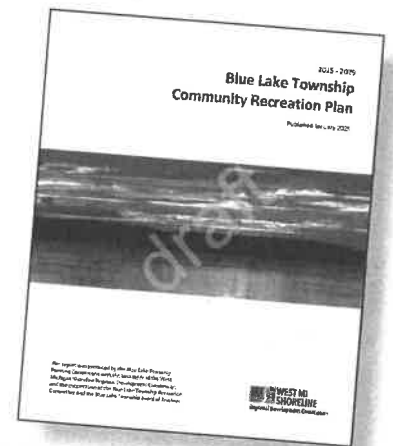
Through this initial phase, WMSRDC was able to efficiently work on both plans concurrently. However, the planning timelines began to diverge in November

### Materials Management Planning Committee

*continued from page 1*

and Energy (EGLE) is implementing the law as well as providing guidance, resources, and funding to counties as they embark on the development of MMPs.

Preparation of the MMPs is a new and unique planning process being undertaken in the state. The shift away from Solid Waste Planning to a comprehensive Materials Management Planning process is a practice that has not been done in Michigan. WMSRDC is excited to be partnering with the five counties in our region in navigating this new process together.

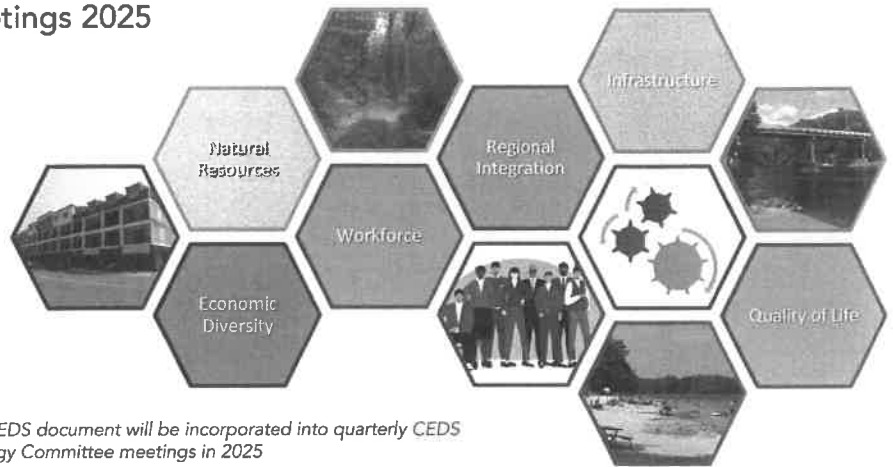


Cover page of the draft recreation plan

when a proposed Recreation Plan draft was made available for public review, followed by a public meeting scheduled for December 10 at the Blue Lake Township Hall. The Recreation Plan is on track for completion in January, at which time the Planning Commission will shift its attention to completing the Comprehensive Plan update.

**Economic Development: CEDS Meetings 2025**

The CEDS Strategy Committee exists to guide the development and implementation of the region's Comprehensive Economic Development Strategy (CEDS), which is a five-year plan required by the US Department of Commerce, Economic Development Administration (EDA) to be eligible for economic development funding. Eligible EDA applicants include local governments, nonprofits, and other public entities. The CEDS process, including the 5-year plan and CEDS Strategy Committee, represents a long-standing framework for economic development visioning, regional coordination, and connecting stakeholders with resources.



The CEDS document will be incorporated into quarterly CEDS Strategy Committee meetings in 2025

In 2025, the CEDS Strategy Committee will convene quarterly via virtual conference. Each meeting will have a theme related to the CEDS Goals & Objectives. The tentative dates and themes are as follows: January 24 (Infrastructure), April 24 (Workforce),

July 25 (Economic Diversity/ Regional Integration), and October 24 (Natural Resources/ Quality of Life). Please send an email to [info@wmsrdc.org](mailto:info@wmsrdc.org) if you are interested in receiving economic updates and meeting notices from WMSRDC!

**Environmental: New Grant Awards**

WMSRDC is pleased to announce two newly awarded projects under the environmental program!

**Project Planning** - Through the National Coastal Resilience Fund (NCRF), a partnership between the National Fish and Wildlife Foundation (NFWF), the National Oceanic and Atmospheric Administration (NOAA), the Department of Defense (DoD), Shell USA, and Occidental, funds were awarded to Support Resilience Planning in West

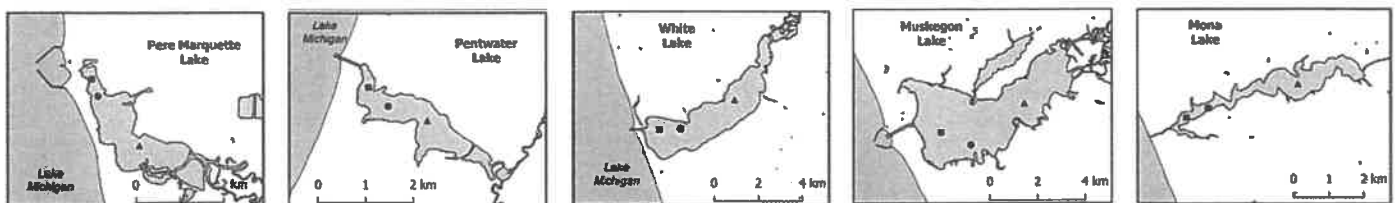
Michigan to Protect Communities and Drowned River Mouth Systems.

West Michigan hosts several lakes commonly known as "drowned river mouth lakes." Formed by glaciers, these lakes are located at the mouths of rivers flowing into Lake Michigan, separated only by short channels. Drown river mouth lakes provide critical habitat and nursery grounds for native and recreational fish in the Great Lakes.

Unfortunately, all watersheds in the project area have known sites of erosion, road stream crossing that are not adequate for fish passage, and stormwater management needs that impact the local economies.

WMSRDC will collaborate with community leaders, stakeholders, and an environmental consulting firm to develop a prioritized list of nature-based projects that benefit community resilience and

*continued on page 4*



West Michigan Drowned River Mouth Systems: Pere Marquette Lake, Pentwater Lake, White Lake, Muskegon Lake, Mona Lake.

**Environmental: City of Muskegon Urban Tree Management**

City of Muskegon Urban Tree Management will be conducted thanks to the Michigan Department of Natural Resources (DNR) Urban and Community Forestry Inflation Reduction Act (UCF IRA) Grant Program made possible through IRA funding provided by the USDA Forest Service’s Urban and Community Forestry Program.

In 2023, WMSRDC engaged a subset of Muskegon neighborhoods for their input on tree planting locations. During these meetings it quickly became apparent that the true need from these underserved communities is the removal of trees threatening public safety. With this knowledge, WMSRDC will partner with the City of Muskegon to provide a phased approach to urban forestry. A forestry consul-

tant will be competitively selected to conduct an unbiased and detailed tree inventory. A corresponding tree management plan will categorize the most dangerous trees in need of removal. Then, with consideration to input provided by underserved community members, the City of Muskegon will implement tree removals and new tree plantings, leading to restored tree canopy resilience with healthy and biodiverse trees. To further engage the youth within the community, Muskegon Community College Forestry Program students will be given



Example of healthy trees within the City of Muskegon

the opportunity to job shadow the forestry consultant, the city’s staff, and WMSRDC staff during all phases of the project. Additionally, Muskegon Public Schools high schoolers will assist in new tree planting on the school’s property.

**Environmental: New Grant Awards**

*continued from page 3*

fish and wildlife habitat along coastal Lake Michigan and its associated drowned river mouth systems in Lake, Mason, Muskegon, Newaygo, and Oceana counties. WMSRDC will host West Michigan Watershed Partners meetings and county level planning meetings to allow participants to provide input on locations in need of protection and the ideal outcomes and benefits from resiliency and restoration efforts. Depending on each project’s scope and budget,

two to four of the identified projects will be prepared to flow into the Site Assessment and Preliminary Design phase of the NCRF pipeline. The additional projects recognized in the plan will continue to work through development and community preparedness to be submitted under future years of the NCRF pipeline or through other funding programs. All future designs will utilize soft engineering solutions influenced by fluctuating water levels

seasonally and annually and resilient to site hydrology to reduce any future coastal hazards, while ensuring all projects enhance habitat and benefit native wildlife, leading to improved habitat for native plants and animals, reduced shoreline erosion, improved fish passage, and increased tourism due to improved fishing, boating, wildlife watching, and aesthetics.



**Transportation: Non-Motorized Plan**

WMSRDC staff, along with the consulting firm, Progressive Companies, will work on updating the non-motorized transportation plan for the Muskegon County/northern Ottawa County Metropolitan Planning Organization (MPO). The current plan was completed in 2013 with help from Progressive Companies and local stakeholders.

The new plan will examine current non-motorized trails as well as on-road facilities within the MPO boundaries. The plan will also identify potential new connections to fill in the gaps between existing and proposed, but not yet constructed, trails and on-road facilities. It will provide a glimpse of existing and potential links that create an extensive interconnected system for the entire MPO area.

Additionally, the City of Muskegon Parks Department is also partnering on this project with the Muskegon Lake Greenway. Since the Muskegon Lakeshore Trail is largely complete, full-scale trail planning is not necessarily needed, but urban greenway planning is needed as this trail connects many public park spaces, business districts, amenities, and other destinations. With the Muskegon/North Ottawa Greenways Plan, the Muskegon Lake Greenway will be a focus area and provide a "model within the model" demonstrating the potential of urban greenway planning and design.

This plan will also coordinate with an 18-county regional non-motorized pathway plan being undertaken by the West Michigan Trails and Greenways Coalition. The plan will include a robust public outreach process to educate residents, stakeholders, staff, and policymakers on the best-practice infrastructure and the benefits of this infrastructure. The update will be completed in FY2025.



*Berry Junction Trail in Muskegon County*



*Berry Junction Trail in Muskegon County*



*Trail in Oceana County*



*Muskegon Lakeshore Trail*

### **Transportation: FY2026-2029 TIP Development**

WestPlan MPO staff issued a “Call for Projects” in early September to MPO member road and transit agencies. Those agencies submitted prioritized project lists for consideration in the new TIP that is under development. MPO staff hosted a project selection work session on December 5, 2024, to discuss the project submittals and agree on a preliminary draft list to be acted on in January at the MPO meetings. Technical Committee members were able to agree on a draft list and MPO staff are currently working to program the projects into JobNet, the statewide database that houses all federally funded transportation projects. One of the key requirements of this process is that the recommended list is fiscally constrained within the estimated budget for the different funding categories. When the final list is approved, MDOT and WMSRDC will run the projects through several analyses to ensure compliance with federal guidelines. The final FY2026-2029 TIP document is expected to be completed in April of 2025.



*2024 construction project in the City of Muskegon on Laketon Avenue at Seaway, looking east.*

### **Transportation: FY2023-2026 TIP Update**

The WestPlan MPO Technical and Policy Committees last met in December where they reviewed and discussed the 21st Amendment to the FY2023-2026 Transportation Improvement Program (TIP). The MPO committees took action to approve the amendment. Projects in the amendment included a project for the Michigan Department of Transportation (MDOT) on I-96 which includes Road Rehabilitation between US-31 and Apple Drive. The other project on the list was for the Muskegon County Road

Commission for a resurface project on Michillinda Road in Fruitland Township. The addition of new projects, or changes that impact the cost or scope of existing projects require an amendment and must follow the MPO public involvement procedures. Minor changes such as typos or minor description changes are allowed to be changed administratively by MPO staff. Any changes to the TIP document are discussed



*Work began this summer on this stretch of Broadway Avenue in the City of Muskegon Heights.*

at the MPO committee meetings which occur monthly. Details of WestPlan MPO TIP amendments and other MPO related information can be found by visiting the website at [www.wmsrdc.org](http://www.wmsrdc.org).

**Transportation: Rural Task Force Update**

The five-county Rural Transportation Task Force (RTF) continued to meet in 2024. The task force receives approximately \$4.2 million of federal funding as well as a little over \$900,000 in State funding per year. Typical projects include road construction, road maintenance, and transit bus purchases. Projects were chosen at the individual county level prior to approval at the five-county task force meeting.

The West Michigan Shoreline Regional Development Commission (WMSRDC) assists in the administration of the RTF for the counties of Muskegon, Oceana, Newaygo, Lake, and Mason. WMSRDC is responsible for scheduling meetings, administering the public involvement process, documenting meeting activities, and submitting information to MDOT.

During the fall of 2024, staff scheduled and held local RTF task force meetings for all five counties in the region to choose projects for fiscal years 2026-2029. After local projects were chosen, the full five county task force met in December to approve the projects.



*Road Construction in Muskegon County*

**Commission Operations: New Database and Email Platform**

In November, WMSRDC switched their database and email platform to Constant Contact. This platform will be used for larger, group mailings and will come from the email address, [wmshoreline@wmsrdc.ccsend.com](mailto:wmshoreline@wmsrdc.ccsend.com). Please add this email address to your address list or have your IT department give permission to receive email from this address, so you will continue to stay informed! Please note that regardless of this change, WMSRDC employee email addresses will remain the same.







316 Morris Avenue, Suite 340  
Muskegon, MI 49440

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U.S. POSTAGE  
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\*\*\*\*\*AUTO\*\*ALL FOR AADC 493  
Steve Salter  
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Whitehall MI 49461-1101  
[Barcode]

### WMSRDC Staff

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Syndi Copeland, Office Manager

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#### Transportation Planning

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Jamie Way, GIS Specialist

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Fallon Chabala, Program Manager

### 2024 Regional Commission Board

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Supervisor, Muskegon Charter Township

Kathy Winczewski, Vice Chairperson  
Councilperson, City of Ludington

James Rynberg, Secretary  
Mayor, City of Fremont

Ron Bacon, Commissioner  
Mason County

Tim Beggs, Commissioner  
Oceana County

Kim Cyr, Commissioner  
Muskegon County

Beth Dick, Vice President of Finance  
Muskegon Community College

Rachel Gorman, At-Large Commissioner  
City of Muskegon

Michelle Hazekamp, Commissioner  
Muskegon County

Marcia Hovey-Wright, Commissioner  
Muskegon County

James Kelly, WMSRDC Appointee  
MSU Extension

Dr. Mark Kinney, Vice President  
of Academics & Student Services,  
West Shore Community College

Bryan Kolk, Commissioner  
Newaygo County

Andrea Large, WMSRDC Appointee  
Community Foundation for Mason County

Joel McCormick, Commissioner  
Oceana County

Bonnie McGlothlin, Mayor  
City of Muskegon Heights

Paul Mellema, Commissioner  
Newaygo County

Roger Morgenstern, Councilperson  
City of Norton Shores

Lewis Squires, Commissioner  
Mason County

Clyde Welford, Commissioner  
Lake County

Jonathan Wilson, WMSRDC Appointee  
DTE Energy

231-722-7878  
WMSRDC.org

## Agenda Report - Tag Day Requests

Tag Days for community nonprofit organizations require City Council approval subject to coordination with the Police Department. Tag days are limited to one per weekend, two per month, and ten per year. They may not be held on Sundays or national holidays.

Knights of Columbus have requested a tag day for Saturday, April 26, 2025.

April 26

Knights of Columbus

### RECOMMENDATION

Approve the tag day as requested.

CITY OF WHITEHALL  
RESOLUTION 25-06  
Zone Change

- WHEREAS, the Planning Commissions recommended, and the City Council approved splitting a parcel of land owned by the Local Development Finance Authority (LDFA) into four parcels to allow for industrial expansion.
- WHEREAS, the LDFA sold all four parcels to adjacent businesses for industrial expansion.
- WHEREAS, the LDFA requested a zone change from Open Space to Industrial.
- WHEREAS, the Planning Commission evaluated all relevant facts including but not limited to whether or not the change is justified by a change in conditions; the precedents and possible effects of such precedents; the capability to provide public services, facilities, or programs; effect on conditions or value of property in the City or adjacent civil divisions; effect on development policies of the City or other governmental units; and factual information provided during the hearing.
- WHEREAS, the Commission voted 3-3 to recommend that the Whitehall City Council approve the zone change request as submitted.
- WHEREAS, Ordinance 15-30-5 requires Council approval for changes in zoning classifications.

BE IT RESOLVED,

That the Whitehall City Council does hereby approve rezoning the former parent parcel 22-220-017-0023-00 from Open Space to Industrial.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, and thereafter adopted by the Whitehall City Council at a regular meeting held February 11, 2025. (\_\_\_ yes; \_\_\_ no, \_\_\_ absent).

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

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

# Muskegon County Property Viewer Print

Report generated 2/7/2025 at 3:11:40 PM

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

