



**WORK SESSION**  
405 E. COLBY STREET, WHITEHALL, MI  
COUNCIL CHAMBERS  
APRIL 8, 2025  
4:00 p.m.

**AGENDA**

1. Kick-off for City Manager Search – Nate Geinzer, Double Haul Solutions
2. Public Comment \*
3. 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.



**CITY COUNCIL MEETING**  
**405 E. COLBY STREET, WHITEHALL, MI**  
**COUNCIL CHAMBERS**  
**APRIL 8, 2025**  
**6:00 p.m.**

**AGENDA**

1. Meeting called to Order
  - Pledge of Allegiance
2. Approval of Agenda
3. Consent Agenda
  - Approval of the March 25, 2025 Council Meeting Minutes
  - Approval of Accounts Payable
  - Communications – 2025 Capital Improvement Plan, Meet Your Treasurer Event, Muskegon County Public Works Meeting Minutes, Walk the Beat Letter
4. Messages from the Mayor, Council, and City Manager
5. Public Comment \*
6. Old Business
7. New Business
  - Playhouse Committee Recommendations
  - Muskegon Conservation District Proposal
8. Public Comment \*
9. Adjournment

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

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# WHITEHALL

## CITY COUNCIL

### MEETING MINUTES

Council Chambers

March 25, 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

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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 Brown to approve the agenda.

Voice Vote: All yeses

**MOTION CARRIED**

#### SPECIAL PRESENTATION

Amber Marks, resident, presented a proposal for a Community Garden.

#### APPROVAL OF THE CONSENT AGENDA

- A. Approval of the March 11, 2025 Work Session & Council Meeting Minutes
- B. Accounts Payable \$249,337.30
- C. Communications: Energy Audit Memo, Great Lakes and St. Lawrence Thank You, Muskegon County Public Works Meeting Minutes, Playhouse Financials

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

CJ VanWieren provided comments.

#### OLD BUSINESS

None

## NEW BUSINESS

### A. Resolution 25-09 – Senior Millage

Motion by Sikkenga, seconded by Cabala, to approve the senior millage fund allocations of \$17,245 as follows: AgeWell Services \$2,445; City of Whitehall \$1,000; White Lake Area Community Education \$9,000; and White Lake Senior Center \$4,800.

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

**MOTION CARRIED**

### B. Resolution 25-10 – Search Consultants

Motion by Brown, seconded by Hillebrand, to retain Double Haul Solutions to provide the Strong Start Executive Search services for the hiring of a new city manager as presented in their proposal for a cost not to exceed \$21,495 and to approve a budget amendment adding \$17,000 under General Fund City Council Contractual Services utilizing Fund Balance to cover this estimated pro-rated cost.

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

**MOTION CARRIED**

## PUBLIC COMMENT

Public comment was received by Christina Normadin, Dee Jasick, Kathy West and Amber Marks.

## ADJOURNMENT

Mayor Salter adjourned the Council Meeting at 6:56 pm.

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Respectfully submitted,  
Brenda Bourdon, City Clerk

CITY OF WHITEHALL  
ACCOUNTS PAYABLE  
April 8, 2025

**April 2025 Prepaids**

<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>Check No.</u>
City of Whitehall-Common Cash	Payroll	\$45,858.30	Transfer
IRS	Payroll	\$16,157.85	EFT
Alerus Financial	Payroll	\$7,156.12	EFT
MISDU	Payroll	\$61.84	9363
FOP-CD Hammond	Payroll	\$60.18	9364
Teamsters Local 214	Payroll	\$375.00	9365

**Total Prepaids:**

\$69,669.29

**Accounts Payable:**

\$128,080.64

***TOTAL ACCOUNTS PAYABLE***

\$197,749.93

04/04/2025 11:07 AM  
User: BROOK  
DB: Whitehall

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF WHITEHALL  
POST DATES 04/04/2025 - 04/04/2025  
UNJOURNALIZED  
OPEN  
CITY OF WHITEHALL ACCOUNTS PAYABLE  
COUNCIL MEETING APRIL 8, 2025

Page: 1/5

Vendor Code	Vendor Name	Invoice	Description	Amount
MISC	ALPINE PRINTING	6785	RETURN ENVELOPE/#9 - QTY 1000	74.00
TOTAL FOR: ALPINE PRINTING				74.00
SCHILLER	BROOK SCHILLER	REIMBURSEMENT	MILAGE REIMBURSEMENT - 3.25.25 TREASURER'S MT	32.20
TOTAL FOR: BROOK SCHILLER				32.20
CONSU	CONSUMER'S ENERGY	STATEMENT	PUBLIC UTILITIES	7,425.21
TOTAL FOR: CONSUMER'S ENERGY				7,425.21
DELTA	DELTA DENTAL	RIS0006300438	DENTAL - APRIL - 2025	2,443.99
TOTAL FOR: DELTA DENTAL				2,443.99
BOND	DONALD BOND	REIMBURSEMENT	MILAGE REIMBURSEMENT - 3.18-3.21.25 MRWA CONF	225.40
TOTAL FOR: DONALD BOND				225.40
DTE	DTE ENERGY	STATEMENT	PUBLIC UTILITIES	3,920.07
TOTAL FOR: DTE ENERGY				3,920.07
FFARM	FAMILY FARM AND HOME	715	TIRES/RIMS (2) - PARKS MOWERS	359.98
TOTAL FOR: FAMILY FARM AND HOME				359.98
FRONT	FRONTIER	STATEMENT	TELEPHONE 231-893-1801	40.82
		STATEMENT	TELEPHONE 231-893-4708	128.32
TOTAL FOR: FRONTIER				169.14
G SCH	G. SCHIRMER	191785 / H23599	ROYALTIES- BON APPETIT! (580.000.818.670)	1,000.00
TOTAL FOR: G. SCHIRMER				1,000.00
GILLROY	GILL-ROY'S HARDWARE	STATEMENT	MOUSE TRAPS & GEL/SUCTION CUPS/HOOK/BATTERIES	118.44
TOTAL FOR: GILL-ROY'S HARDWARE				118.44
GLOBAL	GLOBAL INDUSTRIAL	122976182	ELECTION TABLES (10)	3,417.49
TOTAL FOR: GLOBAL INDUSTRIAL				3,417.49
GRLF	GREAT LAKES FORD	FOCS387773	OIL CHANGE/FILTERS/TIRE ROTATION - TRUCK 12-0	260.30
TOTAL FOR: GREAT LAKES FORD				260.30
HYDCO	HYDROCORP METER SALES	CI-05353	BI-ANNUAL SERVICE PROGRAM - MARCH-2025 - CR	970.00
TOTAL FOR: HYDROCORP METER SALES				970.00

Vendor Code	Vendor Name	Description	Amount
Invoice			
IMPACT	IMPACT ENTERTAINMENT SERVICES LLC		
	CONTRACT	TICKET PASS THRU- WILD WORLD OF ANIMALS LIVE	1,212.00
TOTAL FOR:	IMPACT ENTERTAINMENT SERVICES LLC		1,212.00
KENNE	KENNEDY INDUSTRIES INC		
	644696	LABOR/SERVICE - LS#2 PUMP INSTALLATION	2,477.50
	645762	SERVICE REPLACE STARTER/CAPACITOR - LS#1	1,800.00
TOTAL FOR:	KENNEDY INDUSTRIES INC		4,277.50
KONICA	KONICA MINOLTA BUSINESS SOLUTIONS		
	501048675	DIGITAL SUPPORT SERVICE/SUPPLIES - #368/CITY	23.33
TOTAL FOR:	KONICA MINOLTA BUSINESS SOLUTIONS		23.33
MAOF	MICHIGAN ASSOCIATION OF MAYORS		
	STATEMENT	MEMBERSHIP DUES 2025 - SALTER	110.00
TOTAL FOR:	MICHIGAN ASSOCIATION OF MAYORS		110.00
MODEL	MODEL COVERALL SERVICE INC		
	STATEMENT	UNIFORMS -MARCH-2025	261.08
TOTAL FOR:	MODEL COVERALL SERVICE INC		261.08
MOWHI	MONTAGUE-WHITEHALL ROTARY CLUB		
	578	4TH QTR DUES - HUEBLER	150.00
TOTAL FOR:	MONTAGUE-WHITEHALL ROTARY CLUB		150.00
MOTOR	MOTOROLA SOLUTIONS		
	1411136363/3679	BODY CAMS/IN-CAR VIDEO	19,396.80
TOTAL FOR:	MOTOROLA SOLUTIONS		19,396.80
MUCTR	MUSKEGON CENTRAL DISPATCH		
	2500002474	VIRTUAL SERVER & SUPPORT - APRIL 2025	527.37
TOTAL FOR:	MUSKEGON CENTRAL DISPATCH		527.37
MUCC	MUSKEGON COUNTY CLERK		
	11052024-10	ELECTION SHARED COSTS- EARLY VOTING 11.5.24	1,000.00
TOTAL FOR:	MUSKEGON COUNTY CLERK		1,000.00
MUCRD	MUSKEGON COUNTY ROAD COMMISSIO		
	705203	CDL TRAINING - SWITANOWSKI	250.00
TOTAL FOR:	MUSKEGON COUNTY ROAD COMMISSIO		250.00
MMA	MUSKEGON MUSEUM OF ART		
	1-4510	MAACC SHARE - CMF MARKETING/SOCIAL ADS	153.39
TOTAL FOR:	MUSKEGON MUSEUM OF ART		153.39
ED	OGBORN ENTERPRISES, INC.		
	WCH & WDPW-25-0	CLEANING SERVICES - CH & DPW - MARCH-2025	760.00
	WCH_2025-CORREC	CLEANING SERVICES -RATE CORRECTION JULY24-MAR	855.00
TOTAL FOR:	OGBORN ENTERPRISES, INC.		1,615.00
OLD	OLD DOMINION BRUSH COMPANY, LLC		
	9382064	SCREENS - 12-20 LEAF TRUCK	2,392.61
TOTAL FOR:	OLD DOMINION BRUSH COMPANY, LLC		2,392.61

Vendor Code	Vendor Name	Invoice	Description	Amount
PRHLTH	PRIORITY HEALTH	250760000620	HEALTH INSURANCE - APRIL - 2025	33,089.20
TOTAL FOR: PRIORITY HEALTH				33,089.20
PRO	PROUDFIT SERVICES LLC	2025-0311	DEMOLITION - 104 N THOMPSON ST	31,491.00
TOTAL FOR: PROUDFIT SERVICES LLC				31,491.00
STAPLADV	STAPLES CONTRACT & COMMERCIAL LLC	7004675382	PRINTER TONER/11X17 PAPER/PHONE CORD DETANGLE	213.65
TOTAL FOR: STAPLES CONTRACT & COMMERCIAL LLC				213.65
HELTAY	TAYLOR HELLEWELL	3292025	CLEANING SERVICE - PH 3.29.2025	100.00
TOTAL FOR: TAYLOR HELLEWELL				100.00
VANCE	VANCE OUTDOORS INC	1238191-IN	AMMUNITION	483.25
TOTAL FOR: VANCE OUTDOORS INC				483.25
VESCO	VESCO OIL CORPORATION	5735674-00	HYDRAULIC FLUID / CREDIT DRUM DEPOSITS	1,525.80
TOTAL FOR: VESCO OIL CORPORATION				1,525.80
WMBUR	WEST MICHIGAN BURIAL VAULT CO	14981/14990	FOUNDATIONS (3)	346.00
TOTAL FOR: WEST MICHIGAN BURIAL VAULT CO				346.00
WLAUT	WHITE LAKE AUTOMOTIVE	STATEMENT	SUPPLIES/PARTS 12-11 / 12-08 / 12-15	776.11
TOTAL FOR: WHITE LAKE AUTOMOTIVE				776.11
WLEXC	WHITE LAKE EXCAVATING	98559	BLACK DIRT SCREENED - 6.44 TONS	117.08
TOTAL FOR: WHITE LAKE EXCAVATING				117.08
WIND	WINDEMULLER	242343	ELECTRICAL SERVICE/LIGHT REPAIR - SAILBOAT AR	734.50
TOTAL FOR: WINDEMULLER				734.50
<b>PURCHASE CARD VENDOR: CO-TCM TCM BANK. N.A</b>				
MISC	794 KITCHEN BAR	STATEMENT	MEAL - B.MAHOONEY DUTY TO INTERVENE TRAINING	21.06
TOTAL FOR: 794 KITCHEN BAR				21.06
MISC	AMAZON.COM	113-8448653-475	POWER STRIPS (5)	49.90
TOTAL FOR: AMAZON.COM				49.90
MISC	BRICKS R US	120919217411	GAZEBO BRICKS (2)	55.07
TOTAL FOR: BRICKS R US				55.07

Vendor Code	Vendor Name	Description	Amount
	Invoice		
MISC	CANVA.COM		
	04452-5734242	BANNER	76.50
TOTAL FOR: CANVA.COM			76.50
MISC	COLBY'S CAFE & BREW		
	166	MEAL - EMPLOYEE REVIEW MTG	50.23
TOTAL FOR: COLBY'S CAFE & BREW			50.23
GALLS	GALL'S, LLC		
	27896796	HANDCUFFS	67.35
TOTAL FOR: GALL'S, LLC			67.35
GNAR	GNARLY HEIFER LLC		
	S11	HOSPITALITY- KENNEDY'S KITCHEN 3.15.25	148.68
TOTAL FOR: GNARLY HEIFER LLC			148.68
MISC	GRAND TRAVERSE RESORT & SPA		
	03STIM7J	LODGING - BOND/SILK - MRWA 2025 CONF 3.17-3.2	532.20
	2554	MEAL - SILK/BOND MRWAC 2025 CONF	51.34
	2725	MEAL - SILK/BOND MRWA 2025 CONF	48.18
TOTAL FOR: GRAND TRAVERSE RESORT & SPA			631.72
MISC	HOBO'S TAVERN		
	STATEMENT	MEAL - MANAGERS LUNCH	24.22
TOTAL FOR: HOBO'S TAVERN			24.22
HO	HOME DEPOT		
	WN11247723	DEPOSITORY SAFE	96.99
TOTAL FOR: HOME DEPOT			96.99
MISC	IMPRINT.COM		
	IME29CDCA430	BUTTONS MERCH - "I LOVE THE PLAYHOUSE"	97.21
TOTAL FOR: IMPRINT.COM			97.21
MENAR	MENARDS-MUSKEGON		
	59705303	ROOFING SUPPLIES - CEMETERY BUILDING	2,728.40
TOTAL FOR: MENARDS-MUSKEGON			2,728.40
MISC	MICHIGAN LIQUOR CONTROL COMMISSION		
	25030506312103	LIQUOR LICENSE & PERMIT RENEWAL FEES	287.50
TOTAL FOR: MICHIGAN LIQUOR CONTROL COMMISSION			287.50
ORKIN	ORKIN, LLC		
	273632437	PEST TREATMENT- MAR-2025	138.00
TOTAL FOR: ORKIN, LLC			138.00
SAMS	SAM'S CLUB/GECF		
	10271803878	TRASH BAGS/MULTI CLEANER/TOILET CLEANER/COFF	69.65
	10275540018	SOAP/SPRAY CLEANER/TOILET CLEANER/SPRAY CLEAN	69.38
	517515649100586	CONCESSIONS - CANDY	192.28
TOTAL FOR: SAM'S CLUB/GECF			331.31

Vendor Code	Vendor Name	Invoice	Description	Amount
MISC	SPOTIFY	STATEMENT	SUBSCRIPTION - MONTHLY FEE- APRIL 2025	2.40
TOTAL FOR: SPOTIFY				2.40
MISC	THE INN AT GULL LAKE	46263870	LODGING - NUMMERDOR - CPE TRAINING	340.40
TOTAL FOR: THE INN AT GULL LAKE				340.40
MISC	TURTLE CREEK CASINO	6034	MEAL - SILK/BOND MRWAC 2025 CONF	169.92
TOTAL FOR: TURTLE CREEK CASINO				169.92
USPOS	UNITED STATES POSTMASTER	33	1 OZ STAMPS (8 ROLLS) - ELECTIONS	224.00
		507	POSTAGE	16.65
		647	POSTCARD STAMPS (2 ROLLS)/73 CENT STAMPS(15 R	1,207.00
TOTAL FOR: UNITED STATES POSTMASTER				1,447.65
VANDE	VANDERWALL BROTHERS	SO040351	FIREPIT REPAIR - N. MEARS	605.95
TOTAL FOR: VANDERWALL BROTHERS				605.95
WALMART	WALMART	723201704338565	FOOD - MARCH BOR	48.29
TOTAL FOR: WALMART				48.29
<b>TOTAL PURCHASE CARD VENDOR: CO-TCM TCM BANK. N.A</b>				<b>7,418.75</b>

TOTAL - ALL VENDORS 128,080.64

**FUND TOTALS:**

Fund 101 - GENERAL OPERATING FUND	77,295.26
Fund 247 - TAX INCREMENT FINANCE AUTHORITY #1	32,385.35
Fund 580 - PLAYHOUSE	5,106.30
Fund 590 - SEWER FUND	4,433.78
Fund 591 - WATER FUND	2,275.63
Fund 661 - MOTOR POOL FUND	6,584.32

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 101 GENERAL OPERATING FUND					
Dept 101 CITY COUNCIL					
101-101-770.000	MEMBERSHIP DUES 2025 - SALTER	MICHIGAN ASSOCIATION OF	03/01/25	STATEMENT	110.00
Total For Dept 101 CITY COUNCIL					110.00
Dept 172 ADMINISTRATION					
101-172-727.000	POWER STRIP	AMAZON.COM	03/10/25	113-8448653-4759438	9.98
101-172-770.000	MEMBERSHIPS & DUES-Q4 HUEBLER	MONTAGUE-WHITEHALL ROTAR	04/01/25	578	150.00
101-172-818.000	VIRTUAL SERVER & SUPPORT - APRI	MUSKOGON CENTRAL DISPATC	04/01/25	2500002474	527.37
101-172-850.000	TELEPHONE - 231.893.4708	FRONTIER	03/20/25	STATEMENT	64.16
101-172-880.000	MILAGE REIMB - 3.25.25 TREASURE	BROOK SCHILLER	03/25/25	REIMBURSEMENT	32.20
101-172-880.000	MEAL - EMPLOYEE REVIEW MTG	COLBY'S CAFE & BREW	03/28/25	166	50.23
101-172-880.000	MEAL - MANAGERS LUNCH	HOBO'S TAVERN	03/26/25	STATEMENT	24.22
101-172-935.000	DIGITAL SUPPORT SERVICE/SUPPLY-	KONICA MINOLTA BUSINESS	03/16/25	501048675	23.33
101-172-976.000	ELECTION TABLES	GLOBAL INDUSTRIAL	03/13/25	122976182	1,708.75
Total For Dept 172 ADMINISTRATION					2,590.24
Dept 247 BOARD OF REVIEW					
101-247-962.000	FOOD - MARCH BOR	WALMART	03/12/25	72320170433856503183	48.29
Total For Dept 247 BOARD OF REVIEW					48.29
Dept 262 ELECTIONS					
101-262-728.000	RETURN ENVELOPE/#9 - QTY 1000	ALPINE PRINTING	04/03/25	6785	74.00
101-262-728.000	1 OZ STAMPS (8 ROLLS)	UNITED STATES POSTMASTER	03/25/25	33	224.00
101-262-728.000	73 CENTSTAMPS (15 ROLLS) - ELEC	UNITED STATES POSTMASTER	03/14/25	647	1,207.00
101-262-818.000	ELECTION SHARE COST EARLY VOTIN	MUSKOGON COUNTY CLERK	03/28/25	11052024-10	1,000.00
101-262-976.000	ELECTION TABLES	GLOBAL INDUSTRIAL	03/13/25	122976182	1,708.74
Total For Dept 262 ELECTIONS					4,213.74
Dept 265 CITY HALL BLDG & GROUNDS					
101-265-757.000	TRASH BAGS	SAM'S CLUB/GEFC	03/17/25	10275540018	28.96
101-265-757.000	MULTISURFACE CLEANER	SAM'S CLUB/GEFC	03/07/25	10271803878	51.67
101-265-818.700	CLEANING SVC JULY 24	OGBORN ENTERPRISES, INC.	03/20/25	WCH 2025-CORRECTION	855.00
101-265-818.700	CLEANING SERVICES - CH - MARCH-	OGBORN ENTERPRISES, INC.	04/01/25	WCH & WDPW-25-04	475.00
101-265-920.000	PUBLIC UTILITIES/910021159454	DTE ENERGY	03/26/25	STATEMENT	920.15
Total For Dept 265 CITY HALL BLDG & GROUNDS					2,330.78
Dept 270 FRINGE BENEFITS					
101-270-719.450	UNIFORMS -MARCH-2025	MODEL COVERALL SERVICE I	04/02/25	STATEMENT	230.60
101-270-719.600	FRINGE-HEALTH INS	PRIORITY HEALTH	03/16/25	250760000620	30,918.94
101-270-719.601	FRINGE BENEFITS-RETIREE HEALTH	PRIORITY HEALTH	03/16/25	250760000620	2,170.26
101-270-719.605	DENTAL - APRIL - 2025	DELTA DENTAL	04/01/25	RIS0006300438	2,443.99
Total For Dept 270 FRINGE BENEFITS					35,763.79
Dept 301 POLICE					
101-301-727.000	CYAN PRINTER TONER	STAPLES CONTRACT & COMME	03/27/25	7004675382	194.71
101-301-727.000	POSTAGE	UNITED STATES POSTMASTER	03/18/25	507	16.65
101-301-741.000	AMMUNITION	VANCE OUTDOORS INC	03/19/25	1238191-IN	483.25
101-301-757.000	DISINFECTING WIPES	SAM'S CLUB/GEFC	03/17/25	10275540018	10.98
101-301-759.000	HANDCUFFS	GALL'S, LLC	03/11/25	27896796	67.35
101-301-760.200	MEAL - B.NAHOKEY TRAINING	794 KITCHEN BAR	03/05/25	STATEMENT	21.06
101-301-760.300	LODGING - NUMERDOR - CPE TRAIN	THE INN AT GULL LAKE	03/31/25	46263870	340.40
101-301-850.000	TELEPHONE - 231.893.4708	FRONTIER	03/20/25	STATEMENT	64.16
101-301-976.000	BODY CAMS/IN-CAR VIDEO	MOTOROLA SOLUTIONS	03/13/25	1411136363/36794/125	19,396.80

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 101 GENERAL OPERATING FUND					
Dept 301 POLICE					
Dept 448 STREET LIGHTING					
101-448-920.000	PUBLIC UTILITIES/100000345890	CONSUMER'S ENERGY	03/26/25	STATEMENT	20,595.36
Dept 567 CEMETERY					
101-567-757.000	11X17 PAPER	STAPLES CONTRACT & COMME	03/27/25	7004675382	6.84
101-567-757.000	BLACK DIRT SCREENED - 6.44 TONS	WHITE LAKE EXCAVATING	03/26/25	98559	117.08
101-567-920.000	PUBLIC UTILITIES/910021159306	DTE ENERGY	03/26/25	STATEMENT	60.01
101-567-932.000	FOUNDATIONS (2)	WEST MICHIGAN BURIAL VAW	03/20/25	14981/14990	346.00
101-567-974.000	ROOFING SUPPLIES - CEM BLDG	MENARDS-MUSKEGON	03/11/25	59705303	2,728.40
Dept 751 PARKS DEPARTMENT					
101-751-818.000	ELECTRIC SVC/LIGHT REPAIR - SAI	WINDEMULLER	03/31/25	242343	3,258.33
101-751-933.000	TIRES/RIMS (2) - PARKS MOWERS	FAMILY FARM AND HOME	04/02/25	715	734.50
101-751-962.000	GAZEBO BRICKS (2)	BRICKS R US	03/11/25	120919217411	359.98
Dept 756 119 S BALDWIN ST					
101-756-920.000	PUBLIC UTILITIES/910021159793	DTE ENERGY	03/26/25	STATEMENT	55.07
Fund 247 TAX INCREMENT FINANCE AUTHORITY #1					
Dept 000 247					
247-000-974.000-E24	DEMOLITION - 104 N THOMPSON ST	PROUDFIT SERVICES LLC	03/11/25	2025-0311	1,149.55
Dept 525 DOWNTOWN STREETSCAPE					
247-525-818.000	FIREFIT REPAIR - N. WEARS	VANDERWALL BROTHERS	03/18/25	SO040351	64.36
247-525-920.000	PUBLIC UTILITIES/920030385842	DTE ENERGY	03/26/25	STATEMENT	64.36
247-525-921.000	PED LIGHTS/10305151602	CONSUMER'S ENERGY	03/26/25	STATEMENT	77,295.26
Fund 580 PLAYHOUSE					
Dept 000 247					
580-000-123.000	ROYALTIES- BON APPETIT! (580.00	G. SCHIRMER	02/10/25	191785 / H23599	31,491.00
580-000-757.000	DEPOSITORY SAFE	HOME DEPOT	03/24/25	WN11247723	31,491.00
580-000-757.000	HAND SOAP	SAM'S CLUB/GEFC	03/17/25	10275540018	605.95
580-000-757.000	POWERATED BELT - PH AIR HANDLER	WHITE LAKE AUTOMOTIVE	03/31/25	STATEMENT	62.70
580-000-757.050	HOSPITALITY- KENNEDY'S KITCHEN	GNARLY HEIFER LLC	03/15/25	S11	225.70
580-000-757.500	CONCESSIONS - CANDY	SAM'S CLUB/GEFC	03/15/25	51751564910058668661	894.35
580-000-757.550	LIQUOR LICENSE & PERMIT RENEWAL	MICHIGAN LIQUOR CONTROL	03/05/25	25030506312103	32,385.35
580-000-757.700	BUTTONS MERCH - "I LOVE THE PLA	IMPRINT.COM	03/19/25	IME29CDCA430	
580-000-805.000	BANNER	CANVA.COM	03/11/25	04452-5734242	
580-000-805.000	MAACC SHARE - CMF MARKETING/SOC	MUSKEGON MUSEUM OF ART	03/11/25	1-4510	
580-000-805.000	ZOOM ANNUAL FEE REFUND-INV29451	SPOTIFY	03/25/25	STATEMENT	153.39
			03/30/25		(9.59)

OPEN

CITY OF WHITEHALL ACCOUNTS PAYABLE  
COUNCIL MEETING OF APRIL 8, 2025

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 580 PLAYHOUSE					
Dept 000 247					
580-000-818.500	TICKET PASS THRU- WW OF ANIMALS	IMPACT ENTERTAINMENT SER	12/20/24	CONTRACT	1,212.00
580-000-818.600	SUBSCRIPTION - MONTHLY FEE- APR	SPOTIFY	03/30/25	STATEMENT	11.99
580-000-818.800	CLEANING SERVICE - PH 3.29.2025	TAYLOR HELLEWELL	03/29/25	3292025	100.00
580-000-920.000	PUBLIC UTILITIES/910021159660	DTE ENERGY	03/26/25	STATEMENT	1,517.91
580-000-931.000	PEST TREATMENT - MAR-2025	ORKIN, LLC	03/10/25	273632437	138.00
		Total For Dept 000 247			5,106.30
		Total For Fund 580 PLAYHOUSE			5,106.30
Fund 590 SEWER FUND					
Dept 554 SEWER PUMPING					
590-554-818.000	SERVICE REPLACE STARTER/CAPACIT	KENNEDY INDUSTRIES INC	03/26/25	645762	1,800.00
590-554-920.000	PUBLIC UTILITIES/100094991039	CONSUMER'S ENERGY	03/26/25	STATEMENT	28.69
590-554-920.000	PUBLIC UTILITIES/910021159892	DTE ENERGY	03/26/25	STATEMENT	54.79
590-554-920.000	TELEPHONE - 231.893.1801	FRONTIER	04/01/25	STATEMENT	40.82
		Total For Dept 554 SEWER PUMPING			1,924.30
Dept 558 SEWER T & D					
590-558-757.000	GLOVES	WHITE LAKE AUTOMOTIVE	03/31/25	STATEMENT	31.98
		Total For Dept 558 SEWER T & D			31.98
Dept 559 SEWER CONSTRUCTION					
590-559-976.000	LABOR/SERVICE - LS#2 PUMP INSTA	KENNEDY INDUSTRIES INC	12/17/24	644696	2,477.50
		Total For Dept 559 SEWER CONSTRUCTION			2,477.50
		Total For Fund 590 SEWER FUND			4,433.78
Fund 591 WATER FUND					
Dept 540 WATER ADMINISTRATION					
591-540-760.000	MILAGE REIMB- 3.18 - 3.21.25 MR	DONALD BOND	03/24/25	REIMBURSEMENT	225.40
591-540-760.000	MEAL - SILK/BOND MRWA 2025 CONF	GRAND TRAVERSE RESORT &	03/18/25	2725	48.18
591-540-760.000	MEAL - SILK/BOND MRWAC 2025 CON	GRAND TRAVERSE RESORT &	03/18/25	2554	51.34
591-540-760.000	LODGING - BOND/SILK - MRWA 2025	GRAND TRAVERSE RESORT &	03/21/25	03STIM7J	532.20
591-540-760.000	MEAL - SILK/BOND MRWAC 2025 CON	TURTLE CREEK CASINO	03/20/25	6034	169.92
		Total For Dept 540 WATER ADMINISTRATION			1,027.04
Dept 546 WATER SOURCE PLANT					
591-546-757.000	MOUSE TRAPS (2)/MOUSE GEL)	GILL-ROY'S HARDWARE	03/01/25	STATEMENT	17.79
591-546-920.000	PUBLIC UTILITIES/920017788919	DTE ENERGY	03/26/25	STATEMENT	260.80
		Total For Dept 546 WATER SOURCE PLANT			278.59
Dept 548 WATER T & D					
591-548-818.000	BI-ANNUAL SERVICE PROGRAM - MA	HYDROCORP METER SALES	03/31/25	CI-05353	970.00
		Total For Dept 548 WATER T & D			970.00
		Total For Fund 591 WATER FUND			2,275.63
Fund 661 MOTOR POOL FUND					
Dept 000 247					
661-000-727.000	POWER STRIPS	AMAZON.COM	03/10/25	113-8448653-4759438	39.92
661-000-727.000	PHONE CORD DETANGLER	STAPLES CONTRACT & COMME	03/27/25	7004675382	12.10
661-000-751.000	HYDRAULIC FLUID	VESCO OIL CORPORATION	03/19/25	5735674-00	1,525.80

OPEN

CITY OF WHITEHALL ACCOUNTS PAYABLE  
COUNCIL MEETING OF APRIL 8, 2025

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 661 MOTOR POOL FUND					
Dept 000 247					
661-000-757.000	SUCTION CUPS/HOOK	GILL-ROY'S HARDWARE	03/01/25	STATEMENT	77.54
661-000-757.000	TRASH BAG	SAM'S CLUB/GEOR	03/07/25	10271803878	17.98
661-000-757.000	LICENSE PLATE BOLTS	WHITE LAKE AUTOMOTIVE	03/31/25	STATEMENT	2.99
661-000-781.000	SHOVEL	GILL-ROY'S HARDWARE	03/01/25	STATEMENT	15.29
661-000-818.000	SHOP TOWELS	MODEL COVERALL SERVICE I	04/02/25	STATEMENT	30.48
661-000-818.700	CLEANING SERVICES - DPW - MARCH	OGBORN ENTERPRISES, INC.	04/01/25	WCH & WDPW-25-04	285.00
661-000-920.000	PUBLIC UTILITIES/910021159181	DTE ENERGY	03/26/25	STATEMENT	979.35
661-000-933.000	WATCH BATTERY	GILL-ROY'S HARDWARE	03/01/25	STATEMENT	7.82
661-000-933.000	OIL/FILTER CHG/TIRE ROTATE - TR	GREAT LAKES FORD	03/07/25	F0CS387773	260.30
661-000-933.000	SCREENS - 12-20 LEAF TRUCK	OLD DOMINION BRUSH COMPA	03/31/25	9382064	2,392.61
661-000-933.000	SWITCH-TOGGLE - TRUCK 12-03	WHITE LAKE AUTOMOTIVE	03/31/25	STATEMENT	687.14
661-000-962.000	CDL TRAINING - SWITANOWSKI	MUSKEGON COUNTY ROAD COM	03/26/25	705203	250.00
Total For Dept 000 247					6,584.32
Total For Fund 661 MOTOR POOL FUND					6,584.32

INVOICE GL DISTRIBUTION REPORT FOR CITY OF WHITEHALL  
POST DATES 04/04/2025 - 04/04/2025  
UNJOURNALIZED

OPEN  
CITY OF WHITEHALL ACCOUNTS PAYABLE  
COUNCIL MEETING OF APRIL 8, 2025

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund Totals:					
			Fund 101	GENERAL OPERATING FUND	77,295.26
			Fund 247	TAX INCREMENT FINANCE	32,385.35
			Fund 580	PLAYHOUSE	5,106.30
			Fund 590	SEWER FUND	4,433.78
			Fund 591	WATER FUND	2,275.63
			Fund 661	MOTOR POOL FUND	6,584.32
Total For All Funds:					128,080.64

**CITY OF WHITEHALL  
PLANNING COMMISSION  
2025 CAPITAL IMPROVEMENT PLAN**

Michigan Public Act 33 of 2008 requires the adoption of a six-year capital improvement plan by the local planning commission. Capital improvement plans coordinate the location, timing, and financing of public improvements and acquisitions exceeding \$10,000 with a useful life of three years or more. The Plan evaluates all anticipated projects at the same time; serves as a public relations and economic development tool; ensures stable and efficient use of public funds; fosters cooperation among city departments; focuses on the goals established by the city council; guides future growth and development; and enhances grant opportunities.

The process begins with the submittal of requests from the six department heads. The city manager compiles the list into a Capital Improvement Plan. The Plan is submitted to the Planning Commission for review and approval.

Capital improvements often require financial support beyond annual budgetary means and may even utilize multiple funding sources, internal and external. With outstanding financial management, the City has been able to pay for a vast majority of its capital improvements with cash. Fund balances are routinely increased beyond the minimum recommended reserves to build up an adequate supply of cash for future improvements.

Whitehall has received \$10.4M in grants and donations over the last 20+ years to complete numerous capital improvements. The expansion and renovation of the Playhouse at \$3.9M has been the single largest project to date.

Cities can borrow money to finance capital improvements, commonly referred to as “issuing bonds”. Interest on borrowing increases the costs of projects and could limit future financial decisions. Borrowing places the financial burden on taxpayers that will be using the capital improvement over the term of the bond and life expectancy of the improvement. General obligation bonds are paid back with property taxes. Revenue bonds pay off the debt with money collected from a specific service, such as water fees or dedicated donations. The total general obligation debt of a city may not exceed 10% of the total taxable value.

Whitehall’s current taxable value is \$191M allowing debt limit of \$19.1 Million. There is currently no general obligation debt. Revenue bonds have no limit. The Playhouse has an outstanding revenue bond debt of \$471,000.

A city can acquire capital equipment through installment purchases. The maximum allowable balance by State law is 1.5% of the taxable value which would be \$2.8M for Whitehall. The City has a current balance of \$143,000.

Infrastructure improvements can be financed through special assessments. Property owners in a defined project area that derive a direct benefit from the improvements pay a pro-rated special assessment tax above the general operating millage. Whitehall has no special assessments.

Whitehall has been using tax increment financing for capital improvements for the last 35 years. The City Council established a Brownfield Redevelopment Authority (Tannery Bay), a Local Development Finance Authority (City Industrial Park), and a Tax Increment Finance Authority (Downtown and Howmet Facilities). The base taxable value is established the year in which a district is created. Any increase in the base value is “captured” by the authority for eligible expenses. The capture includes millage levied by other taxing jurisdictions such as the library and fire authority.

Actual funding is determined each year by the City Council based upon available funding and Council priorities. The wind storm and record rainfall event of 2024 depleted cash reserves by \$580,000 for debris removal and infrastructure repairs. Many of the requested capital needs for Fiscal Year 2025/26 will be delayed for a year due to this huge fiscal impact.

Anticipated capital expenditures are listed as follows.

GENERAL FUND	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31
<b>CITY HALL and GROUNDS</b>						
Security Cameras	\$25,000					
Energy Efficiency Upgrades		\$50,000	\$51,000	\$40,000		
ADA Enhancements	\$50,000					
Generator Replacement					\$50,000	
Solar Power						\$103,000
<b>POLICE DEPARTMENT</b>						
In-car Video & Body Cams	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Patrol Vehicle		\$54,000		\$55,000	\$56,000	
Admin Vehicle		\$40,000				
Body Armor Vests			\$10,000			
<b>SIDEWALKS</b>	\$45,000	\$45,000	\$20,000		\$30,000	\$30,000
<b>PATHWAY</b>			\$179,000			
<b>CEMETERY</b>						
Pole Barn Roof	\$10,000					
60” Mower	\$10,000					
Irrigation System			\$125,000			
<b>PARKS</b>						
Norman Park Stairs	\$30,000					
Play Structure Fall Protection	\$30,000				\$60,000	
Goodrich WiFi	\$17,000					
Lions Park Kayak Launch	\$55,000					
60” Mower	\$10,000					
Gee Park Playground		\$85,000				
Funnell & Goodrich Pkg Lots		\$150,000				
Goodrich Park Swings				\$70,000		

State funded consultants recently conducted an energy audit for city hall, public works, and the Playhouse. Recommendations ranged from the simple to the complex and expensive. The estimated cost tops \$615,000.

The White Lake Pathway repairs slated for FY27/28 will depend on receiving a \$143,000 Federal Carbon Reduction Grant.

BROWNFIELD	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31
Forest Hills Manor	\$630,000					

The City owns the Forest Hills Manor subdivision that sits undeveloped. We are working with the County Housing Director and the State to create a brownfield redevelopment site for affordable housing.

TIFA	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31
Façade Grants	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Colby Connector	\$721,000					
Hanson Hill Staircase	\$40,000					
Christmas Decorations		\$10,000		\$10,000		\$10,000
Lake Street Force Main		\$538,000				
Goodrich Park Play Structure			\$125,000			
Benston Road			\$2,080,000			
Industrial Park Drive & Peach				\$1,220,000		
Livingston & Division					\$1,060,000	
Pathway Restroom at Library					\$200,000	

The Colby Connector Project was originally planned to span two fiscal years. The \$721,000 in FY25/26 was to be the second half. As the plans have been slow in finalizing, the full financial burden will likely come in FY25/26. The Project did receive a Revitalization and Placemaking Grant award of \$247,500.

TIFA will share the cost of rebuilding Benston Road with LDFA.

LDFA	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31
Benston Road Street Resurfacing			\$700,000	\$300,000		

LDFA will share the cost of rebuilding Benston Road with TIFA.

CAPITAL PROJECTS (STREETS)	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31
Tree Plantings	\$15,000	\$15,000	\$20,000	\$20,000	\$20,000	\$25,000
CIPP Mears Culverts	\$60,000					
Lake Street (south)		\$1,057,000				
Livingston Street (north)				\$766,000		
Livingston Street (south)				\$528,000		
Muskegon Avenue					\$843,000	
Alice Street						\$1,350,000

Tree plantings are often subsidized with grants from Consumer Power and DTE.

Street repairs often bring rousing discussions. An engineered study ranked the roads according to quality. The worse roads rise to the top of the list. Available funding sources, traffic volumes, economic factors, and additional infrastructure needs all influence the construction schedule. Based upon the recent Warner Street project, street reconstruction is running \$1.5M per mile. The City has completed 9.4 miles of reconstruction or 36% of all roads. This leaves 16.6 miles to do or another \$25M.

We are on schedule to receive a \$375,000 Small Urban Street Grant to help defray the \$1M cost of reconstructing south Lake Street.

PLAYHOUSE	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31
Energy Efficiency Upgrades	\$3,000		\$118,000			
Solar Power						

SEWER FUND	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31
Meters	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Lift Station #4 Generator	\$50,000					
Lift Station Replacement		\$1,638,000				
Lake Street Force Main		\$1,000,000				
CIPP		\$50,000		\$100,000	\$100,000	
Benston Road Force Main			\$300,000			
Spring Street Crossings			\$50,000			

Staff is working with Senator Peters office to explore funding from the Congressional Discretionary Spending program to relocate and rebuild the Lake Street sanitary sewer lift station and the sewer force main. We are seeking a \$2.1M grant.

The term “CIPP” in the request list stands for cured in place piping. This process involves lining an existing sewer line with a flexible fabric sock then super heating it with water to activate hardening properties that creates a pipe within a pipe. This extends the life of the original pipe, seals any cracks, and avoids expensive excavating and street removal.

WATER FUND	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31
Meters	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Tower #5 Coating	\$100,000					
Back-up Generators	\$60,000					
Well Controls (SCADA)	\$65,000					
Livingston Street (north)				\$277,050		
Livingston Street (south)				\$190,000		
Spring St (Franklin to Mears)					\$325,000	
New Well						\$1,000,000

Supervisory Control and Data Acquisition, SCADA, is an automated computer control system that allows the wells and water towers to “speak” to each other, primarily to maintain adequate water levels within the towers.

MARINA	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31
Dock Repairs & Replacements		\$30,000		\$30,000		
Fuel Monitoring System			\$25,000			

MOTOR POOL	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31
Truck 12-19 (2005)	\$240,000					
Sidewalk Snow Blower	\$55,000					
Truck 12-05 Parks ¾ Dump	\$75,000					
Truck 12-09	\$79,000					
Loader Payment	\$30,000					
Stand-on Leaf Blower		\$17,000				
Energy Efficiency Upgrades		\$30,000	\$40,000			
Vehicle 1-01 (Admin)			\$25,000			
Truck 12-18 (2010)				\$300,000		
Truck 12-04 (2012)					\$75,000	
Solar Power					\$137,000	
Tractor Backhoe (1996)						\$200,000

Motor Pool will take a heavy hit in FY25/26 with a \$479,000 price tag for equipment replacement. This is offset over minimal future purchase that will allow the accumulation of cash reserves for future purchases.



# PROPERTY TAX EDUCATION EVENT

## LEARN ABOUT:

- Assessment Notices
- Tax Bills & Millages
- How to Calculate Taxes
- Board of Review
- Exemptions



## MEET YOUR LOCAL TREASURERS & ASSESSORS



Join us for all things  
"PROPERTY TAX"

Meet in person with:

- Muskegon County Equalization, Assessors
- City of Whitehall, Treasurer
- Whitehall Township, Treasurer
- City of Montague, Treasurer

Light refreshments will  
be served.

JOIN US! THURSDAY, APRIL 24TH 5:30 - 6:30 PM  
WHITEHALL CITY HALL, 405 E COLBY ST, WHITEHALL, MI 49461



**Muskegon County**  
**Public Works Board Meeting**  
Darrell Paige, Chairman  
J. Brett Herman, Vice Chairman

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March 6, 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 Chair Paige at 4:00 p.m.

**2. Roll Call**

**PRESENT:** Water Resources Commissioner Stephanie Barrett  
Commissioner Jessica Cook  
Commissioner Kim Cyr  
Commissioner Michelle Hazekamp  
Commissioner J. Brett Herman  
Commissioner Charles Nash  
Commissioner Darrell Paige  
Ex-Officio Scott Huebler

**ALSO PRESENT:** Mark Eisenbarth, County Administrator  
Matthew Farrar, Deputy County Administrator  
Wade VandenBosch, Public Works Director  
Tina Nash, Public Works Coordinator  
Dave Johnson, Resource Recovery Center Director  
Christine Morris, Resource Recovery Center Administrative Analyst  
Tracy Vanderlaan, Resource Recovery Center Administrative Secretary  
Angela Gasiewski, Finance Director  
Matt Kelliher, IT Director  
Ryan Norman, IT Web Developer  
Michael Homier, Corporate Counsel  
Michael Clover, Resource Recovery Center Farm Manager

**3. Approval of Agenda with the Removal of Items BPW25/03-15, BPW25/03-16, and BPW25/03-017**

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

**VOICE VOTE:** Passed

**4. Approval of Minutes**

A. Move to approve the Minutes of February 6, 2025

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

**VOICE VOTE:** Passed

**5. Public Comment (on an agenda item) - None**

**6. Items for Consideration**

BPW25/03-014 **(Public Works/Wade VandenBosch)** Move to award the Holton Road, Hilt Road, and Nielsen Road Water Main project (IFB 25-2569) to Jackson-Merkey Contractors, Inc. for \$2,698,557 with a 5% contingency and authorize the Board Chair to sign the contract.

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

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

**NO:** None

**Passed 7:0**

BPW25/03-015 **(Public Works/Wade VandenBosch)** Item removed from agenda.

BPW25/03-016 **(Public Works/Wade VandenBosch)** Item removed from agenda

BPW25/03-017 **(Public Works/Wade VandenBosch)** Item removed from agenda

BPW25/03-018 **(Public Works/Wade VandenBosch)** Move to award PLQ 25-2576 for landfill groundwater sampling and water elevation documentation to Lakeshore Environmental, Inc. for calendar years 2025 and 2026 for the bid price of \$40,440.00, and authorize the chair to sign the Agreement.

**ACTION:** Moved by Commissioner Michelle Hazekamp, supported by Water Resource Commissioner Stephanie Barrett

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

**NO:** None

**Passed 7:0**

BPW25/03-019 **(Resource Recovery Center/David Johnson)** Move to approve Change Order No. 2 of the Irrigation Main Replacement Year 1 Contract with Kamminga & Roodvoets by \$73,995.00, authorize the Board Chair to sign the change order, and amend the budget accordingly.

David Johnson stated that the plan is to replace all parts of the irrigation force main over the

next 20 years, in the off season. He also stated that a change order was being requested in order to avoid cutting into White Road after it will have been newly paved later this summer and that budgeted funds are available for the moved portion of this project.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner J. Brett Herman  
**YES:** Stephanie Barrett, Jessica Cook, Kim Cyr, Michelle Hazekamp, J. Brett Herman, Charles Nash, Darrell Paige  
**NO:** None  
**Passed 7:0**

BPW25/03-020 **(Resource Recovery Center/David Johnson)** Move to waive the procurement policy and approve the Resource Recovery Center to obtain Department-level quotes for fungicide aerial application if needed in the 2025 crop season and to order the service based on the lowest quote meeting specifications, at a cost not to exceed the budgeted amount of \$83,460.00.

David Johnson stated that we can't procure the fungicide now as the RRC Farm won't know the needs until later in the season, when the Farm Manager can determine whether spraying is needed and what disease they will be spraying for. Dave Johnson stated there is a short window of time to have the fungicide aurally applied, and staff would obtain three quotes and not exceed the budgeted amount. Michael Clover, RRC Farm Manager, stated that fungicide doesn't go bad.

**ACTION:** Moved by Commissioner Charles Nash, supported by Water Resource Commissioner Stephanie Barrett  
**YES:** Stephanie Barrett, Jessica Cook, Kim Cyr, Michelle Hazekamp, J. Brett Herman, Charles Nash, Darrell Paige  
**NO:** None  
**Passed 7:0**

BPW25/03-021 **(Resource Recovery Center/David Johnson)** Move to authorize the solicitation of bids for the sale of alfalfa in fields 3, 4, 13, 27, 31A, and 35 at the Resource Recovery Center.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner J. Brett Herman  
**VOICE VOTE:** **Passed**

BPW25/03-022 **(Resource Recovery Center/David Johnson)** Move to authorize the Resource Recovery Center to pay Invoice #23850 from Hurst Mechanical in the amount of \$25,237.17.

Dave Johnson stated that the scope of this project was added to a few times and the invoice was not received until 10–11 months after the work was done. Dave Johnson apologized for

failing to provide adequate oversight to the project and takes full responsibility for the error. Dave Johnson stated that guidelines have been put in place to ensure that this doesn't occur again in the future.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner J. Brett Herman  
**YES:** Stephanie Barrett, Jessica Cook, Kim Cyr, Michelle Hazekamp, J. Brett Herman, Charles Nash, Darrell Paige  
**NO:** None  
**Passed 7:0**

BPW25/03-023 **(Resource Recovery Center/David Johnson)** Move to direct staff to renegotiate the 2019 Supervisory Control and Data Acquisition (SCADA) program between the County of Muskegon Board of Public Works and Kennedy Industries Service Master.

David Johnson clarified that Resource Recovery Center had a contract with them since 2019. The Resource Recovery Center would like to renegotiate this contract with the current vendor. It would be more complicated and a needless expense to start over with a different vendor.

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

BPW25/03-024 **(Resource Recovery Center/David Johnson)** Move to authorize the Resource Recovery Center to write off the past-due account of American Chemical Solutions in the amount of \$4,269.11 plus finance charges that have been added to the account since January 24, 2025.

**ACTION:** Moved by Commissioner Charles Nash, supported by Commissioner J. Brett Herman  
**YES:** Stephanie Barrett, Jessica Cook, Kim Cyr, Michelle Hazekamp, J. Brett Herman, Charles Nash, Darrell Paige  
**NO:** None  
**Passed 7:0**

BPW25/03-025 **(Resource Recovery Center/David Johnson)** Move to authorize the Resource Recovery Center to solicit proposals for alternative uses of waste grease.

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

## 7. Informational Items

A. Public Works Monthly Report, February 2025

B. Resource Recovery Center Monthly Report, February 2025

8. **Unfinished Business - None**

9. **New Business- None**

10. **Public Comment - None**

11. **Final Board Comments - None**

12. **Adjournment**

There being no further business to come before the Board of Public Works, the meeting was adjourned at 4:19 p.m.



March 21, 2025

Brenda Bourdon  
405 E Colby Street  
Whitehall, MI

Dear Clerk Bourdon,

I am writing to request that the social district of Whitehall be extended to include Covell Park for the purposes of the Walk the Beat Music Festival. Our festival goers will be more likely to enjoy all of the Whitehall venues if they are allowed to continue to enjoy their beverages as they listen to the music at the Chamber of Commerce and also into Covell Park. This is only a stone's throw away from the current boundary at Water Dog Outfitters. We want to encourage our attendees to walk between Whitehall and Montague rather than getting in their cars and driving between the two. Hopefully this will encourage more foot and bike traffic on the bike path throughout the summer.

Thank you for your consideration.

Sara Kane-Smart  
Executive Director  
Walk the Beat White Lake Area

## **Agenda Report – Playhouse Committee**

The Playhouse Committee recommendations are attached for Council review and approve. Staff continues to discuss options to cover the current deficit with revenues outside the General Fund and have been working on long term solutions likely involving the LDFA or TIFA. The long-term solutions will take into consideration funding the annual maintenance, insurance, utilities, and cleaning of the Playhouse facilities without residential taxes as a funding source. These will be presented to Council with the FY 25/26 Budget.

### **RECOMMENDATION**

Approve the recommendations as submitted.

## **Playhouse Committee Recommendations to Council & Staff**

### **Overview**

The Playhouse Committee and the City Council have received much input regarding the future of the playhouse and suggestions for its operations. The Committee has reviewed the previous study commissioned by the City for the operations of the Playhouse. Additionally, the Committee has reviewed the financial operations of the Playhouse since 2010. The recommendations of the Playhouse Committee, to be implemented in the 2025-26 fiscal year, are as follows:

1. Recommendations to the staff for inclusion in the City's 2025-26 budget.
2. Operational recommendations that will impact revenues and expenditures.
3. Recommendations to the City Council.
4. Commitments & Future.

### **Recommendations to the Staff for Inclusion in City's 2025-26 Budget**

1. Increase ticket price for the summer season from \$27 to \$30 for evening performances and from \$22 to \$25 for matinees.
2. Increase wine by the glass sales from \$6 to \$9.
3. Add pre-mixed cocktails to the beverage selection. (Provided compliant with liquor license.)
4. Increase season/flex ticket sales by 20%. The longer-term goal would be to have 200 or more season/flex ticket holders.
5. Secure sponsorship of \$25,000 for the White Lake Youth Theater (single or multiple sponsors). (Note: the Friends of the Playhouse, a 501 C3 organization will assist with this effort.)
6. Increase sponsorships of the Playhouse in general by 15%. (Note: the Friends of the Playhouse will assist with this effort.)
7. Increase general charges for use of the Playhouse from \$850 for full day to \$1600; \$800 for use of the lobby only and \$400 for the Green Room. (Staff to have discretion in negotiating these fees which may be tied to sponsorships or charitable activities.)
8. Keep expense budget for 2025 summer season at \$66,000.
9. Make the annual Friends Gala & Season Announcement, a paid event by raising price of ticket to \$150 per person with goal of 100 attendees.
10. The City is absorbing some administrative costs for the Playhouse including accounting, payroll, and some general clerical assistance, which should be added in the budget.

### **Operational Recommendations for Management**

1. Continue to operate the Playhouse as a community center with the goal of 180 user days. (User days will include preparation and rehearsals.) This effort would include weddings, receptions, corporate meetings, celebrations of all kinds, children's events, life celebrations, dinner at the Playhouse fund raisers, etc., etc. Also consider resurrecting a "Taste of White Lake" as a Playhouse event.
2. Limit operations of the Playhouse in January and February to highly profitable events or just keep in closed.
3. Add a donation box in the lobby so that Patrons can make additional cash contributions.
4. Sell a few items in the concession stand that help market the Playhouse (e.g. hats, T-shirts, & lapel pins).
5. Enable automatic and remote adjustments of all the thermostats in the theater.
6. Implement a 50/50 raffle fundraiser for \$10,000 to the winner with tickets @\$100 and goal of \$20,000 in sales. (Note: the Friends of the Playhouse will assist with this event.)

### **Recommendations to the City Council**

The premise of this recommendation is based on the ownership of the Theater and the Scene Shop. The City owns the facilities, which were largely a gift. Ownership was assumed when the Capital Campaign was initiated—a big part of that campaign for the many donors was that the City was committing to owning and operating the theater.

1. It is recommended that the City commit to maintaining the Playhouse facilities including utilities, insurance, routine maintenance, and cleaning. Current reasonable estimate is \$50,000 annually.
2. It is recommended that this commitment be for 5 years beginning with the 2025-26 budget year.
3. It is recommended that the City consider using multiple revenue sources to fund this commitment including the LDFA, TIFA, Marijuana tax proceeds and the general fund. On an annual basis, it could be one or all these sources for the use. A few commentators have opposed using any local tax money to support the Playhouse. More have commented in favor of the Playhouse. The amount suggested for maintaining the buildings is .00040% of the all-funds budget of \$12.4 million and .0157% of the general fund budget of \$3.19

million. (Note, the first three funding options suggested are not from general fund revenue.)

4. While it is recommended that the City commit up to \$50,000 annually to operate the facilities, current revenue projections indicate that the Playhouse need will be less but a lot depends on marketing, inflationary forces and general costs of goods and services.

### **Commitments & Future**

In general, plans depend on the City's commitment. Clearly, with a commitment to funding the facilities for the next five years. significant strides can be made so that the Playhouse is financially successful.

1. With the City's encouragement, the Friends Trustees could begin the planning for an Endowment Campaign to regularly support the Playhouse.
2. The Capital Campaign commitments will be fully realized in 2026 with \$62,000 due this year and \$42,000 next.
3. An Endowment of \$1 to 1.5 million would realize between \$40,000 to \$60,000 annually.
4. The long-term impact of an Endowment fund is even greater as following the Endowment Campaign, a Legacy Giving program can be initiated that would grow the endowment.
5. There are also other ways to grow the endowment through memorials, commemorative sales, and future naming opportunities.

### **Conclusion**

With these recommendations the Committee feels that the Playhouse will improve financially and provide a great service to the community. The Playhouse is an important asset for Whitehall. It gives the community a cache that no neighbor has; it provides a recreational & use opportunity for young and old residents alike (very similar to the marina, parks, ball and soccer fields, picnic areas, splash pads and cemetery); it is a great tool for economic development and attracting new residents and businesses to the community; and it supports the vitality of the downtown restaurants and shopping venues as it brings many tourists to the City. The commitment to maintaining the facilities for the Playhouse seems to be a small price for such great benefits.



March 24, 2025

Scott Hubler  
City of Whitehall  
405 E. Colby St  
Whitehall MI 49461

Scott,

The Muskegon Conservation District will offer technical guidance and consultation for the design and planning of the Tannery Bay Conservation Easement Park project. In collaboration with Prein & Newhof engineers, MCD will help develop the most accessible park possible within the easement's constraints. Additionally, MCD will coordinate with EGLE staff to review design plans and assist with application for permits that will enable the City of Whitehall to provide public access to the area. MCD will also pursue additional funding opportunities to support park development, supplementing contributions from the City of Whitehall and Eastbrook Homes. MCD will charge a \$40/hr consultation and grant writing fee. Mileage will be charged at the current MDOT rate of \$0.70/mile. MCD does not foresee any materials costs being incurred in this work, however any materials that are necessary that are over \$50 will be addressed and approved in writing before purchase.

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Authorized Signature

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Date

*By signing I acknowledge and approve the proposed work and give permission for Muskegon Conservation District to perform the described work on my property. Payment due upon receipt of invoice. Invoices will be sent quarterly. A financial charge of 1.5% will be added for any payment not received after 30 days.*

Sincerely,

A handwritten signature in cursive script that reads "Chelsey Lawton".

Chelsey Lawton  
Field Operations Supervisor  
Muskegon Conservation District  
chelsey.lawton@macd.org