



WHITEHALL

CITY COUNCIL

WORK SESSION MINUTES

Council Chambers

February 11, 2025

PRESENT Scott Brown, Tanya Cabala, Debi Hillebrand, Jeff Holmstrom, Stephen Sikkenga, Steve Salter, and Tom Ziemer

ABSENT None

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

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

DISCUSSION ITEMS

Performance Reviews

Ziemiem emphasized the importance of conducting annual performance reviews that include goal setting, with Brown and Hillebrand in agreement. Sikkenga felt that department heads should have input as to how/when reviews should occur, while Holmstrom and Salter maintained that those decisions should fall under the manager's authority rather than the council's.

Ziemiem also proposed additional updates to the employee manual, but others felt those discussions should wait until a new city manager is in place or be asked as interview questions. Cabala suggested reviewing MML's best practices for employee manuals as a reference.

INFORMATIONAL ITEMS

None

PUBLIC COMMENT

None

ADJOURNMENT

Mayor Salter adjourned the work session at 5:27 pm

Respectfully submitted,
Brenda Bourdon, City Clerk



WHITEHALL

CITY COUNCIL MEETING MINUTES

Council Chambers
February 11, 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

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

APPROVAL OF THE AGENDA

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

Voice Vote: All yeses

MOTION CARRIED

APPROVAL OF THE CONSENT AGENDA

- A. Approval of the January 28, 2025 Council Meeting Minutes
- B. Accounts Payable \$230,737.12
- C. 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

Motion by Holmstrom, seconded by Brown 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

Kim Cyr provided the new Pure Michigan visitors guide.

OLD BUSINESS

None

NEW BUSINESS

A. Tag Day Request – Knights of Columbus

Motion by Brown, seconded by Holmstrom to approve the tag day request for the Knights of Columbus on Saturday, April 26, 2025.

Voice Vote: All yeses

MOTION CARRIED

B. Resolution 25-06 Zone Change

Motion by Sikkenga, seconded by Holmstrom to approve rezoning the former parent parcel 22-220-017-0023-00 from Open Space to Industrial.

Motion by Cabala, seconded by Brown to amend the resolution to add: providing there is no less than a fifty-foot wooded buffer along the north edge of the properties, adjacent to Benston Road, and that no vehicle access be allowed to or from Benston Road.

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

Motion by Sikkenga, seconded by Holmstrom to approve rezoning the former parent parcel 22-220-017-0023-00 from Open Space to Industrial providing there is no less than a fifty-foot wooded buffer along the north edge of the properties, adjacent to Benston Road, and that no vehicle access be allowed to or from Benston Road.

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

MOTION CARRIED

PUBLIC COMMENT

None

Mayor Salter shared city accomplishments and expressed his opinion about the City Manager's contract.

ADJOURNMENT

Mayor Salter adjourned the Council Meeting at 6:20 pm.

Respectfully submitted,
Brenda Bourdon, City Clerk