

CITY OF MUSKEGON

CITY COMMISSION MEETING

DECEMBER 14, 2004

CITY COMMISSION CHAMBERS @ 5:30 P.M.

AGENDA

- ❑ CALL TO ORDER:
- ❑ PRAYER:
- ❑ PLEDGE OF ALLEGIANCE:
- ❑ ROLL CALL:
- ❑ HONORS AND AWARDS:
- ❑ INTRODUCTIONS/PRESENTATION:
 - A. Juvenile Justice Grant Update. MARTHA BOTTOMLEY
- ❑ CONSENT AGENDA:
 - A. Approval of Minutes. CITY CLERK
 - B. Resolution for Charitable Gaming License. CITY CLERK
 - C. Extending Contract – Snowplowing Services at Muskegon Mall and Surrounding Areas, 2004/2005 Winter Season. PUBLIC WORKS
 - D. Contract Agreement – Funeral Service Portion of Burials. PUBLIC WORKS
 - E. Sale of Sniper Rifle. PUBLIC SAFETY
 - F. Pension Ordinance Change Due to Contract Settlement. FINANCE
 - G. Brownfield Consulting Contract – Anne Couture. PLANNING & ECONOMIC DEVELOPMENT
 - H. Transportation Improvement Program Submittal for: 2007 – 2008 and Long Range Plan Projects. ENGINEERING
 - I. Approval of Conveyance Application to the State of Michigan. COMMUNITY & NEIGHBORHOOD SERVICES
- ❑ PUBLIC HEARINGS:
- ❑ COMMUNICATIONS:

❑ CITY MANAGER'S REPORT:

❑ UNFINISHED BUSINESS:

❑ NEW BUSINESS:

A. 2005 User Fee Update. FINANCE

B. Approval for Consultants – Brownfield Site Assessment Grant/Loan.
PLANNING & ECONOMIC DEVELOPMENT

C. 2005 Salary Schedule and Fringe Benefits for Non-Represented Employees and the 2005 Salary Schedule for Part-Time and Limited-Term Employees. CITY MANAGER

D. Amendment to L.C. Walker Arena Management Agreement. CITY MANAGER

E. Write-off of Uncollectible Accounts Receivable. TREASURER

F. Amend Policy for Adjusting Uncollectible Accounts and Set Up Allowance for Doubtful Accounts. TREASURER

G. Shoreline Drive Phase II (First to Webster). ENGINEERING

H. Engineering Services for Former Mall Site. ENGINEERING

I. Approval of Sale of City Owned Home at 1668 Beidler. COMMUNITY & NEIGHBORHOOD SERVICES

J. Concurrence with the Housing Board of Appeals Notice & Order to Demolish:

1. 756 Washington (Area 12)

2. 1463 Sixth

3. 557 W. Clay

❑ ANY OTHER BUSINESS:

❑ PUBLIC PARTICIPATION:

- *Reminder: Individuals who would like to address the City Commission shall do the following:*
- Fill out a request to speak form attached to the agenda or located in the back of the room.
- Submit the form to the City Clerk.
- Be recognized by the Chair.
- Step forward to the microphone.
- State name and address.
- Limit of 3 minutes to address the Commission.
- (Speaker representing a group may be allowed 10 minutes if previously registered with City Clerk.)

❑ ADJOURNMENT:

ADA POLICY: THE CITY OF MUSKEGON WILL PROVIDE NECESSARY AUXILIARY AIDS AND SERVICES TO INDIVIDUALS WHO WANT TO ATTEND THE MEETING UPON TWENTY FOUR HOUR NOTICE TO THE CITY OF MUSKEGON. PLEASE CONTACT GAIL A. KUNDINGER, CITY CLERK, 933 TERRACE STREET, MUSKEGON, MI 49440 OR BY CALLING (231) 724-6705 OR TDD: (231) 724-4172.

Date: December 14, 2004
To: Honorable Mayor and City Commissioners
From: Gail A. Kunding, City Clerk
RE: Approval of Minutes

SUMMARY OF REQUEST: To approve the minutes of the Regular Commission Meeting that was held on Tuesday, November 23, 2004.

FINANCIAL IMPACT: None.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: Approval of the minutes.

CITY OF MUSKEGON

CITY COMMISSION MEETING

DECEMBER 14, 2004

CITY COMMISSION CHAMBERS @ 5:30 P.M.

MINUTES

The Regular Commission Meeting of the City of Muskegon was held at City Hall, 933 Terrace Street, Muskegon, Michigan at 5:30 p.m., Tuesday, December 14, 2004.

Mayor Warmington opened the meeting with a prayer from Pastor Sarah Johnson of the Word of Truth Outreach after which the Commission and public recited the Pledge of Allegiance to the Flag.

ROLL CALL FOR THE REGULAR COMMISSION MEETING:

Present: Mayor Stephen Warmington, Vice Mayor Bill Larson, Commissioner Stephen Gawron, Clara Shepherd, Lawrence Spataro, Chris Carter, and Kevin Davis, City Manager Bryon Mazade, City Attorney John Schrier, and City Clerk Gail Kundinger.

Absent: None

2004-105 INTRODUCTIONS/PRESENTATION:

A. Juvenile Justice Grant Update: MARTHA BOTTOMLEY

2004-106 CONSENT AGENDA:

A. Approval of Minutes. CITY CLERK

SUMMARY OF REQUEST: To approve the minutes of the Regular Commission Meeting that was held on Tuesday, November 23, 2004.

FINANCIAL IMPACT: None.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: Approval of the minutes.

B. Resolution for Charitable Gaming License. CITY CLERK

SUMMARY OF REQUEST: The Muskegon Magic Youth Program Inc. is requesting a resolution recognizing them as a non-profit organization operating in the City for the purpose of obtaining a gaming license. They have been recognized as a 501 (c) (3) organization by the State. They would like to hold a raffle at Cuti's Sports Bar & Grill on February 18, 2005.

FINANCIAL IMPACT: None.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: Approval.

C. Extending Contract – Snowplowing Services at Muskegon Mall and Surrounding Areas, 2004/2005 Winter Season. PUBLIC WORKS

SUMMARY OF REQUEST: Extend contract with TRI-US Services, Inc., Kent City, MI to provide snowplowing, de-icing, and snow removal at Muskegon Mall and surrounding areas through the 2004/2005 winter season.

FINANCIAL IMPACT: Need for service is weather-dependent. Cost of service for 2002/2003 winter season was \$13,784 and YTD 2003/2004 is estimated at \$7,500.

BUDGET ACTION REQUIRED: None, expenses will again be charged to the General Fund, account 101-70585.

STAFF RECOMMENDATION: Approval.

D. Contract Agreement – Funeral Service Portion of Burials. PUBLIC WORKS

SUMMARY OF REQUEST: Enter into contractual agreement with Wilbert Burial Vault Co., Muskegon, MI, to provide the funeral service portion(s) of burials at all four city-owned cemeteries for 2005. Agreement is subject to satisfactory negotiation with Local 517M Union.

FINANCIAL IMPACT: No financial impact to the City of Muskegon.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: Approve request to contract out service.

COMMITTEE RECOMMENDATION: The Cemetery Board has approved our request to enter into contractual agreement with Wilbert Burial Vault Co.

E. Sale of Sniper Rifle. PUBLIC SAFETY

SUMMARY OF REQUEST: During the course of the past year we have been conducting an assessment of the weapons that are currently maintained by the police department. Our goal is to more fully utilize those weapons that are available to us and to liquidate those that are not. For several years the police department has had in its possession a Steyr Mannlicher SSG69 sniper rifle. The rifle has been maintained in good condition. As we have no plans to maintain and train a sniper team, we feel that our best course of action in regards to this particular weapon is to sell it. Money received during such a sale would then be utilized towards the purchase of weapons that we do need.

We have had a request from the Muskegon County Sheriffs Office to purchase this weapon. The weapon has been appraised by three local gun dealers. Our

firearms staff recommends that based upon the appraisals and the condition of the weapon that it should be offered to the sheriff's office for the sum of \$1,200.

FINANCIAL IMPACT: \$1,200 in revenue to the city's budget.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: Approval of this request.

F. Pension Ordinance Change Due to Contract Settlement. FINANCE

SUMMARY OF REQUEST: The recent arbitration/contract settlement of the patrol officers' labor contract calls for 1) reduction in normal retirement age from 53 to 51, 2) increase in multiplier from 2.6% to 2.75% effective 1/1/07, 3) change in the interest rate used to compute lump-sum annuity withdrawals. This amendment brings the pension ordinance into alignment with the new contract.

FINANCIAL IMPACT: Higher pension costs for the City. These costs will be offset by savings in other areas of the contract.

BUDGET ACTION REQUIRED: None. The change will be reflected in future actuarial valuations, which set the City's annual pension contribution level.

STAFF RECOMMENDATION: Approval.

G. Brownfield Consulting Contract – Anne Couture. PLANNING & ECONOMIC DEVELOPMENT

SUMMARY OF REQUEST: The City of Muskegon has been contracting with Anne Couture, of Couture Environmental Strategies LLC, during the last seven years, to assist us with our Brownfield activities. She has excellent contacts at the Department of Environmental Quality, since she worked there several years ago. Therefore, her assistance is important in moving forward on the technical aspects of our Brownfield Authority, as well as grant application assistance (she was instrumental in assisting us in obtaining the \$1 Million grant/loan from the MDEQ this year). Not only does Ms. Couture work closely with our City Staff, but we also refer potential Brownfield applicants to her. Since we instituted a Brownfield Redevelopment Authority application fee, in the amount of \$2,500, the City has received funds, which help defray the costs of the contract. Funds for Ms. Couture's current contract have been expended (particularly due to the work necessary in establishing a Brownfield TIFA for the former mall site, which may be reimbursed to the City over time). Therefore, the Commission is asked to approve the current proposal from Ms. Couture.

FINANCIAL IMPACT: Costs to the City will not exceed \$15,000. It is expected that this amount will allow for at least one year of service.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: To approve the proposal between the City of Muskegon and Couture Environmental Strategies LLC, and authorize the Mayor

and Clerk to sign the proposal.

H. Transportation Improvement Program Submittal for: 2007 – 2008 and Long Range Plan Projects. ENGINEERING

SUMMARY OF REQUEST: Authorization to submit the lists of projects to the West Michigan Shoreline Regional Development Commission for inclusion in the FY 2007 – 2008 Transportation Improvement Program and the long Range Plan (20-years). Projects submitted will be considered for Federal and State transportation funding. Adoption of the resolution is required as part of the submittal to commit the local match if project funding is granted.

FINANCIAL IMPACT: None at this time, however, a local match will be required should we receive a grant for a particular project.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: To approve the project submittal and resolution.

I. Approval of Conveyance Application to the State of Michigan. COMMUNITY & NEIGHBORHOOD SERVICES

SUMMARY OF REQUEST: To approve Community and Neighborhood Services to obtain 280 Iona from the State of Michigan, which is currently a vacant abandoned home. The structure is located next door to 284 Iona, a recently completed infill home under the "Operation: At Long Last" project.

The department's objective is to obtain 280 Iona for the minimum price of \$300.00, rehabilitate it and sell the property to a qualified family. The obtaining of this property and the total rehabilitation is one additional piece to the City's continuous neighborhood revitalization efforts.

FINANCIAL IMPACT: CNS office will supply \$300 from the HOME program income fund.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: To approve the request and have the Mayor sign the application to the State of Michigan.

Motion by Commissioner Spataro, second by Commissioner Carter to approve the consent agenda.

ROLL VOTE: Ayes: Larson, Shepherd, Spataro, Warmington, Carter, Davis, and Gawron

Nays: None

MOTION PASSES

2004-107 NEW BUSINESS:

A. 2005 User Fee Update. FINANCE

SUMMARY OF REQUEST: City departments have reviewed and updated their user fees and these have been incorporated into the Master Fee Resolution for your consideration. New fees and fee changes proposed for 2005 include the following:

- Increases to various cemetery service fees;
- New fees for cemetery chapel services and genealogy searches;
- Increase to environmental administration fee to cover increased collection costs;
- Changes to cat license fees to make them consistent with County dog license fees;
- Increases to most marina fee categories;
- Increase in daily launch ramp fees from \$5 to \$10; seasonal launch ramp fees remain unchanged as we are trying to encourage people to purchase the seasonal permits. Daily permits are very costly to administer and enforce.
- Increases to specialized fire services (e.g. down power lines);
- Increases to forestry service fees;
- New fee for hanging banners;
- Various recreation fee adjustments.

FINANCIAL IMPACT: Increased revenue for fee supported activities.

BUDGET ACTION REQUIRED: None at this time. Adoption of the 2005 Master Fee Resolution will help the city attain its 2005 budgeted revenue estimates.

STAFF RECOMMENDATION: Approval.

Motion by Vice Mayor Larson, second by Commissioner Gawron to approve the 2005 user fees.

ROLL VOTE: Ayes: Shepherd, Spataro, Warmington, Carter, Davis, Gawron, and Larson

Nays: None

MOTION PASSES

B. Approval for Consultants – Brownfield Site Assessment Grant/Loan. **PLANNING & ECONOMIC DEVELOPMENT**

SUMMARY OF REQUEST: There were eight proposals received from environmental consultants for the Brownfield Site Assessment Grant/Loan. It is necessary to choose one or more consultants; approved both by the City Commission and the State (MDEQ), that will conduct the environmental investigations. Anne Couture, Mohammed Al-Shatel and Cathy Brubaker-Clarke reviewed the applications and are recommending three consultants, based on

the criteria contained in the table. The consultants are: Horizon Environmental (Grand Rapids), Prein & Newhof, P.S. (Muskegon/Grand Rapids), ERM, Inc. (Holland).

FINANCIAL IMPACT: The consultants site assessment work will be paid for from the MDEQ Site Assessment Grant/Loan.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: To approve Horizon Environmental, Prein & Newhoff, P.S. and ERM, Inc. as consultants for the site assessment work associated with the Brownfield Site Assessment Grant/Loan. Contracts with the individual consultants will be brought to the City Commission for approval in January. Individual sites will be assigned in a round-robin fashion.

Motion by Vice Mayor Larson, second by Commissioner Shepherd to approve Horizon Environmental, Prein & Newhoff, P.S., ERM, Inc., and Westshore Consulting as consultants for the site assessment work.

ROLL VOTE: Ayes: Warmington, Carter, Davis, Larson, and Shepherd

Nays: Gawron and Spataro

MOTION PASSES

C. 2005 Salary Schedule and Fringe Benefits for Non-Represented Employees and the 2005 Salary Schedule for Part-Time and Limited-Term Employees. CITY MANAGER

SUMMARY OF REQUEST:

- 1) To establish the 2005 salary ranges for part-time and limited-term employees;
- 2) To approve and adopt the proposed salary ranges and salary schedules for the non-represented administrative, technical, professional, and supervisory employees for 2005 (2.0% increase).
- 3) Increase the employee health insurance premium co-pay from \$9.23 per pay to \$20.00 per pay.
- 4) Increase the lifetime health insurance maximum from \$225,000 to \$300,000.
- 5) Allow up to 5 bereavement days (currently three) for immediate family members (parent, spouse or children) upon written approval of the City Manager.

FINANCIAL IMPACT:

- 1) None. The ranges are unchanged.
- 2) The salary increases will cost approximately \$51,327 plus approximately \$12,831 in added fringe benefit costs.
- 3) This will save the City approximately \$13,720 annually.

- 4) Exact cost is not available, but it is not substantial.
- 5) Cost will vary depending on use.

BUDGET ACTION REQUIRED: To authorize the necessary 2005 budgetary amendments and transfer of money from the affected City funds (Contingency Account for General Fund) to the appropriate salary and fringe benefit accounts to accommodate the salary increases and fringe benefit adjustments.

STAFF RECOMMENDATION:

- 1) To approve the proposed 2005 salary ranges for part-time and limited-term employees.
- 2) To approve and adopt the proposed 2005 salary ranges, salary schedules, and fringe benefit changes for non-represented employees.

Motion by Commissioner Spataro, second by Vice Mayor Larson to approve the 2005 salary schedule and fringe benefits for non-represented employees and the 2005 salary schedule for part-time and limited-term employees.

ROLL VOTE: Ayes: Carter, Davis, Gawron, Larson, Shepherd, Spataro, and Warmington

Nays: None

MOTION PASSES

D. Amendment to L.C. Walker Arena Management Agreement. CITY MANAGER

SUMMARY OF REQUEST: To approve an amendment to the L.C. Walker Arena management contract with Arena Management Group, L.L.C. This is necessary to accommodate the additional expenses for set-up and security incurred due to the Michigan Mayhem use of the arena.

FINANCIAL IMPACT: Increased costs for the AMG contract. These costs are expected to be covered by the additional arena revenue generated by the Mayhem.

BUDGET ACTION REQUIRED: None. The increases were anticipated in the 2004 budget reforecast and in the 2005 arena budget.

STAFF RECOMMENDATION: To approve the contract amendment.

Motion by Commissioner Gawron, second by Commissioner Spataro to approve the amendment to the L.C. Walker Arena Management Agreement.

ROLL VOTE: Ayes: Davis, Gawron, Larson, Shepherd, Spataro, Warmington, and Carter

Nays: None

MOTION PASSES

E. Write-off of Uncollectible Accounts Receivable. TREASURER

SUMMARY OF REQUEST: Periodically it is necessary to purge from the City's general accounts receivable records items that are deemed uncollectible. In most cases these items have gone through the entire collection process without success. In some other cases, further collections efforts, such as using the outside collection agency, have resulted in limited success. However, at this time, it is requested that the City Commission authorize staff to write-off these receivables from the City's books.

FINANCIAL IMPACT: Reduce the City's accounts receivable by \$36,077.03. The impact would be a decrease in the fund balance/retained earnings of several City funds as follows:

101	General Fund	\$14,770.12
472	CDBG Fund	11,641.25
590 & 591	Sewer Fund & Water Fund	<u>9,665.66</u>
TOTAL:		<u>\$36,077.03</u>

BUDGET ACTION REQUIRED: For the General, Sewer and Water Funds, there are sufficient funds for bad debt expense included in the 2004 budget, so no further action is required.

STAFF RECOMMENDATION: Approval of the 2004 write-offs effective for the fiscal year ending December 31, 2004, for the various funds.

Motion by Commissioner Shepherd, second by Vice Mayor Larson to approve the write-off of uncollectible accounts receivable.

ROLL VOTE: Ayes: Gawron, Larson, Shepherd, Spataro, Warmington, Carter, and Davis

Nays: None

MOTION PASSES

F. Amend Policy for Adjusting Uncollectible Accounts and Set Up Allowance for Doubtful Accounts. TREASURER

SUMMARY OF REQUEST: To write-off \$266,357 of A/R balances from the period 1998 through 2000, and increase the reserve for doubtful accounts from the current level of \$240,000 to \$254,951.

This is also a request to amend the "Policy for Adjusting Uncollectible Accounts" to be made consistent with the policy used for delinquent personal property taxes. This involves 100% write-off of A/R balances more than 5 years old and 50% write-off of balances less than 5 years.

FINANCIAL IMPACT: To record \$266,357 as bad debt expense in the general fund for open balances from 1998, 1999 and 2000 years. Additionally, to record

\$254,951 as an allowance for uncollectible accounts in the general fund for 50% of open balances from 2001, 2002, 2003 and 2004 years. \$240,000 was previously set up as a reserve and \$300,000 was budgeted as a contingency in the fiscal year 2004 budget.

BUDGET ACTION REQUIRED: None at this time. The contingency account is adequate to handle these adjustments.

STAFF RECOMMENDATION: To approve the requested changes.

Motion by Commissioner Spataro, second by Commissioner Carter to amend the policy and set up an allowance for doubtful accounts.

ROLL VOTE: Ayes: Larson, Shepherd, Spataro, Warmington, Carter, Davis, and Gawron

Nays: None

MOTION PASSES

G. Shoreline Drive Phase II (First to Webster). ENGINEERING

SUMMARY OF REQUEST: Consideration of the bids received to reconstruct, resurface and for signal & bridge work for the second and final phase of Shoreline Drive. Jackson Merkey out of Muskegon is the lowest responsible bidder with a bid price of \$1,788,462.74.

FINANCIAL IMPACT: The construction cost of \$1,788,462.74 plus engineering cost which is estimated at an additional 15%.

BUDGET ACTION REQUIRED: None, all costs are expected to be eligible for the MDOT's grant the City had received two years ago.

STAFF RECOMMENDATION: Staff recommendation will be presented at the work session to allow for time to evaluate the bids in more detail.

Motion by Vice Mayor Larson, second by Commissioner Davis to award the contract to Jackson Merkey.

ROLL VOTE: Ayes: Shepherd, Spataro, Warmington, Carter, Davis, Gawron, and Larson

Nays: None

MOTION PASSES

H. Engineering Services for Former Mall Site. ENGINEERING

SUMMARY OF REQUEST: To enter into an engineering service agreement after review of staff recommendation presented at the Commission Worksession December 13, 2004. Due to time limitation to commit the Enterprise Community Funds which requires an executed agreement by the 20th of December, proposals for full engineering service (Design & Construction) were solicited two weeks ago and were due back on Wednesday, the 8th of December.

FINANCIAL IMPACT: The cost for the engineering services would be from the Enterprise Community Funds.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: To approve.

Motion by Commissioner Carter, second by Commissioner Davis to award the contract to Fleis & Vandenbrink .

ROLL VOTE: Ayes: Spataro, Warmington, Carter, Davis, Gawron, Larson, and Shepherd

Nays: None

MOTION PASSES

I. Approval of Sale of City Owned Home at 1668 Beidler. COMMUNITY & NEIGHBORHOOD SERVICES

SUMMARY OF REQUEST: To approve the resolution and instruct Community and Neighborhood Services department to complete the sale transaction between Mr. Anthony McCloud for the new Infill home at 1668 Beidler. Mr. McCloud's purchase price is \$120,000 with a subsidy of \$30,000 dollars.

The present site at 1668 Beidler was occupied with one of the homes that were demolished a year and a half ago under the project title "Operation: At Long Last," 1668 Beidler is the second home of the former Turnkey-3 properties to be sold by the CNS office.

FINANCIAL IMPACT: The HOME fund will receive \$90,000 in program income from the sale.

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: To approve the resolution.

COMMITTEE RECOMMENDATION: The Commission approved the original construction of the home.

Motion by Commissioner Gawron, second by Commissioner Shepherd to approve the sale of the City-owned home to Anthony McCloud

ROLL VOTE: Ayes: Warmington, Carter, Davis, Gawron, Larson, Shepherd, and Spataro

Nays: None

MOTION PASSES

J. Concurrence with the Housing Board of Appeals Notice & Order to Demolish the Following: PUBLIC SAFETY

SUMMARY OF REQUEST: This is to request City Commission concurrence with the findings of the Housing Board of Appeals that these structures are unsafe,

substandard public nuisances and that they be demolished within thirty (30) days.

It is further requested that administration be directed to obtain bids for the demolition of the structures and that the Mayor and City Clerk be authorized and directed to execute a contract for demolition with the lowest responsible bidder.

1. 756 Washington (Area 12)

CASE # & PROJECT ADDRESS: #EN-040058 – 756 Washington

LOCATION AND OWNERSHIP: This structure is located on Washington between Beidler and Henry Street. It is owned by HUD.

STAFF CORRESPONDENCE: A dangerous building inspection was conducted 5/18/04 and notice and order to repair/remove was issued 5/20/04. On 7/02/04 the HBA declared the property substandard and dangerous building.

FINANCIAL IMPACT: The cost of demolition will be paid out of the General Fund.

BUDGET ACTION REQUIRED: None.

SEV: \$21,200.

STAFF RECOMMENDATION: To concur with the Housing Board of Appeals decision to demolish.

ESTIMATED COST OF REPAIRS: \$20,000 exterior only.

Motion by Commissioner Spataro, second by Commissioner Gawron to concur with the Housing Board of Appeals decision to demolish 756 Washington.

ROLL VOTE: Ayes: Carter, Davis, Gawron, Larson, Shepherd, Spataro, and Warmington

Nays: None

MOTION PASSES

2. 1463 Sixth

CASE # & PROJECT ADDRESS: #EN-040051 – 1463 Sixth.

LOCATION AND OWNERSHIP: This structure is located on Sixth between Washington and W. Grand Avenue. The property was owned by Joe Hawkey, who is incarcerated. As of 11/10/04 the property was acquired by Joe Ferrier.

STAFF CORRESPONDENCE: A dangerous building inspection was conducted 4/12/04 and an interior inspection was conducted 5/7/04. The notice and order to repair/remove was issued 5/7/04. On 7/1/04 the HBA declared the property substandard and dangerous building.

OWNER CONTACT: The owner's mother scheduled the interior inspection, but there has been no further contact from her. As of 11/10/04 Ron Ferrier sent the

Inspection Department a Warranty Deed showing ownership.

FINANCIAL IMPACT: CDGB Funds

BUDGET ACTION REQUIRED: None

SEV: \$15,200

ESTIMATED COST TO REPAIR: \$20,000

STAFF RECOMMENDATION: To concur with the Housing Board of Appeals decision to demolish.

Motion by Commissioner Spataro, second by Commissioner Shepherd to concur with the Housing Board of Appeals decision to demolish 1463 Sixth.

ROLL VOTE: Ayes: Gawron, Shepherd, and Spataro

Nays: Davis, Larson, Warmington, and Carter

MOTION FAILS

3. 557 W. Clay

CASE # & PROJECT ADDRESS: #01-048 – 557 W. Clay Avenue

LOCATION AND OWNERSHIP: This property is located in the Nelson Neighborhood and is owned by Scott Sieradzki.

STAFF CORRESPONDENCE: A dangerous building inspection was conducted 10/23/01. A notice to repair or demolish was issued 10/30/01. On 12/4/01 the trade inspectors and the Directors of Inspections met the owner on site to discuss his repair plan and timeline. The case was brought before the HBA 12/6/01 and the owner was offered a repair schedule which was compiled by the Director of Inspections. Mr. Sieradzki did agree the schedule was fair, but he did not agree to sign it. The owner was given the opportunity to repair, provided certain conditions were met within 30 days. The owner did not comply. The structure was declared substandard, a public nuisance when the case was brought before the HBA again on 6/6/02. In August 2002 the foundation was repaired. The case was brought before the HDC on September 7, 2004 which concurred with the findings of the HBA.

OWNER CONTACT: Mr. Sieradzki was present at the 12/6/01 HBA meeting, but was not able to attend the one on 6/6/02. He did call the office on that date to state his intentions, which are noted in the file. Mr. Sieradzki was present at the HDC meeting of 9/07/04. There has been no contact since that meeting.

FINANCIAL IMPACT: The cost of demolition will be paid out of the General fund.

BUDGET ACTION REQUIRED: None

SEV: \$29,100

STAFF RECOMMENDATION: To concur with the Housing Board of Appeals

decision to demolish

ESTIMATED COST OF REPAIRS: \$80,000+

Motion by Commissioner Spataro, second by Vice Mayor Larson to concur with the Housing Board of Appeals decision to demolish 557 W. Clay.

ROLL VOTE: Ayes: Gawron, Larson, Shepherd, Spataro, Warmington, and Carter

Nays: Davis

MOTION PASSES

The City Commission Meeting adjourned at 7:20 p.m.

Respectfully submitted,

A handwritten signature in blue ink, reading "Gail A. Kunding". The signature is written in a cursive style with a large initial "G" and "K".

Gail A. Kunding, MMC
City Clerk



City of Muskegon Three Year Title V Strategic Plan



May 21, 2004

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Community Profile

Muskegon is approximately 210 miles northeast of Chicago along U.S. 31, and located 100 miles west of Michigan's capital, Lansing. It is served by two major highways north and southbound U.S. 31, and I-96 which terminates at Muskegon.

Organized in 1848, incorporated on July 8, 1861 it is nestled in the sand dunes along the southern shore of Muskegon Lake and its western boundary is Lake Michigan. The City of Muskegon is the county seat.

The City of Muskegon consists of 18.99 square miles with Lake Michigan to the west, Sherman Boulevard to the south, Bayou Drive and part of the Causeway Boulevard to the north, and the eastern border is Quarterline for the northeast and Sheridan for the southeast.

Within the City is the Hackley & Hume Historic Site which is one of three National Register sites in Muskegon County. The former residences of Muskegon's most prominent lumber barons feature lavish wood carving, outstanding stenciling, marvelous stained glass and period furnishings in the highest tradition of Victorian decorative arts. The site is rated by AAA as "One of Michigan's best examples of Victorian homes." The restoration of the site has been featured on national television on A&E's History Channel and HGTV's Restore America. The site was the winner of the 1998 American Association for State and Local History Restoration Award and the 1997 Michigan Historic Preservation Network Award.

Using the downtown shoreline of Muskegon Lake as a backdrop, the City of Muskegon hosts Summer Celebration, one of Michigan's top music festivals. During mid-June the Miss Michigan Scholarship Pageant showcases their talent in the restored Frauenthal Theater.

Pere Marquette Park, an award-winning Lake Michigan City beach, lies within the City of Muskegon and encompasses 27.5 acres. At the city beach, you'll find the submarine USS Silversides available for tours during the summer months, where youth groups can have sleepovers. Adjacent to the beach is a major non-motorized trail.

The primarily economic base since the 1930's has been manufacturing and is making a steady transition to a recreational base with increased employment in tourism-related jobs. The City of Muskegon anxiously awaits a high-speed, cross-lake ferry service scheduled to begin June 1, 2004. Pedestrians, cars, and bicycles will be ferried across the Lake. The largest employer today is in health-related fields.

Not unlike other communities in the United States, it is been estimated that Muskegon County has lost over 5,000 jobs in recent years. This has had a considerable impact on the families who reside in the City.

In 2002, having lost its luster due to age and other places having become more favored as shopping destinations, the Muskegon Mall was vacated and is presently being demolished. The projected land use is a mixed use of residential and commercial. This is important information when looking at the City of Muskegon for youth programming and employment opportunities.



Muskegon History

The name "Muskegon" is derived from the Ottawa Native American term "Masquigon" meaning "marshy river" or "swamp." The "Masquigon" river is identified on French maps dating from the late seventeenth century, suggesting that the French explorers had reached the western coast of Michigan by that time. The earliest known European resident of the county was Edward Fitzgerald, a fur trader and trapper who visited the Muskegon area in 1748.

Settlement of Muskegon began in earnest in 1837, when Muskegon Township was organized as a subdivision of Ottawa County. The era of settlement coincided with the beginning of the exploitation of the area's extensive timber resources. The commencement of the lumber industry in 1837 inaugurated what some regard as the most romantic history of the region. By the time the local lumber industry had reached its peak in the mid 1880s, 47 sawmills surrounded Muskegon Lake, and 16 dotted the shores of White Lake to the north. Muskegon was known as the "Lumber Queen of the World" when 665,000,000 board feet were cut in 1887 alone!

Toward the end of the nineteenth century, the lumbering era was fading away and the economy was severely depressed and the community disorganized. Led by area industrialists, including Newcomb McGraft, Charles Hackley, and Thomas Hume, the community organized a program of economic development which attracted several substantial businesses to the community. Before long, Muskegon was a diversified industrial center, having attracted such firms as Shaw-Walker, Brunswick, Campbell, Wyant, and Cannon, Continental Motors, and the Central Paper Mill to this area.

Over the years, Muskegon has attracted a unique mix of residents which has helped to shape the cultural and intellectual make-up of the community. Original settlers of the nineteenth century were typically native-born Americans from New England, New York, and Pennsylvania. They were quickly joined by immigrants from Canada, Ireland, Germany, the Netherlands, Norway, Sweden, and Denmark. The industrial surge at the turn of the nineteenth century attracted large numbers of Southern Europeans to the area, while World War II witnessed the arrival of large numbers of Mexican-Americans, Southern blacks, and Appalachian whites. The melting pot diversity of Muskegon's ethnic heritage is in keeping with the varied nature of other elements of its recent past.

The county's population is 170,200 according to the 2000 Census. The City of Muskegon's population is 40,510. During the past twenty years, the City of Muskegon's population has remained steady showing a small reduction of 313 persons, but there has been a significant shift in the ethnic and racial composition of the City as shown in the following table.

Ethnic and Racial Composition

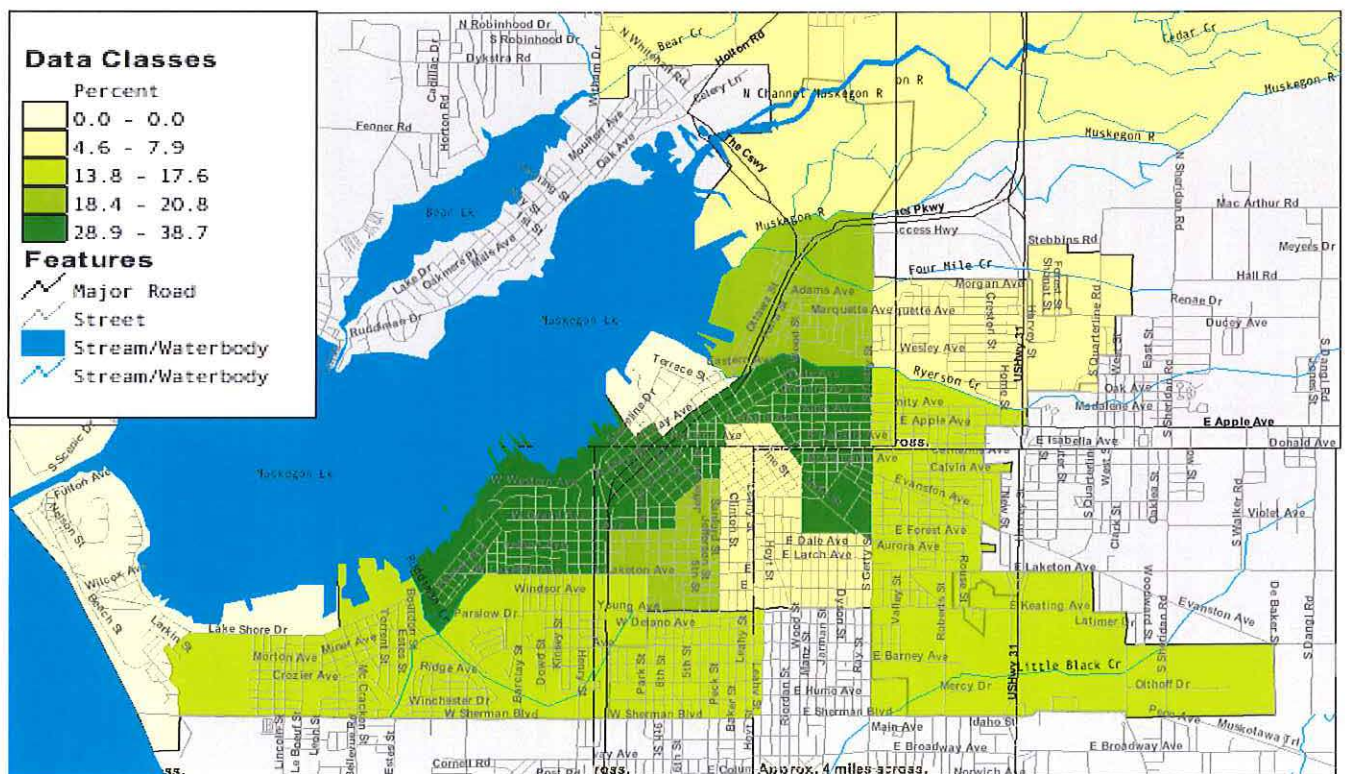
Year	Total Population	Non Hispanic White	Non Hispanic Black	Hispanic	Asian
1980	40,823	30,482	8,671	1,216	138
		74.5%	21.2%	3%	0.3%
1990	40,283	27,516	10,816	1,416	139
		68.3%	26.9%	6.4%	0.3%
2000	40,105	23,231	13,240	2,560	260
		57.9%	33%	6.4%	0.6%
2000 Adjusted	40,510	23,298	13,501	2,628	261
		57.5%	33.3%	6.5%	0.6%

The reason the City of Muskegon has not increased in population, despite slow infill of new residential construction may be due to a number of factors, including: out-migration to the County's outlying areas, a declining area economy, and a trend toward small per household population.

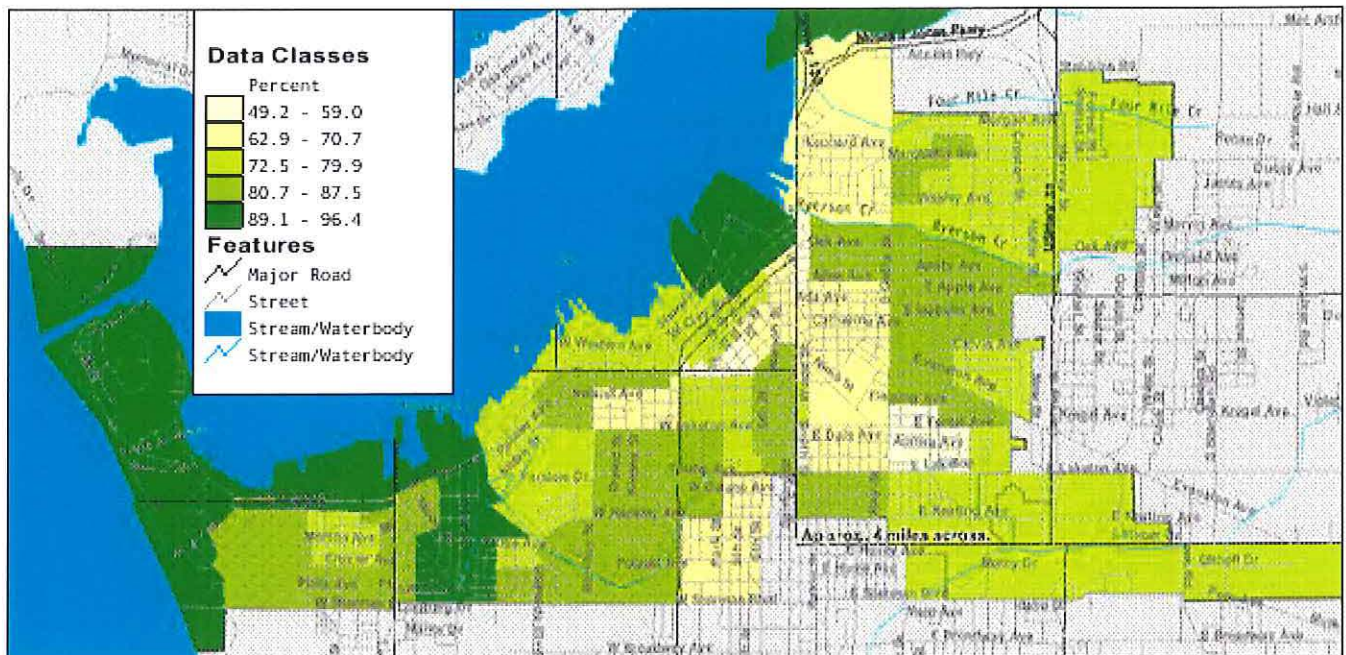
In 1990, the City of Muskegon had 15,786 people in the labor force. The unemployment rate at that time was 11.3%--approximately 1,800 of the 15,786 were not employed. The highest employment numbers were in: services, machine operations, assembly, inspection and administrative support.

As in the case of many older central cities, Muskegon has first-hand experience with the broad ranging impact of a cyclical economy. There has been an overall decline in household income. While this decline has impacted all City households, it has had a more dramatic impact on low-income individuals and families. It is predicted that the City will see increasing numbers of persons in the lower income brackets.

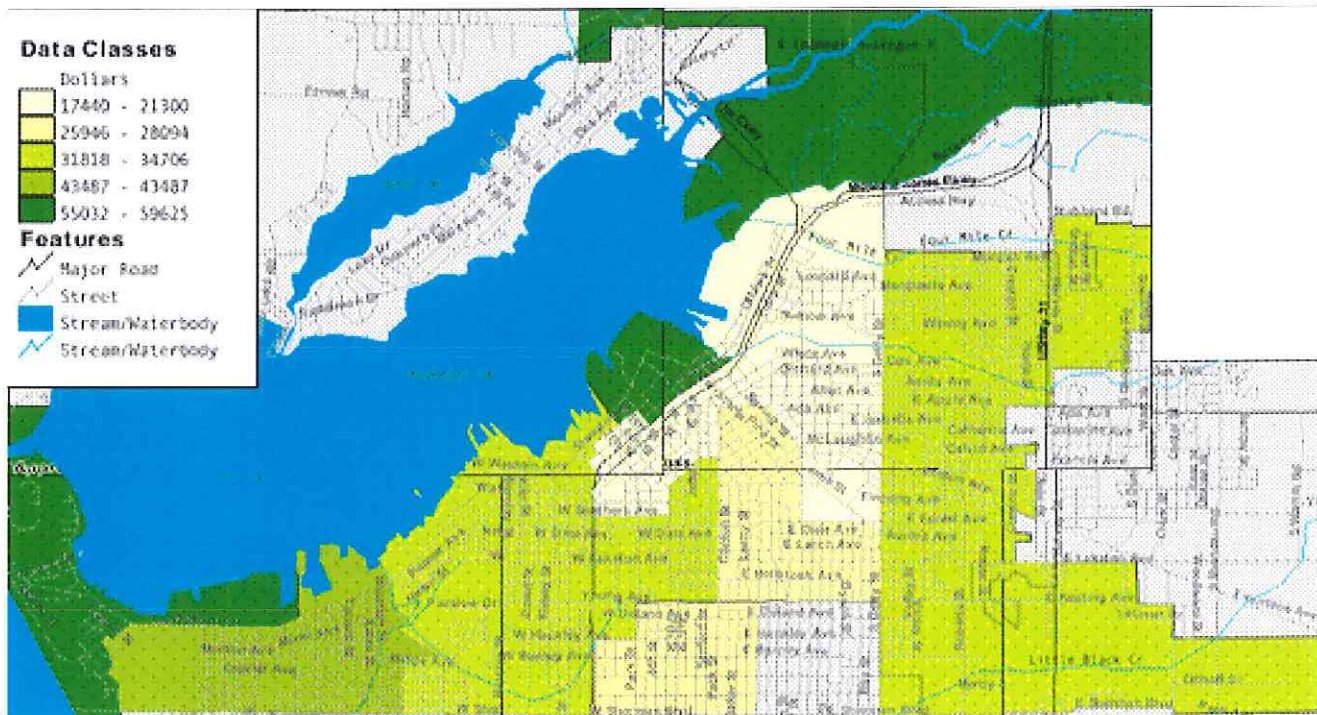
According to the 2000 Census, 9.6% of 16 to 19 year olds are not in school and do not have a high school diploma in Muskegon County; in the City of Muskegon 13% of 16 to 19 year olds are not in school and do not have a high school diploma. It is worth noting that at the sub-city level the percentage of 16 to 19 year olds who are not in school and do not have a high school diploma ranges from 4.6% to as high as 38.7%. The map below shows pockets where there are high percentages of older teens who are not attending school and who have not graduated from high school.



Along the same line, in Muskegon County 83.1% of adults over 25 years of age have graduated from high school; the percentage of adults 25 years of age and over who have graduated from high school in the City of Muskegon is 77.7%. Like the afore mentioned dropout rates, at the sub-city level the percentage of adults 25 years of age and over who have graduated from high school ranges from a low of 49.2% to a high of 96.4% (see map on following page).



Median family income for the County of Muskegon is \$53,363; for the City of Muskegon it is \$32,640. Again it is noteworthy to point out that there is great disparity at a sub-city level—with median family incomes ranging from a high of \$59,625 to a low of \$17,440.



Prevention Policy Board (PPB)

<u>Board Member</u>	<u>Area of Representation</u>	<u>Professional Association</u>
Linda Anderson	Health	Health Department
Cedric Scott	Mental Health	West Michigan Therapy
Larry Spataro	City Government	Commissioner
Bernard Loudermill	Education	Muskegon Public Schools
Brian Mattson (deceased)	Juvenile Justice	Family Court
Bruce Wright	Child Protective Services	Family Independence Agency
Chief Tony Kleibecker	Law Enforcement	City of Muskegon
Jenny McNeill	Public Defenders	Western MI Legal Aid
Dollie Hippchen	Parent	Nelson Neighborhood Assoc.
Rev. Charles W. Poole	Faith Community	Bethesda Baptist Church
Christa Schaeffer	Business Sector	State Farm Insurance
Mary Johnson	Parent	Child in JJS
Ric Scott.	Parks and Recreation	City of Muskegon
Mary B. McDonald, PhD	Multi-purpose Planning	Family Coordinating Council
Louis Churchwell	Treatment	West Michigan Therapy
Peggy Scouten	Youth Services	Girl Scouts MI Pine & Dunes
Martha Bottomley	Youth Services	Volunteer Muskegon
Chris Collee	Youth Services	Americorps
Angela Sullivan	Youth Services	Youth Volunteer Corps
Ernie Stacy	Treatment	Child & Family Services
Mary Ann Willoughby	Project Coordinator	Family Coordinating Council

This is a list of the Prevention Policy Board Members who served as the Planning Team for the Title V Grant. Prior to the implementation phase of the grant, 1) a Board Member will be challenged to fill the void left by the passing of Brian Mattson, 2) the PPB will increase members from the education and youth sectors.

The City of Muskegon will be the grant applicant and fiduciary, and Volunteer Muskegon will serve as the lead agency responsible for project implementation.



Evidence of Commitment from Key Leaders

Letters of Support (Section 7)

*“As partners of the 21st Century,
we must commit ourselves to improving
the community where we live and work.”*

Robert L. Carter
Former Sheriff

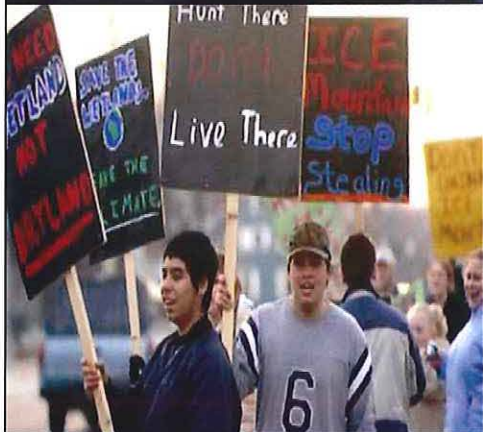
Description of Geographic Boundaries

The geographic region identified for the Title V Strategic Plan is the City of Muskegon. Muskegon County is the eleventh largest of Michigan's 83 counties and is approximately 509 square miles. It includes both urban and rural settings. It is located along the eastern shore of Lake Michigan almost directly across the Lake from Milwaukee, Wisconsin.



The County of Muskegon is composed of seven cities, four incorporated villages, and sixteen townships. The City of Muskegon is the largest city and is the county seat.

The area is famous for its sugar sand beaches, and the County is home to three state parks, ten County parks and twenty-six city, township and village parks.



Community Readiness

To initiate any prevention strategy, a community goes through various levels of awareness to prepare to implement a proposed plan for innovative change. Community readiness can be assessed by considering nine progressive stages of development. (See chart on following page) Based on these stages of development, Muskegon is between Stages 6 and 7 of readiness and is progressing, with measurable success, to Stage 8.

Muskegon's Current Stage of Readiness, Initiation and Institutionalization/Stabilization

Community-wide collaboration for initiatives has started and there is excitement for potential success. Several programs are up and running; a prevention "status quo" is being established. Program limitations are evidenced, some resistance to change has been experienced, and a fundamental data tracking system is in place. The Comprehensive Youth Strategy has been implemented, funding has been provided through September 2006.

Muskegon is Progressing Toward Confirmation/Expansion

Prevention programs are viewed as valuable, there is support for expansion, broadening efforts, and standardization of data collection.

"Muskegon County is fortunate to have many dedicated community members who have long sought to mobilize community efforts to meet the challenges of prevention."

Neil G. Mullally
Presiding Family Court Judge

STAGES OF COMMUNITY READINESS

Stage 1 – Community Tolerance/ No Knowledge

At this level there is no activity toward change. The community tolerates or unintentionally encourages the problem behavior and "I don't care it doesn't bother me" attitude prevails.

Stage 2 – Denial

This is the "Oh well" stage. The community recognizes that there may be a problem but it's accepted and expected, so there's really nothing that can be done.

Stage 3 – Vague Awareness

At this stage the community comes to the realization that something should be done, but there is no motivation or identified leader to take action.

Stage 4 – Pre-Planning

"Yes, we have a problem and we need to do something about it!" Realization has set in, key leaders are identified, but there is no plan for action.

Stage 5 – Preparation

The ball is now beginning to roll and there is positive, productive activity. The community has united, leaders are working, and planning has been initiated. There may even be some "seed money" to support the effort.

Stage 6 – Initiation

We're off! The program is started and the community is genuinely pleased with the initial success of the implementation process.

Stage 7 – Institutionalization/ Stabilization

At this stage several programs may have been initiated that address the plan. There is collaboration and interaction to prevent duplications of services and efforts. Program limitations are identified, changes are required that might meet some opposition, and some data tracking systems are put in place. More importantly, the programmatic action plan is being implemented. Funding is steady but cannot support stability or long term implementation.

Stage 8 – Confirmation/Expansion

Community views plan as valuable and supports its expansion and the standardization of data collection.

Stage 9 – Professionalization

We've arrived! Community programs are now focused, the target population is being served and the implementation plan is working with a high level of community involvement. Data collection and monitoring methods are in place that are detailed and sophisticated. Participant outcomes are being evaluated, and programs are appropriately modified or new programs added to better address the gaps.

In 2002 Muskegon County completed a data driven five year comprehensive youth strategy plan. The result was an initiative that was based on 1) data of specific “risk factors” associated with youths becoming involved in substance abuse, violence, dropping out of school, delinquency and teen pregnancy; and 2) identified gaps in services and programs to support youth and families. The process determined that there are few to no diversion programs offered to youth that become involved with the juvenile justice system. Furthermore, leadership found that those youth who get involved in crime are highly likely to re-offend. Leaders of the plan also found that research and national “best practice” supported a strong correlation between school attendances and reduced criminal activity particularly among these offending youth and their siblings. A review of Muskegon County systems found few community-based initiatives to support school attendance with particular emphasis on children and youth with demonstrated attendance problems.

Balanced and Restorative Justice (BARJ) philosophy was to be the focus for the Comprehensive Strategy initiative and the first order of business was to mobilize and offer training opportunities for those professionals that were aware and committed to BARJ. As a result the number of trainers increased from two to seventeen. In addition, a task force, under the direction of a Truancy Advisor, initiated a pilot program with a group of families to explore expanded implementation for the 2003-2004 school year. Also, a social awareness campaign committee was established to accomplish a planning process on the “Value of Education.” Focus groups were convened and market research was conducted to determine the best methodology to reach the target audience of truant youth and their parents from grades K-8.

During the initial planning process of the Comprehensive Youth Strategy for the County of Muskegon had 135 representatives participate. Several assessment initiatives that included Muskegon being a pilot site for the Youth Violence Assessment Project—a community assessment model designed to focus community efforts in the area of youth risk and resiliency had been completed. Also, an Asset Mapping project where community surveys identified key factors that affect young people’s lives. This resulted in strategies being designed to make systemic community changes that would contribute to the development of a more healthy, caring and responsible youth. And, a Vital Signs Client Survey — conducted to determine the social and economic effects on families receiving social services benefits. Neighborhood Projects were provided to develop educational, social, moral, and asset awareness.

Stage 6: City of Muskegon residents were actively involved in the research and developmental process of the Muskegon County Comprehensive Youth Strategy Five Year Plan. Under the direction of Mary Ann Willoughby, of the Family Coordinating Council for Muskegon County, community members actively collected data, assessed community resources and initiated a plan to ultimately reduce recidivism of juvenile offenders.

Stage 7: Through participation in the Comprehensive Youth Strategy initiative, participants identified the following programs as necessary and beneficial to a healthy and vibrant community:

Fathers Initiative – Explores ways in which absent fathers and those not actively engaged in the lives of their children can become involved by identifying father issues and solutions.

Serious Habitual Offender Comprehensive Action Plan (SHOCAP Muskegon) – A coordinated, multi-agency, internet-based (maintained by Muskegon County Family Court), community sharing program that allows case managers to hold serious juvenile offenders accountable for all conditions of their probation, while also protecting the community.

Juvenile Violence Reporting System (JVRS) – An Internet based violence reporting program that was implemented in conjunction with SHOCAP. Data is collected from multiple youth serving agencies and used to identify trends in juvenile violence as well as to locate neighborhood trouble spots.

Brian P. Mattson Restorative Justice Center – A place where the parties most affected by a crime, (i.e. victim, offender and community) come together to gain an understanding of the harm that was done and to determine what is needed to correct the wrongdoing. (It is the only Center of its kind in the State of Michigan)

Men and Women of Character – A single-sex group mentoring program for at-risk teens in which they learn morals and positive decision making skills, modeled by adult mentors. To broaden youth experiences, the program includes activities and trips to museums, camping and fishing sites.

Teenage Pregnancy Prevention Program (TP3) – In response to an alarming rate of teenage birth, a comprehensive teenage pregnancy prevention program has been developed that emphasizes areas of programming, which includes case management, family planning and youth enrichment activities.

Positive Behavioral Support (PBS) – A program that assists students in examining when, where, and why they behave the way they do. It also assists students in deciding on interventions that are most likely to create the kinds of environments in which they can achieve academic success.

Education and Supports for Youth, Michigan Teen Outreach Program (M-TOP) – A pregnancy prevention program (abstinence based). Child and Family Services, Girl Scouts Michigan Pine & Dunes Council, Volunteer Muskegon, and Men and Women of Character are partners. It is targeted for students in Muskegon Heights, Bunker and Steele middle schools.

Violence Intervention Program (VIP) and Behavior Control Intervention Treatment (BCIT) – based on Arnold Goldstein's Aggression Replacement Therapy, a best practice model program that targets at-risk students who have demonstrated aggressive behavior.

Services to Expelled Students Program – An outreach to expelled students in an effort to return them to school. This addressed both academic needs and behavioral problems. Both students and parents receive services. It is a collaborative effort between Muskegon Areas ISD, all 12 public school districts in the county and Child & Family Services of Muskegon.

Latinos Working for the Future – A Muskegon county-based advocacy organization, partnered with the FCC to design outreach, advocacy and prevention programming for Latino youth and seniors.

Further Evidence of Community Readiness:

Interagency Training and Program Delivery: Representatives from City Government, the Family Coordinating Council, Muskegon County Court and Health Departments, Volunteer Muskegon, and other community-based organizations have been actively involved in training programs that emphasize the collaborative, interagency approach for responding to community problems. They include Asset Training, Healthy Communities, Weed and Seed, Service Learning, SHOCAP, BARJ, M-TOP, Love and Logic and Character Counts. The Muskegon community has also received grants that support interagency planning and the coordination of service delivery for at-risk youth. They include M-TOP, AmeriCorps, Strong Families/Safe Children, Re-Entry, Comprehensive Youth Strategy, Drug Courts, and TP3.

The Family Coordinating Council for Muskegon County: A multi-purpose collaborative body (MPCB) created in 1995 to support human service delivery, that includes the Community Foundation, United Way and member agencies, county officers, faith-based organizations, law enforcement, hospitals, City of Muskegon neighborhood associations, schools, the courts and others. This 38-member coordination body meets monthly around current issues of parenting, substance abuse, teen sexual behavior, and youth violence prevention. Its purpose is to assist in the implementation and maintenance of a coordinated system of services for children and their families; and, operates in partnership with the Muskegon Area Children's Agenda, which is a community-based effort to develop data, benchmarks and provide community visioning and leadership.

Title V Community Readiness Survey: A tool to determine community readiness was provided at the first Technical Assistance meeting provided by Development Services Group. Information was gathered and the survey was completed in October of this year.



Assessment of Delinquency Risk Factors

Child behavior is the result of genetic, social and environmental factors. There are no guaranteed solutions that exist for preventing or correcting childhood problems. However, decreasing risk and increasing protection is one way to decrease juvenile problem behavior and increase the likelihood that youth will complete school, and grow up healthy and emotionally stable.

Risk factors are individual behaviors and/or environmental conditions that increase an individual's vulnerability to negative outcome. Risk factors increase the likelihood of youth dropping out of school, and/or becoming involved in substance use, delinquency, teen pregnancy, and/or violence. Risk factors include individual and contextual conditions that elevate the probability of negative future outcome for children. Four risk factor conditions are:

Risk Traits: Refers to an individual's predisposition toward developing a specific problem condition such as, low IQ or Attention Deficit Hyperactivity Disorder.

Contextual Effects: Refers to environmental conditions that have both direct and indirect effects on overall risks such as poverty and availability of drugs.

Cumulative Effects of Stress: Refers to prolonged exposure to risk that increases the likelihood of negative outcomes such as: not identifying antisocial behavior indicators, school failure, until they are repeated over time.

Risk Processes: Refers to mechanisms whereby a risk factor contributes, over time, to heightened vulnerability such as: poor parenting practices that increase the risk of a child being noncompliant at home, school, and other settings.

Protective Factors

Protective factors are internal and external conditions that buffer children and youth from exposure to risk by either reducing the impact of the risk or changing the way a young person responds to risks. Social Development Research shows that protective factors increase the likelihood that children will engage in healthy behaviors when they have supportive relationships with positive adults who provide them with:

1. Opportunities to be involved in meaningful activities
2. Skills so that they can do well in and succeed in meaningful activities
3. Recognition for their accomplishments and successes

An element for combating risk factors is resilience. Being resilient is the ability to “bounce back” despite challenging or threatening circumstances. Children are naturally resilient and in a community working together to promote healthy development, highly resilient children can overcome risk.

Thus, focusing on risk factors is important, however, identifying the protective factors that reduce the risk of delinquency is just as important for effective prevention that increases the likelihood that children will display healthy behaviors. No single risk factor leads a young child to delinquency, just as no single protective factor can shield a child from risk. Research shows that as risk factors increase and protective factors decrease, the likelihood of early juvenile offending such as, dropping out of school, drug/alcohol use, teen pregnancy, and violence increases.



Risk factors for child delinquency are categorized into five domain areas: (1) Community (2) School (3) Family (4) Peer and (5) Individual. Each domain contains specific risk factors and protective factors, as illustrated in the chart below.

SPHERES	RISK FACTORS	PROTECTIVE FACTORS
Community	- Availability of alcohol/drugs - Availability of firearms - Community crime - Social and physical disorder - Community instability - Low community attachment - Economic deprivation	- Presence of caring, supportive adult - High expectation of youth - Opportunities for participation - Safe environment
School	- Academic failure beginning in late elementary school - Negative attitudes toward school - Inadequate school climate - Truancy and school dropout	- Caring and support - High expectation - Clear standards & rules for appropriate behavior - Youth participation, involvement, and responsibility in school
Family	- Family history of the problem behavior - Family management problems - Child neglect, victimization and maltreatment - Family conflict	- Effective parenting - Positive bonding
Peer	- Gang involvement - Peer alcohol, drug use, and delinquency	- Involvement with positive peer group activities and norms
Individual	- Anti-social behavior and alienation - Gun possession - Teen parenthood and sexual activity - Favorable attitudes toward drug use - Early onset of violence - Early onset of alcohol and drug use - Cognitive and neurological deficits	- Social Competencies - Temperament - Commitment to community and school - Self-esteem

Each risk factor has one or more data indicator of that risk. The Data Collection and Analysis Workgroup's task was to gather data on at least two indicators for each of the 19 risk areas. The primary tasks were:

- Develop a statistical and demographic data profile of the community
- Gather data for at least two indicator of each risk factor
- Gather data on protective factors
- Gather juvenile delinquency data
- Conduct an analysis of data gathered and data sources
- Analyze and present the data to the PPB for selection of priority risk factors.

The Data Collection and Analysis Workgroup began gathering data in November 2003. As data was received it was reviewed by the board and applied to the appropriate risk factor. Some of the data collected was sketchy, some questionable and some not available in a timely manner due to the lack of sophisticated data collection processes. There was a consensus among workgroup members that if the information was not 100% correct it was not presented to the PPB. Thus, some risk factors were eliminated for prioritization based on the lack of information. In some instances county and state information was found but no comparable information was identified for the City of Muskegon.

The task was difficult and in many cases data was not readily available. For example, a primary source of information pertaining to youth, domestic violence and crime was the Muskegon 911 system. The system does not have the capacity to instantly categorize calls or segregate data. Much information is transferred orally and when data is requested a hand search must occur. (An updated system is being installed.)

Data was presented to the PPB in March. Through a prioritization process, the a sub-group of the PPB recommended that the following four risk factors be considered by the full PPB: Economic Deprivation, Negative Attitude Toward School, Family Management Problems, and Teen Parenthood and Sexual Activity. All data indicators, presented in graph form, that were taken into consideration by the PPB are contained in this report (As attached).

Economic Deprivation: 1) AFDC benefit recipients, 2) Percent of students receiving free/reduced lunch, 3) Median family income, 4) Unemployment rates, and 5) Percent of economically disadvantaged students.

Negative Attitude Toward School: 1) School dropout rates, 2) Educational attainment, 3) Out-of-school suspensions, 4) Violence and crime in schools.

Family Management Problems: 1) Child protective services referrals, and 2) Domestic Violence – Youth Charged.

Teen Parenthood and Sexual Activity: 1) Percent of teenaged births, 2) 12th grade use of condoms, and 3) percentage of students reported as having been pregnant.

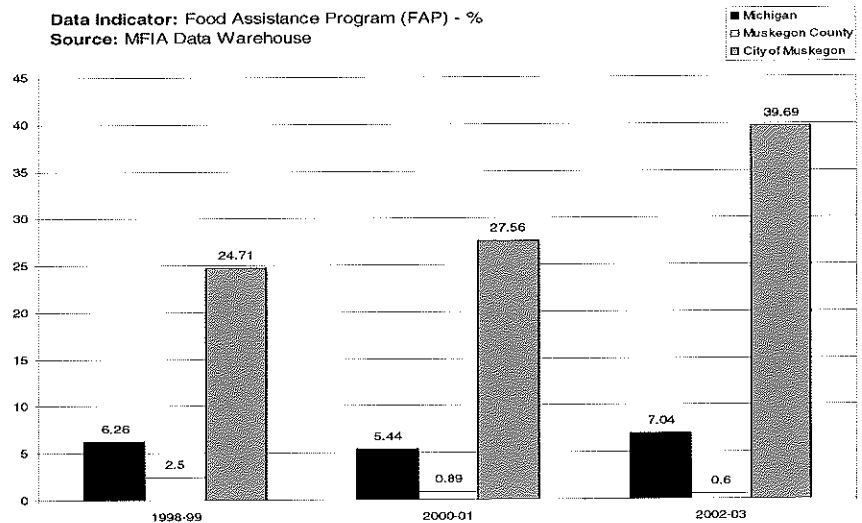
Economic Deprivation

The percentage of the people receiving food subsidies (almost 40% for the most recent year) who live in the City of Muskegon is more than ten times that of the County; more than five times that of the State of Michigan for 2000-01 and 2002-03. It is especially important to note that the percent of city residents who received food subsidies increased by more than 12% from 2000-01 to 2002-03.

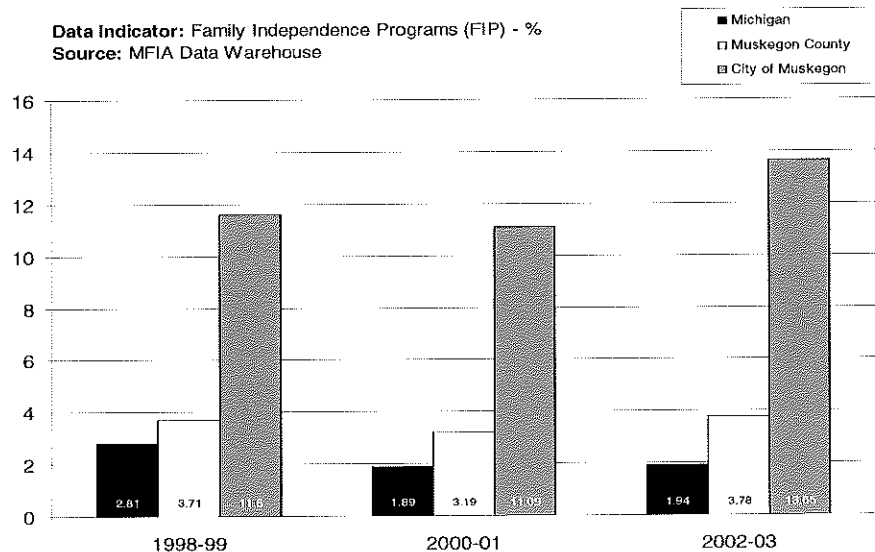
The percentage of the people receiving cash assistance who live in the City of Muskegon is over three times that of the County and five times that of the state of Michigan. The percentage of city residents who received cash assistance increased by approximately 2.5% from 2000-01 to 2002-03.

For 2001-02, children eligible for and enrolled in the school's free and reduced lunch program is almost double that of the State of Michigan and the County of Muskegon. It is also important to note the percentage of the county has decreased, while the percent for the city has increased over the last four years.

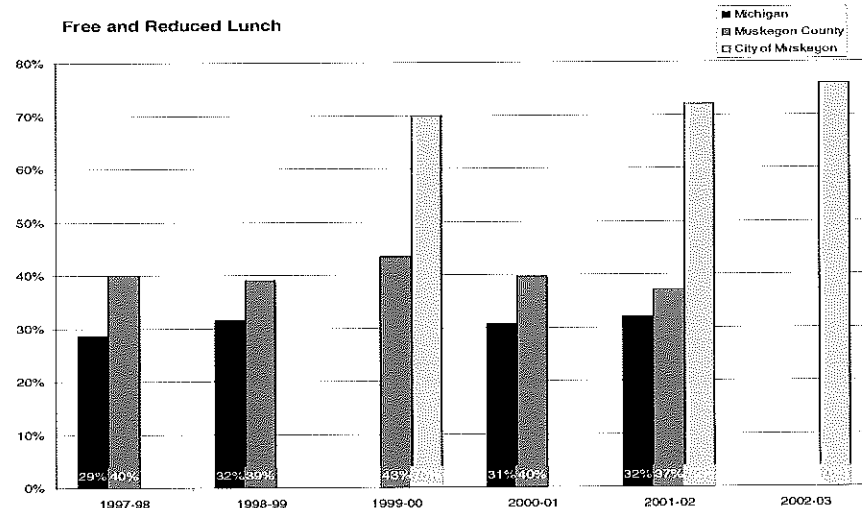
Data Indicator: Food Assistance Program (FAP) - %
Source: MFIA Data Warehouse



Data Indicator: Family Independence Programs (FIP) - %
Source: MFIA Data Warehouse



Free and Reduced Lunch



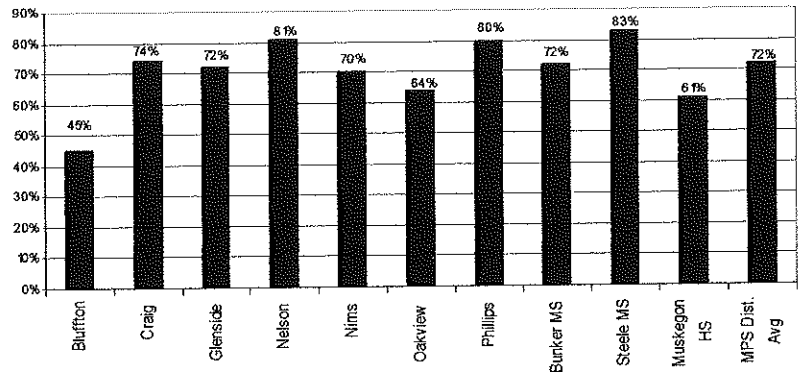
Economic Deprivation

In most cities, there are pockets of families living in poverty. However, by looking at the percentage of students enrolled in the free and reduced lunch program by school, it becomes obvious that even the school with the lowest percentage is still double the percentages of the county and state.

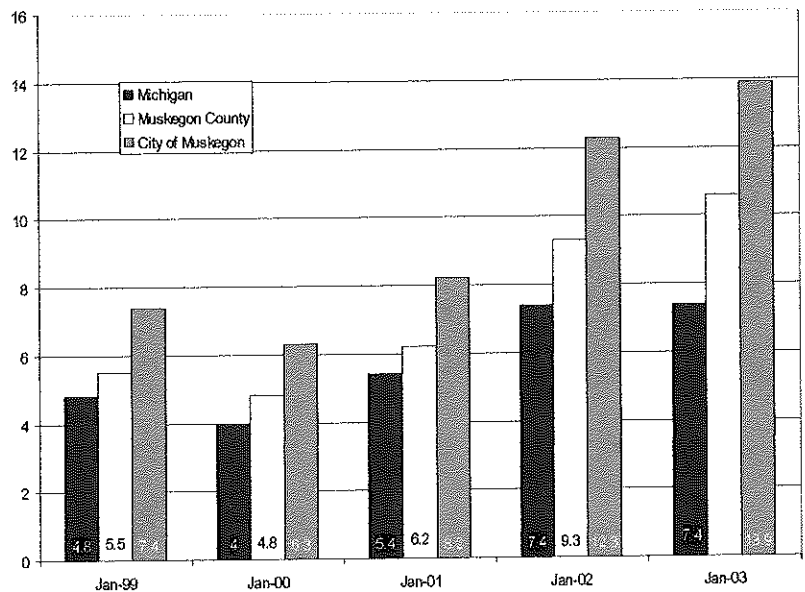
Another indicator of economic deprivation is the rate of unemployment. Since January 2002, the unemployment rate has steadily increased at the city, county and state levels (the exception is that the state rate remained steady from 2002 to 2003). The City unemployment rate for January 2003, is almost double that of the state and 3% higher than the County of Muskegon.

According to Standard and Poor's Evaluation Services, almost three-fourths of the students living in the City of Muskegon are from families classified as economically disadvantaged. This is in stark contrast to the county and state percentages of economic disadvantaged students, which is 38% and 31%, respectively.

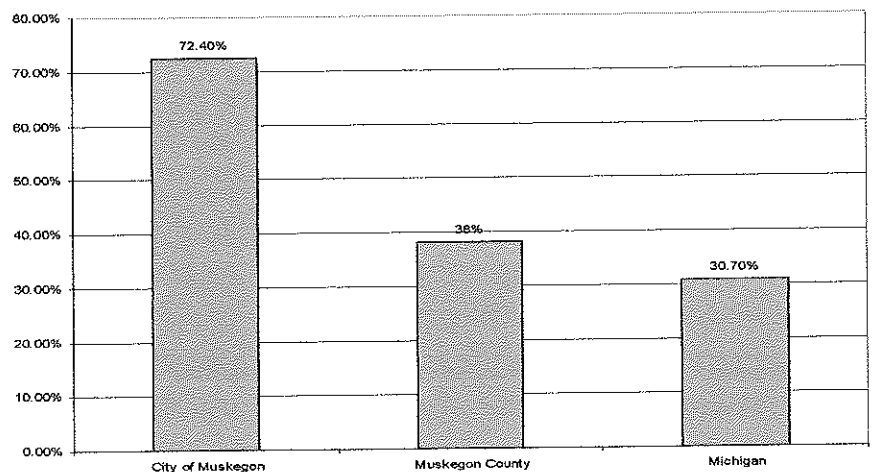
Data Indicator: Free and Reduced Lunch 2001-02 School Year
Source: Muskegon Public Schools



Data Indicator: Unemployment
Source: Michigan Department of Career Development, U.S. Bureau of Labor Statistics and Real Estate Center at Texas A&M University



Economically Disadvantaged School Age Children for 2002
Source: Standard and Poor's School Evaluation Services



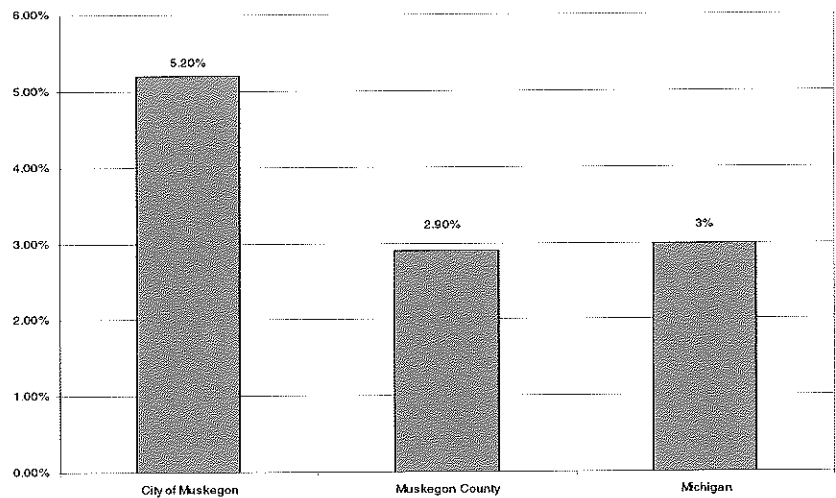
Negative Attitude Toward School

One indicator of student's negative attitude toward school is the drop out rate. Standard and Poor's reported a 5.2% school drop out rate for the City of Muskegon as compared to approximately 3% for the county and state.

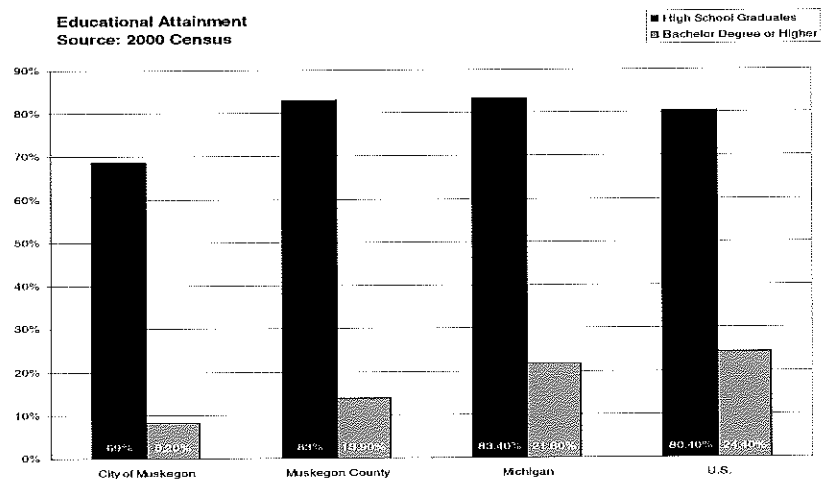
Another indicator on negative attitude toward school is the percentage of the population with high school diplomas and college degrees. As noted on the chart, approximately 70% of adult city residents have high school diplomas and less than 10% have college degrees.

The Data Assessment Workgroup determined it was important to examine number of "out of school suspensions." For the past three years the number of suspensions have increased, with the exception of the most recent year at Bunker Middle School. The numbers are high. When combining all K-12, there were a total of 3,324 suspensions during the 2002-03 school year ... an average of 369 a month and 92 a week.

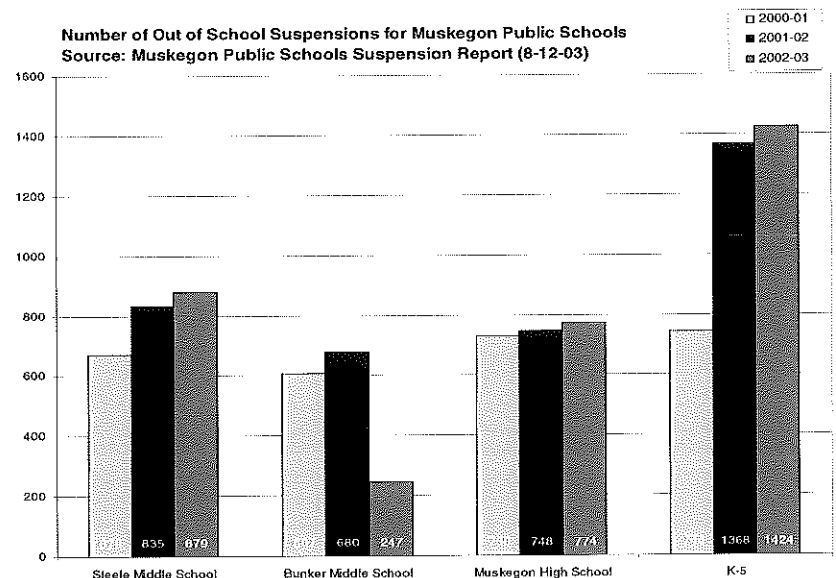
Drop Out Rate for 2002
Source: Standard and Poor's School Evaluation Services



Educational Attainment
Source: 2000 Census



Number of Out of School Suspensions for Muskegon Public Schools
Source: Muskegon Public Schools Suspension Report (8-12-03)



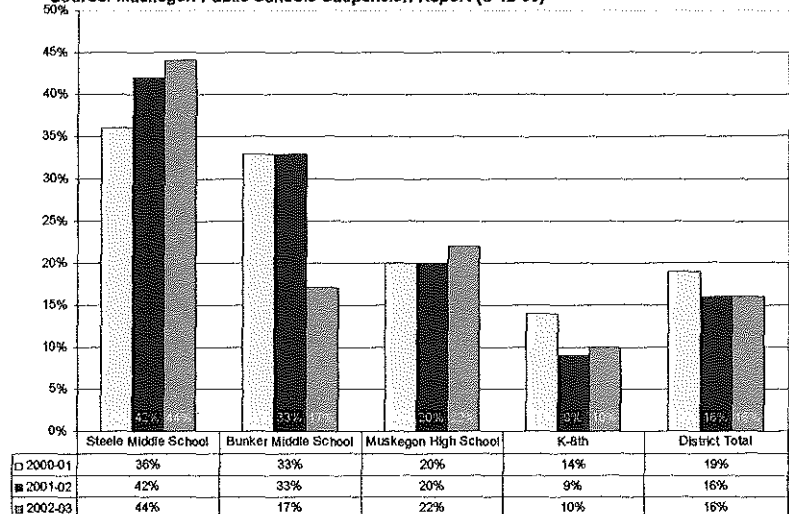
Negative Attitude Toward School

The workgroup believed it was also important to examine the percentage of the student population who were receiving out-of-school suspensions. The percentage of K-5 and Bunker Middle School suspensions have decreased in the last three years, while the the number of students at Steele Middle School and Muskegon High School has increased. It is disturbing to note that almost half of the student population at Steele Middle School were suspended at least once during the 2002-03 school year.

On a positive note, the average number of violence/crime in schools is much lower for the City of Muskegon than the state average and significantly lower than comparable peer city average.

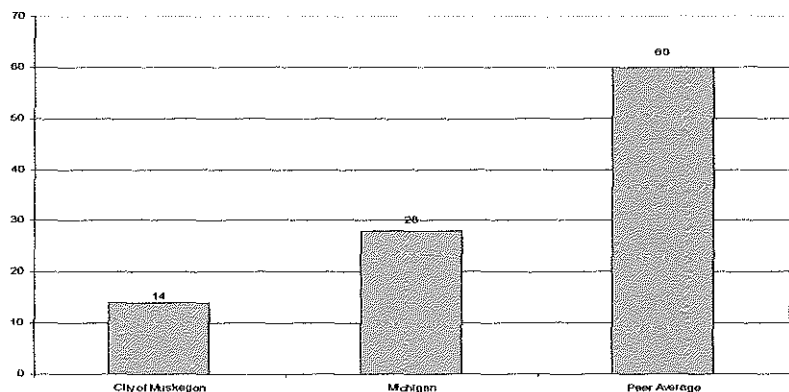
Percent of Students Responsible for Out of School Suspensions
at Muskegon Public Schools

Source: Muskegon Public Schools Suspension Report (8-12-03)



Violence/Crime in Schools in 2002

Source: Standard and Poor's School Evaluation Services



Three or More Unexcused Absences

School	October-03			November-03		
	Enrollment	Absences	%	Enrollment	Absences	%
Bluffton	145	14	9.7	145	7	4.8
Bunker Middle	804	64	8.0	781	71	9.1
Glenside	223	40	8.2	223	44	19.7
Marquette	484	29	20.0	481	47	9.8
McLaughlin	323	36	11.1	323	45	13.9
Moon	306	26	8.5	306	34	11.1
Muskegon High	1478	826	55.8	1440	900	63.0
Nelson	426	31	7.3	425	40	9.4
Nims	264	51	19.3	264	53	20.1
Oakview	409	68	16.6	403	74	18.4
Phillips	215	28	13.0	216	33	15.3
Steele Middle	607	45	7.4	604	73	12.1

The final piece of data that the workgroup found was that every month more than **ONE-HALF** of all Muskegon High School students have at least three (3) or more unexcused absences.

Students are allowed 7 absences per ten (10) week marking period.

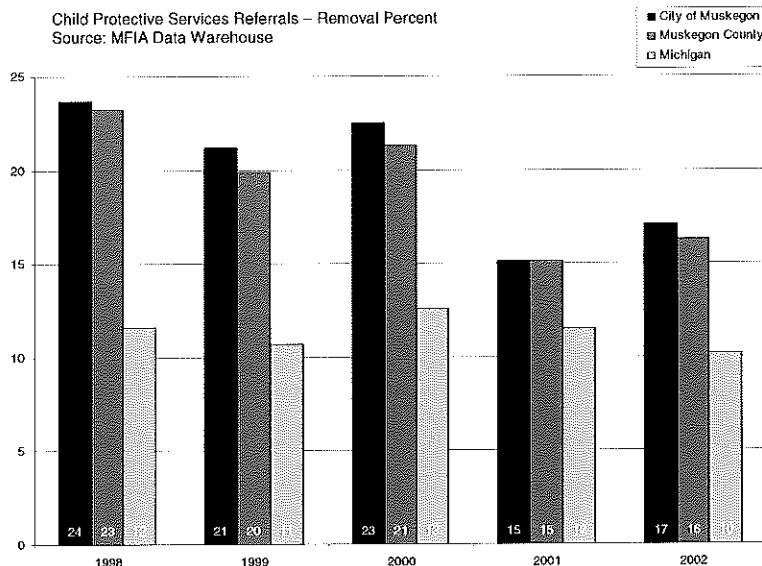
Family Management Problems

For the City of Muskegon the percentage of protective service referrals that resulted in the child being removed from the home has decreased since 1998, however the percent is still higher than percentages for the State of Michigan and Muskegon County.

In the City of Muskegon the number of youth charged with domestic violence has increased by 50% in two years. This data will need to be watched to see if the increase continues and what factors are causing it to increase.

Likewise, the number of domestic violence calls received by the City of Muskegon increased from 2,197 in 2000 to 2,748 in 2002 for an increase of 80%.

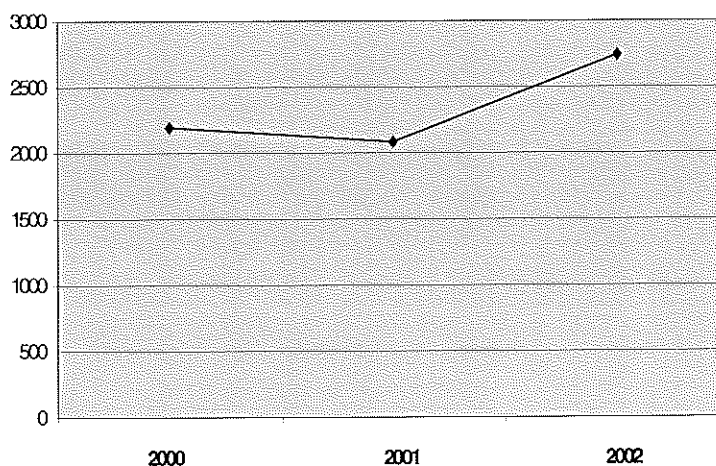
Child Protective Services Referrals – Removal Percent
Source: MFIA Data Warehouse



Domestic Violence: Youth Charged
Source: Muskegon County Sheriff's Department, City of Muskegon



Domestic Violence Calls Received by 911



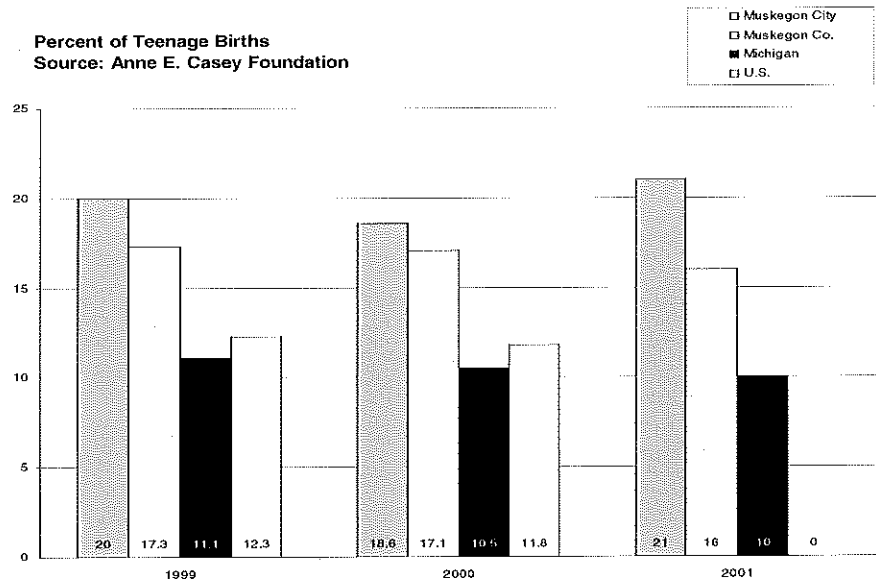
Teen Parenthood and Sexual Activity

The percentage of teenagers having babies is extremely high for City of Muskegon teens. The number is double that of Michigan and 5% higher than the County of Muskegon. In 2002, Muskegon County had the highest teen birth rate of any county in the State of Michigan. In 2003, Muskegon was rated at number two statewide.

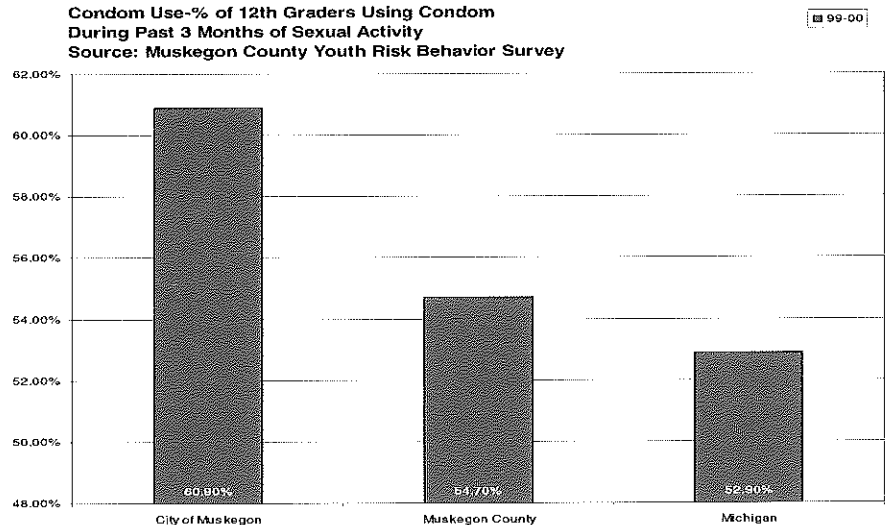
Self reported condom use among 12th grade males is higher for the City and County of Muskegon than for the State of Michigan—indicating a higher level of sexual activity among Muskegon City high school students.

City of Muskegon students self-reported that they had either been pregnant or got another person pregnant. That percentage is almost double that of the county and state.

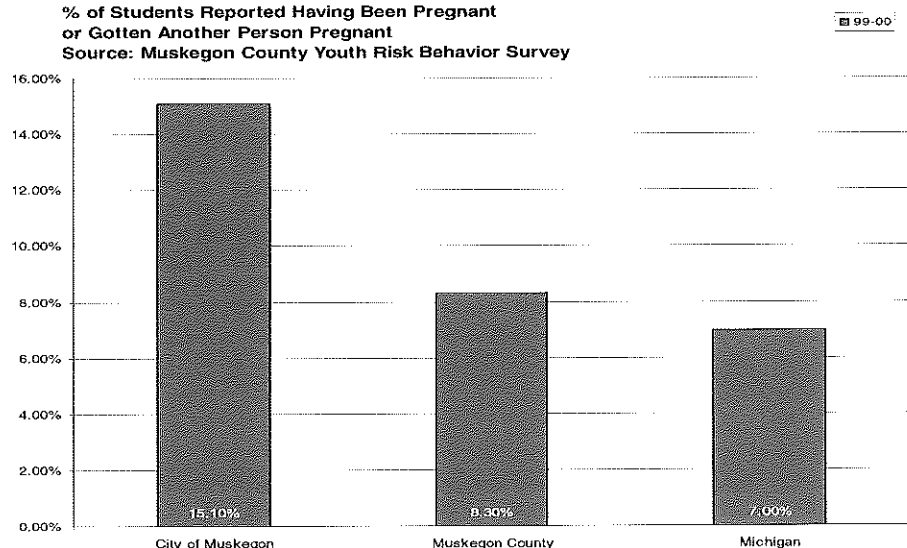
Percent of Teenage Births
Source: Anne E. Casey Foundation



Condom Use-% of 12th Graders Using Condom During Past 3 Months of Sexual Activity
Source: Muskegon County Youth Risk Behavior Survey



% of Students Reported Having Been Pregnant or Gotten Another Person Pregnant
Source: Muskegon County Youth Risk Behavior Survey



The PPB reviewed the indicators for four risk factors: Economic Deprivation, Negative Attitude Toward School, Family Management Problems, and Teen Parenthood and Sexual Activity. By an overwhelming majority, the PPB decided to focus prevention efforts on Negative Attitudes Toward School.

The decision was made based on the data presented by the Data Collection and Analysis Workgroup for truancy, out-of-school suspensions and the absenteeism rate in the Muskegon Public Schools elementary, middle and high schools.

The baseline data on absenteeism of three or more days for each month for October and November 2003 was collected. Those absent three days or more totaled 3,324. (This number does not reflect the number of days a student was absent.) Those missing three or more days in October totaled 1258 representing 22.9% of total school enrollment and November totaled 1421 representing 25.3% of total school enrollment which shows an increase of 9% over the two month period.

Furthermore, the PPB decided to focus on one risk factor due to the amount of the first year grant and the fact that each year the amount would decrease, the PPB did not believe they had adequate funding available to sustain more than one initiative.

The City of Muskegon has capacity to address the issues. It also has community support, program implementation capacity, a willingness to collaborate wherever possible to increase youth assets while addressing the risk factor indicators that will protect our youth.



When reviewing the information from the various elementary schools, it should be noted that Angell school has now been closed for a year, Glenside and Phillips are scheduled to close as of June 2004.

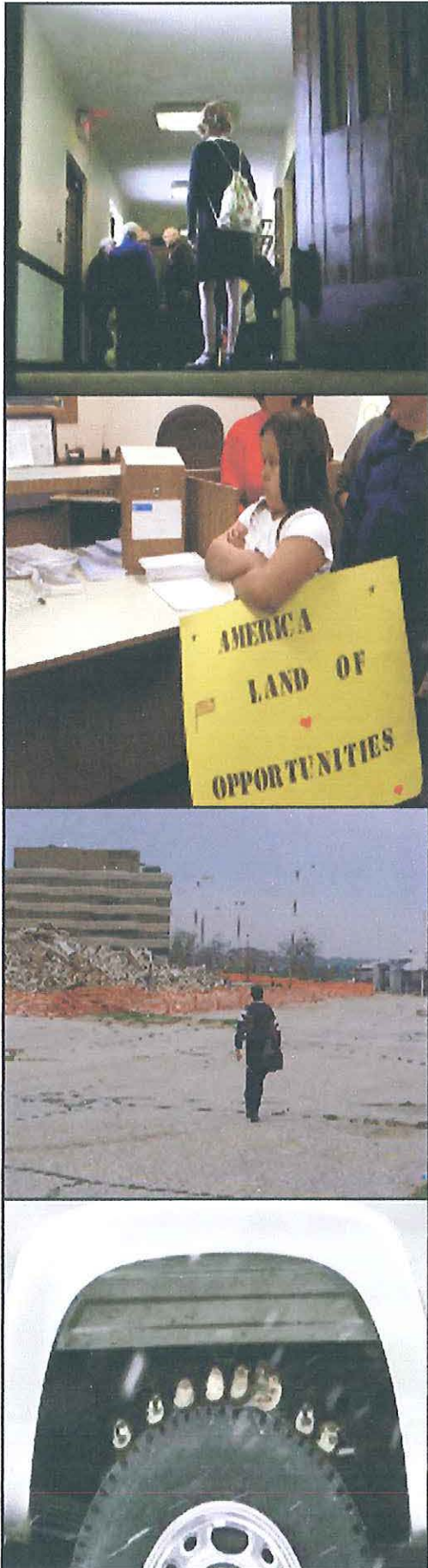
We questioned what is happening with our youth in relation to keeping them in school and subsequently reviewed the number of school suspensions for the year 2003. This chart details individual schools and the number of suspensions as written as of August 12, 2003.

Please note that in 2000-01 a Balanced and Restorative Justice (BARJ) Resource Room was available to students at Steele School. Please note how the number of suspensions increased since the BARJ Resource Room was closed at Steele. It is anticipated that the BARJ Resource Room will be available again in the fall of 2004.

School	2000-01	2001-02	2002-03
Steele Middle School	672	835	879
Bunker Middle School	607	680	247
Muskegon High School	730	748	774
K-5 th	744	1368	1424
District Total	2753	3631	3324

Percent of Student Involved in Suspensions			
School	2000-01	2001-02	2002-03
Steele Middle School	36%	42%	44%
Bunker Middle School	33%	33%	17%
Muskegon High School	20%	20%	22%
K-5 th	14%	9%	10%
District Total	19%	16%	16%

Total Days Out of School Due to Suspensions			
School	2000-01	2001-02	2002-03
Steele Middle School	3281	2700	2421
Bunker Middle School	2012	2743	1179
Muskegon High School	2366	2770	2807
K-5 th	1120	2240	2716
District Total	8779	10453	9123



Resources for Families and Youth

This section outlines the analysis of youth resources and support services available in the City of Muskegon— specifically resources that would have a positive impact on students' negative attitudes toward school.

The problems associated with negative attitudes toward school are complex and the solutions range from providing a physical surrounding that is safe and where school personnel are caring and supportive to providing opportunities for students involvement (e.g.: extra curricular activities, school clubs and civic organizations).

The major responsibility of the Resource Assessment Workgroup was to:

- **Identify and list organizations, agencies and churches offering programs to assist youth. In addition the committee is to create a survey for these organizations to learn about their programs,**
- **Analyze data from surveys of services offered to youth**
- **Compile and analyze the data to find strengths weaknesses and gaps in services**
- **Recommend ways to address the gaps and issues identified in the data analysis**

The City of Muskegon resource assessment process was modified, due to the developmental process of the Comprehensive Youth Strategy.

Mary Ann Willoughby, was appointed Coordinator for the Comprehensive Youth Strategy Task Force and coordinated the activities. This effort was co-chaired by the Honorable Neil G. Mullally, Muskegon Family Court and Robert L. Carter, now retired Muskegon County Sheriff. The Muskegon Public Schools scanned and provided an analysis of the "Resource Assessment Report."

Workgroup members decided to first review the information gleaned from the countywide resource assessment that was conducted in 2002 as part of the Comprehensive Youth Strategy (as included). The PPB had access to county data, and did not want to duplicate efforts. The data was recent and accurate and wanted to expand its depth of findings to reflect those for the City.

In addition, the workgroup determined it was important to gather additional resources especially with regard to school-based programming and other services that target students in the City of Muskegon. A resource assessment was however, required for the Muskegon Public Schools because schools had not been required to supply the same data as the other organizations identified in the prior process and the risk factors for the City of Muskegon chosen was "Negative Attitude Toward School." The PPB identified Bernard Loudermill, PPB board member representing the Muskegon Public Schools, to conduct the resource assessment. Through his personal contacts within the district and the fact that the City of Muskegon has only one school district, Mr. Loudermill successfully completed the assessment process.

Because of the information received through the Comprehensive Strategy, many of the gaps identified related to the City of Muskegon. They included:

- the need for a program for 0-2 new parents and infants, identified right in the hospital or even before birth.
- a suggested expansion of Head Start and the State of Michigan early literacy programs of which the Boys' and Girls' Club was identified as a solution.
- a suggested need of programming for ages 6-8 for additional 21st Century Learning Centers and Boys' and Girls' Clubs.
- a suggested need in the 13-15 and 16-17 year categories for programs addressing academic failure, crime prevention, substance abuse, and family management. Once again, a Boys' and Girls' Club was suggested.
- a suggestion that community programs that already exist should be expanded across all age groups and should have effective programming showing measurable outcomes particularly after school, recreational and summer scheduled programs.

As stated previously, the schools were not investigated thoroughly for programming during the Comprehensive Strategy and the Title V Prevention Planning Body focused their efforts on the Muskegon Public Schools. The committee used the information provided by Mr. Loudermill's assessment to identify the gaps in the city schools.

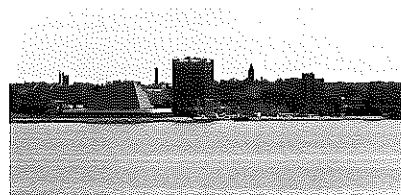
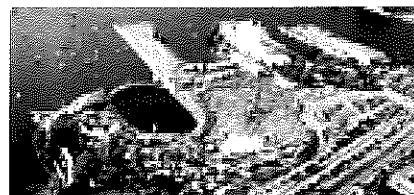
The gaps that were identified in the Comprehensive Youth Strategy were very obviously related to the Muskegon Public School system.

The assessment revealed, as related to the risk factor “Negative Attitudes Toward School,” a disparity of programming at Bunker Middle School in comparison to Steele School. Steele School has a 21st Century Grant which allows them to provide an extensive selection of after school programming. As a result of positive programming provided, it was just announced that Steele Middle School has made significant improvements on the MEAP testing.

The Muskegon Public Schools are seeking additional 21st Century Grants to address this concern.

Programs suggested in the Comprehensive Youth Strategy to address academic failure included a Boys’ and Girls’ Club. However, a committee has been seeking the means to develop a Boys’ and Girls’ Club but have been unable to locate the resources necessary.

There are many resources that can address many of the problems of our city’s youth however, the after school components as identified by the positive results at Steele Middle School, were clearly those that could and should be replicated in other city schools.



Following is the Resource Assessment for the City of Muskegon youth:

Priority Risk Factors for the City of Muskegon

1: NOT A FOCUS 2: A FOCUS 3: A MAJOR FOCUS

			Negative Attitude Toward School	Ages of Participants							
Organization	Name of Program	Program Description	1	2	3	3-5	6-8	9-12	13-14	15-17	18-21
14th Circuit Court	Delinquency Services	Case management of adjudicated juveniles.	■					■	■	■	
American Red Cross	Youth Volunteer Program	Program provides opportunities for volunteerism and community service for youth.		■				■	■	■	
American Red Cross	Basic Aid Training	This is a safety education program including First Aid water rescue, bicycle and car safety, and emergency action plan.		■			■	■			
American Red Cross	Community First Aid and Basic CPR Training	Teaches adult, infant and Basic first aid-injury treatment.		■						■	■
American Red Cross	Whale Tales	Water safety taught on dry land. Includes boating, life jacket use, safe rescue and general decision making around water.		■		■	■	■			
American Red Cross	Lifeguard Training	Teaches lifeguard skills focusing on responding to aquatic emergencies. Certification can be earned.		■						■	
American Red Cross	Swimming Instruction	Teaches swimming skills from beginner to advanced levels (in water).		■		■	■	■	■		
American Red Cross	Safe on my own	Topics and video related to safety for children who are home alone before and after school.		■			■	■			
American Red Cross	Babysitter Training	Learning basic care of children. Includes feeding, accident prevention, safety, and child development.	■				■	■			
Big Brothers Big Sisters of the Lakeshore	Community Based One to One Match	Children 5-12 years matched with an adult mentor to work on self confidence, social competence and calling in the child.			■		■	■			
Big Brothers Big Sisters of the Lakeshore	Strive Muskegon Rotary	Muskegon Rotarians volunteer to mentor students (juniors and seniors) at Muskegon High School who have below a 2.0 GPA and attendance problems.			■				■		
Big Brothers Big Sisters of the Lakeshore	Triple Connections	Providing youth (12-17), in the foster care system, with an adult mentor to increase self confidence, social confidence, and calling in the youth.			■				■	■	
Big Brothers Big Sisters of the Lakeshore	School Based Mentoring	Match adult mentors to youth in a school setting, either after school or during the lunch hour.			■		■				
Big Brothers Big Sisters of the Lakeshore	Face to Face	Youth are matched with a firefighter for a 6 week session. They meet once a week and explore different character traits and form a relationship.			■			■	■		
Boys Scouts of America	Moon School Boy Scout and Cub Scouts	Building character, leadership and teamwork			■		■	■			
Bunker Middle School Klick Program	KLICK	Technology based after-school programming for middle school students.	■					■	■		
Catholic Human Development Outreach/Muskegon Foster	Foster Grandparents	Older volunteers serve 20 hours a week in classrooms or other youth programs to assist children with special needs.			■	■	■	■			
Catholic Social Services	Families First	An intensive in-home family preservation program for families whose children are at imminent risk of removal.		■		■	■	■			
Catholic Social Services	Crossroads	Substance abuse assessments, adult treatment through individual and family outpatient treatment group	■			■	■	■		■	■
Catholic Social Services	Communication about Relationships	Workshops, which focus on skill building activities. Each workshop involves a series of five sessions, providing a total of 10 intensive hours		■				■		■	
Catholic Social Services	Mother's Touch	A volunteer mentor/friendship program which provides home visitation and support groups to expectant parents through the first year of their infant's life.			■						
Catholic Social Services	Rally Against Peer Pressure	A weekly after school program which provides life skills, education mentoring, and skill building for at risk boys and girls ages 9-12. RAPP is a strength based program.	■					■			
Catholic Social Services	Post Adoption Support Services	Provides supportive services for families who have adopted children from the state foster care program.	■			■	■	■	■	■	■
Catholic Social Services	Muskegon Healthy Families	Voluntary support/home visiting for postpartum women in Muskegon County. We work with families until the child reaches age 3.			■	■					
Catholic Social Services	CSS Foster Program	Work with children 0-18 who are court adjudicated abuse neglect or delinquency wards. We provide temporary to long term care in foster homes.			■	■	■	■	■	■	■
Catholic Social Services	Directions Teen Parent Program	Provides services to pregnant and/or parenting teens. Both home visitation and support groups. Comprehensive long-term program.			■				■	■	■
Catholic Social Services	Family Centered Services	Provide in-home mentoring services to families and youth referred by the FIA.			■	■	■	■			
Catholic Social Services	Family Group Decision Making	Provide families involved with children's Protective Services the opportunity to make their own service plan for the well being of their child.			■	■	■	■			
Catholic Social Services	Stop Teen Smoking	Educate adolescents to health hazards of tobacco and to develop decision making and refusal skills.	■						■	■	

Priority Risk Factors for the City of Muskegon

1: NOT A FOCUS 2: A FOCUS 3: A MAJOR FOCUS

			Negative Attitude Toward School		Ages of Participants							
Organization	Name of Program	Program Description	1	2	3	3-5	6-8	9-12	13-14	15-17	18-21	
Catholic Social Services	Behavioral Health Counseling	Counseling/therapy for youth, parents and families.			▲			▲	▲	▲		
Catholic Social Services	Pregnancy Outreach Counseling	Provides pregnancy options. Counseling for any person experiencing an unplanned pregnancy and who would like to learn more about their options related to parenting or adoption.	▲					▲	▲	▲		
Child Abuse Council of Muskegon	CASA Program	CASA are specially trained volunteers who a judge appoints to advocate for a child in abuse and neglect court proceedings.		▲			▲	▲	▲	▲	▲	
Child & Family Services	Family School Partnership	A school outreach program that serves youth and families where absenteeism and/or behavior problems are affecting the education process. Master degree social workers help families and children resolve these problems.			▲		▲		▲			
Child & Family Services	Exploring Self and Anger	Anger management group for adolescents.			▲				▲	▲		
Child & Family Services	Balanced and Restorative Justice	This program receives referrals from family court and juvenile division. We provide victim reparation, offender prevention, family conferencing, and case management follow-ups.	▲					▲	▲	▲	▲	
Child & Family Services	First Step	Group therapy for youth who have used alcohol and other drugs			▲				▲	▲		
Child & Family Services	Behavior Crises Intervention Training	Training for teachers on dealing with behavior problems. Parenting groups for parents of acting-out children, who are having behavioral problems at school.			▲		▲	▲	▲	▲		
Child & Family Services	Teen Pregnancy Initiative	An abstinence based teen pregnancy program. Adventure therapy based group program that deals with sexuality.			▲				▲	▲		
Child & Family Services	Violence Intervention Program	This program receives referrals from all 12 school districts for students who demonstrate aggressive behavior. The program provides 26 hours of family meetings and group therapy for students.			▲		▲		▲	▲		
Child & Family Services	Individual, Group and Family Outpatient Treatment	Outpatient family therapy for all ages; psychological testing for ADD and ADHD.			▲	▲	▲	▲	▲	▲	▲	
Child & Family Services	U-Turn	Collaborative effort with MAISD and local school districts which serves expelled students w/referral through home school district.			▲				▲	▲		
Child Abuse Council of Muskegon	Prevention Services	Personal safety, "Baby Think it Over," parent education, "Parenting with Love and Logic," and building conflict management skills.		▲		▲	▲	▲	▲	▲	▲	
Child Abuse Council of Muskegon	Children's Advocacy Center	A collaborative approach to child sexual abuse investigations, including interviews, assessments, medical exams, and therapy.		▲		▲	▲	▲	▲	▲		
City of Muskegon - Leisure Services	Summer Playground Program	Promote a safe environment, physical fitness, organized sports, drug prevention, education and educational opportunities.			▲		▲	▲	▲			
City of Muskegon - Leisure Services	Toy R U Diamond Skills Competition	Teach youth athletic skills and the fundamentals of pitching, hitting and throwing, essential to the game of baseball.			▲			▲	▲			
City of Muskegon - Leisure Services	Hershey Track and Field	To promote physical fitness, participation, friendship and sportsmanship for youth, ages 9-14. Children may compete in 1 field and running events, or 2 field and 1 running event.			▲		▲	▲	▲			
City of Muskegon - Leisure Services	Punt-Pass-Kick Competition	Teach youth teamwork, athletic, and the fundamentals of punting, passing and kicking, the core skills to the game of football.			▲		▲	▲	▲			
City of Muskegon - Leisure Services	Learn to Swim	Swimming lessons taught to children at a YMCA.		▲				▲	▲			
City of Muskegon - Leisure Services	Youth Basketball Program	Provides a safe and fun environment for children to play basketball.			▲			▲	▲	▲		
City of Muskegon - Leisure Services	Open Gym and Swim	Family recreation to promote healthy lifestyles.			▲			▲	▲	▲		
City of Muskegon - Leisure Services	Youth Tennis (5/04 Funding being sought)	Children learn the basic rules/skills of tennis.		▲			▲	▲	▲	▲		
Common Cause Peer Education	Common Cause Peer Education	Teen HIV/AIDS and STD prevention. We also discuss relationship between HIV/AIDS, date rape, drugs and alcohol.	▲						▲	▲	▲	
Community Foundation of Muskegon	Youth Advisory Council	The YAC is a group of high school students who meet once per month to talk about youth issues. YAC is one of the grant making committees of the Community Foundation.		▲				▲				
Community Mental Health		Assists individuals with mental illness and/or development disability.		▲		▲	▲	▲	▲	▲	▲	
Diane's School of Dance	Diane's School of Dance	Teaching children how to dance in an appropriate way.		▲		▲	▲	▲	▲	▲	▲	
Disability Awareness Center for Independent Living	Disability Awareness Center for Independent Living	Transition Planning for individuals with disabilities.			▲			▲				
Early On of Muskegon County	Early On of Muskegon County	Early On is a system of services linked in a collaborative effort to ensure that families receive support information, and services which they need to enhance the well-being of their family.			▲							
Every Woman's Place/Webster House	Webster House Strengthening Families	Program that supports and facilitates moving "families in conflict" to "families in communication." The goals are reunification, stabilization, increased social and communication skills leading to safe home environment for all.	▲					▲	▲	▲	▲	

Priority Risk Factors for the City of Muskegon

1: NOT A FOCUS 2: A FOCUS 3: A MAJOR FOCUS

Organization	Name of Program	Program Description	Negative Attitude Toward School			Ages of Participants							
			1	2	3	3-5	6-8	9-12	13-14	15-17	18-21		
Every Woman's Place/Webster House	Webster House Youth in Transition	Education/support program to assist youth in transition (referred from foster care/delinquency departments of FIA) to independent living settings which are safe and stable.	▲					▲	▲	▲			
Every Woman's Place/Webster House	Webster House Transition to Independent Living	Education/support program to assist youth in transition (who are homeless or at risk of being homeless) to independent living settings that are safe and stable.	▲						▲	▲	▲		
Every Woman's Place/Webster House	Webster House Transitional Living Program	Provides residential living for homeless or near homeless while teaching life skills.			▲						▲		
Every Woman's Place/Webster House	Every Woman's Place Children's Services	Provides support services to children victims of domestic violence and children living in the shelter		▲		▲	▲	▲	▲	▲	▲		
Every Woman's Place/Webster House	Sexual Assault and Victim Services	Crisis intervention for victims of sexual assault.	▲					▲	▲	▲	▲	▲	
Every Woman's Place/Webster House	Webster House Street Outreach	New program to locate, assess, and link homeless youth with services. Program has a county wide system of services centers.	▲					▲	▲	▲	▲		
Every Woman's Place/Webster House	Webster House Early Offender Diversion Project	Offender diversion project aimed at decreasing illegal/anti social behavior increasing positive interaction and restoring justice.	▲					▲	▲	▲	▲		
Every Woman's Place/Webster House	Webster House	Safe Haven shelter for runaway and/or thrown away children.	▲					▲	▲				
Every Woman's Place/Webster House	Employment Training and Prevention Services	In-home prevention program designed to address of substance abuse, ineffective parenting, and teen pregnancy.	▲					▲	▲	▲	▲		
Family Court	SHOCAP	Community effort to monitor/manage high risk offenders in the community.	▲							▲			
Family Independence Agency	Food Assistance Program (FAP)	Supplements families' food buying power.	▲			▲	▲	▲	▲	▲	▲	▲	
Family Independence Agency	Family Independence Program (FIP)	Cash assistance for families.	▲			▲	▲	▲	▲	▲	▲	▲	
Family Independence Agency	Medicaid	Medical assistance to cover medical needs.	▲				▲	▲	▲	▲	▲	▲	
Family Independence Agency	Delinquency Services	Placement and community intervention services for delinquent youth.	▲						▲	▲	▲	▲	
Family Independence Agency	Adoption Services	Placement court wards into adoptive homes.		▲		▲	▲	▲	▲	▲	▲		
Family Independence Agency	Children's Foster Care	Placement of permanent children who have been abused or neglected in foster care home/settings when risk of remaining in the home is too great.		▲		▲	▲	▲	▲	▲	▲	▲	
Family Independence Agency	Triple Connections	A mentoring program designed to link adults with youth in the child welfare system.		▲				▲	▲				
Family Independence Agency	Child Protective Services	Investigation of child abuse and neglect allegations and services to families where children have been victims of abuse and neglect and are at risk of further maltreatment.		▲		▲	▲	▲	▲	▲	▲	▲	
Girls Scouts of Michigan Pine and Dunes Council	Girl Scout Camping and Outdoor Activities	Girl Scouts are offered various camping and outdoor events to attend which offer new skills to encourage respect and care of the environment. These events allow new opportunities to learn to interact with others			▲		▲	▲	▲	▲	▲	▲	
Girls Scouts of Michigan Pine and Dunes Council	Girl Scout Program Services Troop Activities	Program for girls ages 5-18 primarily by trained volunteer leaders in a small group setting. Girls engage in educational, fun and social activities centered around four program goals.			▲		▲	▲	▲	▲	▲	▲	
Girls Scouts of Michigan Pine and Dunes Council	In school Scouting	Girl Scouts during the school day unlike a traditional troop. Teaches community leadership and good decision-making skills.			▲		▲	▲					
Girls Scouts of Michigan Pine and Dunes Council	Family Court (Power Angels) and In Touch Program	Preventative program which works with siblings (girls) of juvenile court offenders (Power Angels) and girl offenders (In Touch).			▲			▲	▲	▲	▲	▲	
Girls Scouts of Michigan Pine and Dunes Council	Migrant Summer Girl Scouts	We work with area schools and migrant groups doing traditional Girl Scout activities.		▲			▲	▲					
Girls Scouts of Michigan Pine and Dunes Council	Just Like You and Me Puppet Program	Program is geared to help grade school children gain an understanding of differences in people through the puppet program.			▲	▲	▲	▲	▲				
Girls Scouts of Michigan Pine and Dunes Council	Outreach	Weekly afterschool troop like meetings in at risk areas where adult volunteers are lacking. Girls do activities that regular troops do.		▲			▲	▲	▲	▲	▲		

Priority Risk Factors for the City of Muskegon

1: NOT A FOCUS 2: A FOCUS 3: A MAJOR FOCUS

			Negative Attitude Toward School	Ages of Participants							
Organization	Name of Program	Program Description	1	2	3	3-5	6-8	9-12	13-14	15-17	18-21
Girls Scouts of Michigan Pine and Dunes Council	Choices and Challenges	Targeted to middle school students to help youth focus on understanding their values, strengthening their decision making skills, and developing realistic and positive options for their future.	■						■		
Habitat for Humanity	Restorative Justice	Youth offenders are referred and accepted into the program. They help with construction trade, including siding, general building.	■							■	
Hackley Community Care Center	HCCC medical and support services	Treat patients who have no insurance and provide them with the same as if they had an insurance provider.			■	■	■	■	■	■	■
Hackley Community Care Center	PRIDE	Peer to peer drug/substance abuse education and prevention.			■			■	■	■	
Hackley Hospital/ Hackley Health	Healthy Kids/ Healthy Community	Children / Youth safety initiatives.	■			■	■	■	■	■	
Hackley Public Library	Hackley Library	Provide assistance to local school children who visit the library.			■	■	■	■	■	■	
Hospice	Bereavement Support in the Schools	Offers 6 weeks bereavement support groups for students; staff bereavement education and school crisis support services	■					■	■	■	■
Inside Out Volleyball	Inside Out Volleyball	Junior Olympic volleyball program for ages 10-18. Also offers training for ages 5 and up on a weekly basis		■				■	■	■	
Jackson Hill Neighborhood Association	Jackson Hill Neighborhood Association	Computer club, study circles, Hillfest, and annual Christmas dinner.		■			■	■			
Junior Achievement of West Michigan Lake Shore, Inc	Junior Achievement	Educate and inspire young people to value free enterprise, business, and economics to improve the quality of their lives.		■		■	■	■	■	■	■
Lakeshore Young Marines	Lakeshore Young Marines	Positive activities, drug prevention, to build good leadership in youth.		■				■	■	■	
Lakeshore Youth for Christ	Lakeshore Youth for Christ Friday Teen Club	A teen drop in hangout center. Adults supervise structured and unstructured opportunities for recreation, education and counseling.	■						■	■	■
Lakeshore Youth for Christ	Teen moms support group	A support for teen parents, offering emotional, physical, and spiritual support, guidance and mentoring.		■				■	■	■	■
Lakeshore Youth for Christ	Campus Life	Provide weekly meeting dealing with teen issues, adult mentoring for teens, teen club running monthly, and provide a safe positive place for teens to hang out.	■						■	■	■
Latinos Working for the Future	La Villita	Art, music, computer skills, and mentoring.		■			■	■	■		
Men and Women of Character	Men and Women of Character	Mentoring program for young men and women ages 12-18. Focuses on character traits.	■					■	■	■	■
Mercy General Health Partners	Muskegon County Safe Kids	Collaborate with other agencies to bring prevention programs regarding unintentional injury to children ages 14 and under; child passenger safety, poison, drowning, burns, pedestrian safety, and more safety.	■			■	■	■	■		
Mission for Area People	Coalition to reduce underage drinking	Building a coalition of youth to reduce underage drinking among their peers.	■					■	■		
MSU Extension 4-H	MSU Extension 4-H Youth Program	An educational youth development program which involves volunteers in providing, positive, experiential, and educational opportunities for and with youth ages 5-19.		■			■	■	■	■	
Muskegon County Juvenile Detention Center	Dare to Love	Faith based outreach program to detention center residents.	■						■	■	
Muskegon Area Intermediate School District	MAISD Instructional Services Programs	Educational support to schools to assure quality and assist them in meeting guidelines of state and federal mandates.			■	■					
Muskegon Chamber of Commerce	White Pine Partnership	A teaching program which includes a tree planting project. Subject of program is community heritage as influenced by culture around the world.		■		■	■	■	■		
Muskegon Civic Theatre	Summer Children's Theater	Graduates of the performing arts camp produce their own musicals serving as set, lighting and costuming technicians as well as performers.	■			■	■	■	■	■	
Muskegon Civic Theatre	Performing Arts Day Camp	A week long interdisciplinary opportunity for children to learn and experience hands on all aspects of theater.		■			■	■	■	■	■
Muskegon Civic Theatre	The Repertory Touring Company	A company of middle and high school students who tour area schools with presentations that help youth deal with the tough issues facing them today.		■					■	■	■
Muskegon Civic Theatre	Curriculum of Theater Education	Three semesters of Saturday classes in dramatics, dance and vocal music for students in grades K-12.		■		■	■	■	■	■	■
Muskegon Civic Theatre	Theater on Wheels	An arts program which presents two weeks of performing arts instruction at inner city and rural sites.		■		■	■	■	■	■	
Muskegon Community Concert Association	Muskegon Community Concerts	Provides free concert performances to local school children.		■		■	■	■	■	■	
Muskegon Composite Squadron MI Civil Air Patrol	Civil Air Patrol	A military program emphasizing leadership skills, aerospace education for the world today, physical fitness, and moral leadership training.	■						■	■	■

Priority Risk Factors for the City of Muskegon

1: NOT A FOCUS 2: A FOCUS 3: A MAJOR FOCUS

Organization	Name of Program	Program Description	Negative Attitude Toward School			Ages of Participants							
			1	2	3	3-5	6-8	9-12	13-14	15-17	18-21		
Muskegon County Child Haven	Emergency Shelter	A short term shelter home for abused or neglected children.	▲			▲	▲	▲	▲	▲			
Muskegon County Family Court - Juvenile Division	Circuit Court Sentencing	Youth experience an adult sentencing conducted by a circuit court judge. Prior to the sentencing, the judge meets with the youth to discuss the law, consequences and life decisions that could keep the youth from re-offending.	▲						▲	▲			
Muskegon County Health Department	STD/HIV/AIDS Clinic	Clinical services for treatment, intervention, and prevention of STD's.	▲						▲	▲	▲		
Muskegon County Health Department	Postponing Sexual Involvement	Program to delay initiation of sexual activity.	▲					▲	▲	▲			
Muskegon County Health Department	STD/HIV/AIDS Clinic	Clinical services for treatment, intervention, and prevention of STD's.	▲						▲	▲	▲		
Muskegon County Health Department	SYNAR (Tobacco Vendor Education and Compliance Checks)	Vendors educated about the tobacco laws. Students do undercover sting to identify vendors selling tobacco to minors.	▲					▲	▲	▲	▲		
Muskegon County Health Department	Childhood Lead Poisoning Prevention Program	Lead testing for ages 1-7 years and follow-up monitoring of blood lead levels.			▲	▲	▲						
Muskegon County Health Department	Medicaid Outreach	Assistance in enrollment with Medicaid programs and assistance in working with insurance forms or other available insurance programs.	▲			▲	▲	▲	▲	▲	▲		
Muskegon County Health Department	Adolescents Health Program	Health education programs and clinical services in county schools and detention center.		▲				▲	▲	▲			
Muskegon County Health Department	Anger Management -Family Court	Mandatory anger management for youth with parent/guardian required participation.	▲			▲	▲	▲	▲	▲	▲		
Muskegon County Health Department	Life Skills-Juvenile Detention Center	Anger management, decision making, problem solving, negotiation, stress management, asset development and communication skills, are taught to youth at Juvenile Detention Center.			▲			▲	▲	▲			
Muskegon County Health Department	Tobacco Prevention Education	Educational programs and sessions regarding youth tobacco prevention.	▲			▲	▲	▲	▲	▲	▲		
Muskegon County Health Department	Impaired Driver's	Committee markets for social change of impaired driving through focus groups, surveys, youth training, advertising and programs to impact impaired driving.	▲						▲	▲	▲		
Muskegon County Health Department	Asset Development	Training community in recognizing developmental assets needed for avoiding risky behavior.			▲		▲	▲	▲	▲	▲		
Muskegon County Health Department	Women, Infants and Children	Nutritional services for pregnant nursing teens and for children up to 5 years old.	▲			▲	▲	▲	▲	▲	▲		
Muskegon County Health Department	Hearing and Vision	Examinations (for school children) of vision and hearing.	▲				▲	▲	▲	▲			
Muskegon County Juvenile Detention Center	Youth for Christ	Volunteers conduct Bible study, discussion with residents.	▲						▲	▲			
Muskegon County Juvenile Detention Center	Project Literacy Tutoring	Volunteer tutors assist residents weekly with reading skills.	▲						▲	▲			
Muskegon County Museum	Museum	A place where people can come to look at the past and learn about history.		▲		▲	▲	▲	▲	▲	▲		
Muskegon Fury Hockey Club	Fury Hockey Team	Mascots visit the schools.			▲		▲	▲	▲				
Muskegon Heights Fire Dept.	Face to Face	Fatherless youth brought in for mentoring with a goal of character building.	▲						▲				
Muskegon Pregnancy Services	Life Plan Program	Help women who are pregnant with support throughout their pregnancy and aftercare.	▲						▲	▲	▲		
Muskegon Rescue Mission	Lighthouse children	Bible study, crafts and outside activities for children in residency.		▲		▲	▲	▲	▲	▲			
NICU Satellite Program	Neonate Intensive Care Unit	Developmental mental assessment, periodic assessment and referrals of high risk NICU graduates.			▲	▲							
Pioneer Trails Camp	Camp Kool	The camp is for people with disabilities. The program focuses on independent living and leadership skills such as problem solving, decision making, goal setting, learning styles, and becoming an active citizen.	▲						▲	▲	▲		
Pioneer Trails Camp	Day Camp	Helps people with disabilities develop recreation and leisure skills, improve quality of life, and integrate into the community.		▲			▲	▲	▲	▲	▲		
Planned Parenthood	Peer Education	Forty hour training with stipend on the information, skills, and support needed to encourage and develop healthy behavior.	▲					▲	▲	▲			
Salomon's Karate Studio	Karate	Discipline, concentration, respect, confidence and self-defense.			▲		▲		▲	▲			
State of Michigan	Michigan Sand Dunes K-5	Introduces students to our unique sand dune resources.			▲		▲	▲					
STATS	Straight Talk about Tough Stuff (formerly CATS)	Utilize dynamic peer education to advocate and empower Muskegon area middle school students to avoid risky behaviors that include tobacco, alcohol, drugs and sex.	▲						▲	▲			

Priority Risk Factors for the City of Muskegon

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			Negative Attitude Toward School		Ages of Participants							
Organization	Name of Program	Program Description	1	2	3	3-5	6-8	9-12	13-14	15-17	18-21	
Steele Middle School	Balanced and Restorative Justice (Will be reinstated fall of 2004)	When students break school rules, they are assisted in helping to restore the situation back to its original state.						▲	▲			
Temple United Methodist Church	The Pathfinders	Provide a safe haven for youth. Develop academic skills through tutoring while creating drug alcohol, tobacco and violence prevention awareness and community service involvement.			▲		▲	▲	▲	▲		
Urban League of Greater Muskegon	Safe Haven	Provide programs which emphasize education, physical, social character and leadership development on a daily basis.			▲	▲	▲	▲	▲	▲		
Volunteer Muskegon	Summer Days	To engage young children 8-11 in science by providing an outdoor setting.			▲		▲	▲				
Volunteer Muskegon	Youth Volunteer Corps	To engage youth 12-18 in meaningful service to their community and develop a lifetime commitment to service.		▲					▲	▲		
Webster House Youth Services	Youth Services	Non-residential counseling and support for children ages 12-17	▲						▲	▲		
West Michigan Therapy Inc.	West Michigan Therapy Inc.	Out patient substance abuse services.	▲					▲	▲	▲	▲	
Westshore Dispute Resolution Center	Westshore Dispute Resolution Center	Family Mediation	▲							▲		
Westshore Dispute Resolution Center	Westshore Dispute Resolution Center	School based peer mediation and conflict management.	▲				▲					
Westshore Dispute Resolution Center	Westshore Dispute Resolution Center	Restorative Justice Mediation Services. Specifically victim-offender mediation and facilitating the family group conferencing.	▲						▲			
Schools												
Muskegon Public Schools	Pre K Readiness Program	A half day literacy program for 4 year olds using developmentally appropriate activities.			▲	▲						
Muskegon Public Schools	Family School Partnership	Collaboration of school employees, usually student specialists, working with contacted social workers to improve the connections between school and home and to address student needs of better behavior and attendance.			▲			▲	▲	▲		
Muskegon Public Schools	Homeless Student's Assistance	School related services provided for homeless students currently residing in Muskegon County; particularly transportation, advocacy, tutoring, and expedited registration.			▲		▲	▲	▲	▲		
Muskegon Public Schools	Migrant and Bilingual	Migrant workers and children of migrant workers between ages 3 and 21 are eligible for summer school services. Students enrolled in K-12 in Muskegon who qualify as migrant and bilingual, receive school year classroom and tutorial service			▲	▲	▲	▲	▲	▲	▲	
Muskegon Public Schools	Nancy Poppen and R. Poppen Programs	Scholarships for Muskegon Public School children who are gifted or interested in fine arts.			▲		▲	▲	▲	▲	▲	
Muskegon Public Schools	Peer Mediation	Youth are trained to help other students work through their disagreements peacefully.	▲							▲	▲	
Muskegon Public Schools	Muskegon Area Tech Training Program	Deliver job training skills to eight area high schools.	▲						▲	▲	▲	
Muskegon Public Schools	Headstart	Head start is a youth program serving low income families with children ages 2 years 8 months to 5 years.			▲	▲						
Muskegon Public Schools (M-TEC)	21st Century Village Learning Center	A school year program offering afterschool programming for 3-8 graders at six schools.			▲			▲	▲			
Muskegon Public Schools (M-TEC)	Village Learning Centers-Summer Program	A summer school program designed for 3-8 graders, for five weeks of academic, breakfast and lunch program, and fun activities.			▲			▲	▲			
Muskegon Public Schools LEAD 2005 (Community Foundation)	Let Education Answer Dreams in 2005	A long term education support program to provide mentoring and scholarships for youth.			▲			▲	▲	▲	▲	
Muskegon Public Schools/Even Start	Even Start	Literacy program that integrates early childhood education, literacy English as a second language, and parenting education.			▲					▲	▲	
Muskegon High School	LEAD 2005	Homework Help/Activities		▲						▲		
Muskegon High School	GEAR UP	Homework Help/Activities		▲					▲			
Muskegon High School	Upward Bound	Federally funded program aimed at increasing the academic and motivational skills of high school students	▲					▲	▲			
Muskegon High School	Peer Mediation	Youth are trained to help other students work through disagreements peacefully			▲					▲		
Muskegon High School	Drama	Provides students with theatrical opportunities		▲					▲	▲		
Muskegon High School	S.A.D.D.	Students Against Drunk Driving			▲					▲		

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			Negative Attitude Toward School			Ages of Participants						
Organization	Name of Program	Program Description	1	2	3	3-5	6-8	9-12	13-14	15-17	18-21	
Muskegon High School	Spanish Club	Students learn and converse in a foreign language		▲					▲	▲		
Muskegon High School	National Honor Society	Recognizes outstanding high school and middle level students.		▲					▲	▲		
Muskegon High School	French Club	Students learn and converse in a foreign language		▲					▲	▲		
Muskegon High School	Student Leadership Council	Shapes our school culture through the Student Leadership Council		▲					▲	▲		
Muskegon High School	Gospel Choir	Dedicated to creating a better understanding of the African American culture, and the inspirational music called gospel.							▲	▲		
Middle Schools												
Bunker Middle School	Conflict Resolution Resolution Room	Assists in solving problems/conflicts with peer mediators (students)		▲				▲	▲			
Bunker Middle School	Book Café	Offers books, coffee and more		▲				▲	▲			
Bunker Middle School	Calling All Colors	Brings together middle school students each year to learn the value of diversity		▲				▲	▲			
Bunker Middle School	Girl Scouts	Teaches community leadership and good decision-making skills.		▲				▲	▲			
Bunker Middle School	Drama	Provides students with theatrical opportunities		▲				▲	▲			
Bunker Middle School	Student Council	Shapes our school culture through the Student Leadership Council		▲				▲	▲			
Bunker Middle School	KLICK Club	Computer programs		▲				▲	▲			
Bunker Middle School	Muskegon Leisure Services	6 th Grade Sports		▲				▲				
Steele Middle School	Anger Management	Anger management group for adolescents – Counseling Office, Child & Family Services and Social Worker			▲			▲				
Steele Middle School	Band	Concert and symphonic musical opportunities		▲				▲	▲			
Steele Middle School	Basketball	6 th Grade Intramural sports		▲				▲	▲			
Steele Middle School	Calling All Colors	Promotes racial harmony and healing while providing dialogue and opportunity to work together on issues affecting racial harmony		▲				▲	▲			
Steele Middle School	Camp Pentalouan Challenges	6 th Graders in the Fall build community in the classroom		▲				▲				
Steele Middle School	Computers	Integrated into the core subjects		▲				▲	▲			
Steele Middle School	Conflict Resolution (Anticipate reinstitution of program this fall)	Assists in solving problems/conflicts with peer mediators (students)		▲				▲	▲			
Steele Middle School	Contests	Art, Math Counts, Writing and others		▲				▲	▲			
Steele Middle School	Drama	Provides students with theatrical opportunities - Have had in past	▲					▲	▲			
Steele Middle School	Field Trips	Field trips offer a fun, safe, and effective way of bringing the textbook to life.		▲				▲	▲			
Steele Middle School	Parties	Honor Roll and Perfect Attendance -- Assemblies and marking periods		▲				▲	▲			
Steele Middle School	Lion's Leo Club	Student service organization assists with hearing and visual impairments and those with diabetes		▲				▲	▲			
Steele Middle School	Model Building Club	Promotes aviation in history		▲				▲	▲			
Steele Middle School	Orchestra	Provides musical opportunities		▲				▲	▲			
Steele Middle School	Rocket Club	Intro into rocketry using science and math		▲				▲	▲			
Steele Middle School	Science Challenge	This challenge is followed by a Science Fair -- Didn't participate this year.		▲				▲				
Steele Middle School	Spirit Week	Student Class Spirit		▲				▲	▲			
Steele Middle School	Student Council	Shapes our school culture through the Student Leadership Council		▲				▲	▲			
Steele Middle School	Walk and Talk -- 6 th Grade Girls	Some people enjoy solitude when they walk, but others prefer a little company along the trail ...		▲				▲	▲			
Steele Middle School	Yearbook committee	Each year, this book is delivered to the students around the school to remind them of past memories of the year		▲				▲	▲			
Steele Middle School	FIA Program	Teacher assisted program that aids students that are at-risk, academic and/or behavioral challenges			▲			▲	▲			
Steele Middle School	Peer Tutoring	Program/Student Assisted		▲				▲	▲			

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			Negative Attitude Toward School			Ages of Participants					
Organization	Name of Program	Program Description	1	2	3	3-5	6-8	9-12	13-14	15-17	18-21
School											
Steele Middle School	Scholarship - 8 th Grade Only	Minority Incentive Scholarships – GVSU and WMU		▲					▲		
Steele Middle School	Bilingual Program	English as a second language		▲				▲	▲		
Steele Middle School	Village Learning Center	21 st Century - After school enrichment		▲				▲	▲		
Steele Middle School	Leisure Services	6 th Grade Sports			▲			▲			
Steele Middle School	After school Tutor Program	Tutoring		▲				▲			
Steele Middle School	Sign Language Classes	Learn American Sign Language	▲					▲	▲		
Steele Middle School	Arts and Crafts	Ideas, instruction, and inspiration		▲				▲	▲		
Steele Middle School	Resolution Center	School based peer mediation and conflict management.			▲			▲	▲		
Steele Middle School	Responsible Decisions Group – Male Students Only	Every conscious moment is another decision ... thinking through the consequences			▲			▲	▲		
Steele Middle School	Gospel Choir	Dedicated to creating a better understanding of the African American culture, and the inspirational music called gospel.		▲				▲	▲		
Steele Middle School	Stepping	Rhythm and precision dance by stepping with hands, feet and body at the same time		▲				▲	▲		
Steele Middle School	PRIDE	Drug prevention program with dance as a integral part		▲					▲		
Elementary Schools											
Marquette	Good News Club	Running for about an hour, this meeting includes stories, quizzes, choruses, and memory verses.		▲				▲	▲		
Marquette	21 st Century	A school year program offering after school programming for 3-8 graders.		▲				▲	▲		
Marquette	Girl Scouts	Girl Scouts during the school day unlike a traditional troop. Teaches community leadership and good decision-making skills.		▲				▲	▲		
Marquette	Boy Scouts	Provides educational programs for boys and young adults to build character, to train in the responsibilities of participating citizenship, and to develop personal fitness.		▲				▲	▲		
Moon	Muskegon Leisure Services	Sports for 3 rd , 4 th and 5 th		▲				▲	▲		
Glenside	Artlarm	Art Enrichment Course		▲				▲	▲		
Glenside	Boy Scouts	Provides educational programs for boys and young adults to build character, to train in the responsibilities of participating citizenship, and to develop personal fitness.		▲				▲	▲		
McLaughlin	Boy Scouts	Provides educational programs for boys and young adults to build character, to train in the responsibilities of participating citizenship, and to develop personal fitness.		▲				▲	▲		
McLaughlin	Tutoring-Reading	Assistance in reading			▲			▲	▲		
McLaughlin	Muskegon Leisure Services	Sports for 3 rd , 4 th and 5 th		▲				▲	▲		
Phillips	21 st Century	A school year program offering after school programming for 3-8 graders		▲				▲	▲		
Phillips	Boy Scouts	Provides educational programs for boys and young adults to build character, to train in the responsibilities of participating citizenship, and to develop personal fitness.		▲				▲	▲		
Phillips	Muskegon Leisure Services	Sports for 3 rd , 4 th and 5 th		▲				▲	▲		
Bluffton	Muskegon Leisure Services	Sports for 3 rd , 4 th and 5 th		▲				▲	▲		
Glenside	Muskegon Leisure Services	Sports for 3 rd , 4 th and 5 th		▲				▲	▲		
Nims	Boy Scouts	Provides educational programs for boys and young adults to build character, to train in the responsibilities of participating citizenship, and to develop personal fitness.		▲				▲	▲		
Nims	Girl Scouts	Girl Scouts during the school day unlike a traditional troop. Teaches community leadership and good decision-making skills.		▲				▲	▲		
Nims	Muskegon Leisure Services	Sports for 3 rd , 4 th and 5 th		▲				▲	▲		
Oakview	Art Farm	Art Enrichment Course		▲				▲	▲		
Oakview	Girl Scouts	Girl Scouts during the school day unlike a traditional troop. Teaches community leadership and good decision-making skills.		▲				▲	▲		
Oakview	Muskegon Leisure Services	Sports for 3 rd , 4 th and 5 th		▲				▲	▲		



Promising Approaches

The PPB examined programs listed by Development Services Group, Inc. (DSG) as "best practice" programs for decreasing negative attitudes toward school.

Learn and Serve America: The City of Muskegon's Title V Prevention Policy Board (PPB), selected the Learn and Serve service-learning model to address the risk factor "Negative Attitudes Toward School." The decision was made after examining the data collected from the Muskegon Public Schools which indicated a high percentage of suspensions and absenteeism. Also, Learn and Serve America was recommended by the Development Services Group as one approach to address the selected risk factor and identified the protective factors as:

- Opportunity for participation in meaningful activities
- Involvement with positive peer group activities and norms
- Building social competencies skills
- Increasing commitment for community and school

Learn and Serve America is a leadership and youth development program affiliated with the Corporation of National and Community Service. The program is built on the service-learning model, which is a method by which young people learn and develop through active participation in thoughtfully organized service. It is conducted within the community and meets the needs of the community. Whether connected to a school curriculum, involvement in a community volunteer effort, program development for a youth agency, or a service project for a congregation, the trend of engaging young people in service and service learning is growing rapidly. Service to others is a critical building block for child and adolescent development and service-learning supports and nurtures the developmental process.

Benefits of Learn and Serve

The Points of Light Foundation states the benefits of engaging young people in service-learning in a community based programs as:

- Opportunities to build awareness of services – Young people can provide access to other people (parents, family, friends, teachers, etc.
- Future board members or staff
- Future volunteer force – young people who volunteer are adults who volunteer
- Increase agency statistics
- More people power/resources to help community based organization meet mission and goals; expand services ability to meet mission
- Youth provide fresh/new perspectives and high volunteer retention
- Better trained/prepared volunteers
- Access to new/different skills
- Can solve/overcome barriers related to traditional youth volunteerism (young people involved in service-learning may be better trained
- Future constituents
- Positive PR/media for the community based organization-media like positive youth stories, exciting service projects
- Provides positive place for youth
- May open up greater grant possibilities (youth programs are fundable)
- New partnership opportunities (with schools or organizations that work)
- Better understanding of the market and constituents
- Young people can accomplish things adults can't
- Program promotes inspiration, motivation and empowerment

Research-Based

The Learn and Service America's Service-Learning program is the approach selected by the PPB to effectively develop the attitudes of caring and support, high expectations, clear standards and rules for appropriate behavior and increase youth participation, involvement and responsibility in school tasks and decisions. The Youth Volunteer Corps Program Director, Assistant Program Director, Youth Advisory Board and Team Leaders conduct programs that are consistent with the national data. The Youth Volunteer Corps does research in positive youth development on an ongoing basis. Some of the latest national findings that help shape the program, include a National Evaluation of Learn and Serve report prepared by Brandeis University and the Search Institute's Guide to Service-Learning.

NATIONAL EVALUATION OF LEARN AND SERVE AMERICA

- **Service-Learning had a positive impact on civic attitudes, cultural diversity and service leadership.**
- **Through Service-Learning 20% more youth are more likely to be involved with some form of service**
- **Service-Learning has a positive impact on school grades especially in the areas of math, science and school engagement**
- **87% of participants believe that they learned skills that would be useful in the future**
- **75% reported developing “a really good personal relationship” through their service**
- **90% felt students must be encouraged to participate in community service**
- **40% of the youth reported that the service experience helped them think about and/or learn more about a future or job**

THE SEARCH INSTITUTE’S GUIDE TO SERVICE-LEARNING

- **90% or more youth felt they could go to an advisor to be listened to, and made them feel like they belonged and were cared about**
- **70% - 89% of the youth felt service-learning made them want to learn new things, do well in school and try harder in school**
- **93% - 98% of the youth felt responsible for what they did, started to care more for other people, had more self confidence and told the truth more**
- **80% - 88% of the youth felt they learned to get along with others, make better decisions, and to make and keep friends**
- **94% were happy about the opportunity to help**
- **89% of the youth were made to feel important and good about themselves**
- **4% learned that what they did made a difference**

In measuring the outcomes and indicators of the success of service-learning programs the Youth Volunteer Corps administered a national Student Self Assessment pre-survey to seven (7) control groups (totaling 82 students). The results showed that 71% of the students agreed or strongly agreed that:

- **They could help other people**
- **They cared about their school**
- **They were given useful roles in their community**
- **They were good at planning ahead**
- **They were positive about their future**

The post-survey assessment was given to five (5) control groups (totaling 67 students) and 82.8% of the students surveyed strongly agreed or agreed with the results of the pre-survey. This was an increased of 11.8% in the development of more positive assets being demonstrated by the students.

Community Mobilization

There were 135 Muskegon County residents who participated in the planning phase of the Comprehensive Youth Strategy. Of those, 47 members were connected to resources and services for youth and families. Many of those same community members have invested their talents, time and resources in the planning phase of the Title V Strategic Plan. Some of them will continue to be involved in the implementation phase of that initiative. Thus, the current PPB membership is comprised of persons who are not only committed to implementing prevention efforts to change Muskegon City students' negative attitudes toward school, but who also are connected to the services and resources necessary to change those attitudes. In addition, the Family Coordinating Council has 37 member agencies who represent all sectors of education, health and human services, the faith community, government, youth services, law enforcement, etc. The Council has a long history of supporting partners for community projects and programs.

The PPB will add members so that a broader cross-section of community agencies are represented. Because of time constraints and funding cuts, many agency directors and managers have very limited time. Thus, to ensure that all service sectors are represented, the focus will be to enlist PPB members who are direct service staff, agency volunteers and retirees—representing the agencies that provide resources and services for Muskegon youth. Another focus will be to establish a diverse PPB membership in terms of gender, age, ethnicity, and educational attainment. And finally, mobilization efforts will focus on adding youth to the board. Our youth have stated over and over that no one listens to them and we need to hear them. We need them to be part of the process; we need their enthusiasm, creativity, and energy. They need to be part of the process; they need to see that they are valued and can make a difference in their community.



Implementation Plan

A national study of Learn and Serve America programs suggests that effective service-learning programs improve academic grades, increase attendance in school, and develop personal and social responsibility. Whether for academic improvement and/or personal development, service-learning empowers youth with skills and assets that make them better equipped to be responsible individuals.

More community youth organizations and congregations are embracing the service-learning concept and initiating service-learning programs. Traditionally, one thinks of service and volunteering as a selfless act of giving back to others. Many believe it's a benefit solely for the community. However, new research shows that there are benefits for those who serve. Peter D. Hart, of the Search Institute, found that young people who developed linkages to their community, and who regularly give back to others, are less likely to commit crimes and engage in anti-social behaviors.

Volunteer Muskegon and the Girl Scouts of Michigan Pine and Dunes Council, piloted service-learning programs last year. After a thorough review of the program and benefits for students, it was the consensus of the PPB that a community based service-learning program was the most applicable to address Negative Attitudes Toward School. Through the Title V Grant, the Learn and Serve America program will encompass the City of Muskegon's elementary, middle and high school students. To address the priority risk factor, all service projects will be designed to promote favorable attitudes toward school.

The PPB saw great value in: having two agencies with the expertise and knowledge for implementing community based service-learning; implementing a program that has the support of the community; knowing that it is a proven program that is cost effective, can be replicated and one that the community can embrace as future funding is sought.



There are several models for service-learning programs. (1) School-based, in which service and learning both occur in the school system and are led by the school. (2) School-community partnerships in which school systems and the community based organization share in the service and learning and (3) Community-based in which service and learning both occur in and are led by community organizations. The City of Muskegon program will be implementing a Community-based program, offered after school and in the summer, with the support of the Muskegon Public Schools. Volunteer Muskegon, the Girl Scouts of Michigan Pine and Dunes Council, and the City of Muskegon's Department of Leisure Services, will be the program leaders and are committed to adhering closely to the Point of Light Foundation and Volunteer Center National Network's eight critical elements of community based service-learning projects.

Below are those that should be considered when developing a service-learning project or program. These elements can serve as a map when developing a new initiative or as a checklist to review current programs/projects.

1. **Community Need/Voice** – If we are to solve problems and provide authentic learning opportunities for young people we must make sure we actively engaging the community in identifying their needs
2. **Learning Objectives** – Essential to service-learning is knowing what youth are expected to learn through their service. Developing learning objectives provides an opportunity to identify what young people will learn on a personal, social and intellectual level.
3. **Youth Voice & Planning** – Listening to and engaging young people in the planning process provides more ownership and learning opportunities for young people.
4. **Orientation and Training** – Young people must understand the organization, issues and skills required to provide effective service and to maximize learning.
5. **Meaningful Action** – The actual service experience itself requires much planning and thinking. There are many logistics that are important to ensuring a meaningful experience, including transportation, supervision and risk management.
6. **Reflection** – Is a process in which youth use critical thinking skills in order to learn from their service experience. These processes help young people grow on a personal, social and intellectual level.
7. **Evaluation** – Provides an opportunity to assess the process (what did we do well, what could we have done better) and impact (how have young people and the community changed).
8. **Celebration and Recognition** – Youth who provide valuable service to the community need to celebrate and be recognized. This reinforces the value and their connection to what they accomplished.

Learn and Serve Goals, Objectives and Program Overview

GOAL: All students in the City of Muskegon will stay in and actively participate in school.

Objective: #1: To establish "Learn and Serve" programs in Muskegon Public School in which students will develop and implement service learning projects designed to change negative attitudes of student toward school.

Measurement:

1. There will be a 15% reduction in the out-of-school suspensions by fall of 2007
2. There will be a 15% reduction in student absenteeism by fall of 2007
3. Students will have a more positive attitude toward school, and school loyalty and pride will increase as measured by pre and post evaluations

Projects: A total of 23 Learn and Serve project teams will be implemented during the 2004-05 grant year.

- Ten (10) summer programs through the City of Muskegon Department of Leisure Services
- Two (2) High School Programs (one in the fall/winter semester and one in the winter/spring semester)
- Four (4) Middle School Programs – Two (2) at both Middle Schools (two in the fall/winter semester and two in the winter/spring semester)
- Seven (7) Elementary School Programs – One (1) yearly program at each of the seven elementary schools

Program Description: Each Learn and Serve School project team will have a minimum of 10 students that will meet during or immediately after school, for a minimum of two hours, with Program Specialists for eight weeks. The Learn and Serve Summer Playground Project teams will meet four times a week for eight (8) weeks.

During the eight weeks, the youth project teams will:

1. Identify a service project (service goals and outcomes will be to change students' negative attitudes toward school)
2. Design all components of the project
3. Submit a proposal for up to \$900 in funding to implement the project
4. Implement and complete the project
5. Evaluate project impact on students' attitudes toward school

Learn and Serve Program Description and Actions Steps

Participants: There will be a minimum of 230 students involved in a year long program. Every effort will be made to have project team members who are diverse with regards to sex, ethnicity, socio-economically, scholastic achievement, etc.

Program Leaders: Learn and Serve School service learning program will be provided by Volunteer Muskegon, Girl Scout of Michigan Pine and Dunes Council, and the City of Muskegon's Department of Leisure Services.

- Action Step 1:** Board hires a part-time FTE Learn and Serve Program Coordinator (October 2004)
- Action Step 2:** Each program facilitator will submit names of Program Specialists for Board approval (October 2004)
- Action Step 3:** Program training for Learn and Serve Coordinator and all Program Specialists (October 2004)
- Action Step 4:** Program Coordinator and Program Facilitators presents program and procedures to assigned school staff (October 2004)
- Action Step 5:** Recruit students for participation in elementary, middle school, and high school Learn and Serve projects. Principals and appropriate staff will refer students. (October 2004)
- Action Step 6:** Program Specialists begin weekly meetings with Learn and Serve student participants (October 2004)
- Action Step 7:** Program Specialists administer pre evaluation to assess attitudes of students toward school (October 2004)
- Action Step 8:** Program Specialists begin weekly meetings with Learn and Serve student participants (February 2005)
- Action Step 9:** Program Specialists administer pre evaluation to assess attitudes of students toward school (February 2005)
- Action Step 10:** Recruit students for participation in second session of Learn and Serve projects. Principals and appropriate school staff will make student referrals. (March 2005)
- Action Step 11:** Program Coordinator conducts the Learn and Serve process and outcome evaluations for submission to board (Late April or May 2005)

Learn and Serve Actions Steps *Continued*

- Action Step 12:** Program Specialists administer post-test to students to assess students attitudes toward school (May 2005)
- Action Step 13:** Program Specialists conducts the Learn and Serve process and outcome evaluations for the elementary, middle school and high school programs, for submission to the PBB (May 2005)
- Action Step 14:** Notification to students to announce Department of Leisure Services summer Learn and Serve project at playgrounds. (May - June 2005)
- Action Step 15:** Recruit students to participate in Learn and Serve summer projects (May and June 2005)
- Action Step 16:** Training review for Leisure Services Program Specialists for summer program conducted by Program Coordinator (June 2005)
- Action Step 17:** Begin weekly meetings with Learn and Serve summer program student participants (June 2005)
- Action Step 18:** Program Specialists administer pre evaluation to summer participant to assess attitudes toward school (June 2005)
- Action Step 19:** Program Specialist administers post evaluation to summer participants to assess students attitudes toward school (August 2005)
- Action Step 20:** Program Coordinator conducts the Learn and Serve program process and outcome evaluations for the summer program for submission to board (August 2005)
- Action Step 21:** Board makes recommendations for any required changes for more effective program implementation (August or September 2005)

Program Year 2005-06: *Replicate the above 21 Actions Steps with the addition of other actions steps that are deemed necessary to improve the program.*

Program Year 2006-07: *Replicate the above 21 Action Steps with the addition of other Actions Steps that are deemed necessary to improve the program.*

Alternatives to Out of School Suspension

GOAL: To decrease out-of-school suspensions.

OBJECTIVE #1: To create community awareness through comparisons with peer school districts

OBJECTIVE #2: Effect policy change within the school district

Measurement:

- 1. Reduce by 5% the out-of-school suspensions**
- 2. Reduce by 5% the absenteeism rate of school district**

Action Step 1: A Task force will be mobilized to evaluate current data collection methods for school suspensions and absences (November 2004)

Action Step 2: Task force members will identify and clarify what baseline data is required for accurate tracking of individual suspensions and absences (January 2005)

Action Step 3: Task force will assess impact of Learn and Serve service learning on student absences and suspensions (February 2005– June 2005)

Action Step 4: Task force will re-evaluate data and collection process for accuracy and program effectiveness (September 2005)

Program Year 2005-06: Task force members will investigate and visit model alternatives to suspensions programs and select a program for replication or design a program based on investigation.

Program Year 2006-07: Pilot the selected (or designed) alternative to at home suspension program.

First Year Budget

Budget for Title V Grant

Consultant/Contractual (20% FTE Coordinator)-----	\$48,424
Administration -----	\$ 6,300
Travel -----	\$ 9,930
Materials/Supplies-----	\$ 25,346

Above includes: (23 youth designed projects @\$900.00 per project)

Total -----**\$90,000**

In Kind Match

Youth participant hours --- 230 youth @ 14 hours @ \$8.50 -----	\$27,370
Ten (10) Program Leaders	\$15,030
Occupancy (Project Coordinator)	\$3,900
Total -----	\$46,300
Total Amount	\$136,300



Date: December 14, 2004
To: Honorable Mayor and City Commissioners
From: Gail Kunding, City Clerk
RE: Resolution for Charitable Gaming License

SUMMARY OF REQUEST: The Muskegon Magic Youth Program Inc. is requesting a resolution recognizing them as a non-profit organization operating in the City for the purpose of obtaining a gaming license. They have been recognized as a 501 (c) (3) organization by the State. They would like to hold a raffle at Cuti's Sports Bar & Grill on February 18, 2005.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: Approval



CHARITABLE GAMING DIVISION
101 E. HILLSDALE, BOX 30023
LANSING, MICHIGAN 48909
(517) 336-6780
www.state.mi.us/mlottery

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL 432.103(9))

2004-106(b)

At a Regular REGULAR OR SPECIAL meeting of the City Commission TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by Mayor Warmington on December 14, 2004
DATE

at 5:30 TIME XXX a.m./p.m. the following resolution was offered:

Moved by Commissioner Spataro and supported by Commissioner Carter

that the request from Muskegon Magic Youth Program of Muskegon
NAME OF ORGANIZATION CITY

county of Muskegon COUNTY NAME, asking that they be recognized as a

nonprofit organization operating in the community for the purpose of obtaining a charitable

gaming license, be considered for Approval
APPROVAL/DISAPPROVAL

APPROVAL

Yeas: 7

Nays: 0

Absent: 0

DISAPPROVAL

Yeas:

Nays:

Absent:

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the City Commission TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD at a Regular REGULAR OR SPECIAL

meeting held on December 14, 2004
DATE

SIGNED: Gail A. Kunderger
TOWNSHIP, CITY, OR VILLAGE CLERK

Gail A. Kunderger, MMC, City Clerk
PRINTED NAME AND TITLE

933 Terrace, Muskegon, MI 49440

ADDRESS



CHARITABLE GAMING DIVISION

MICHIGAN LOTTERY

To: 1-231-724-1108

Subject: Attn:

Pages: 5

Date: Wednesday, June 23, 2004

Time: 9:04:52 AM

Fax Number: 517-267-2285

Phone Number: 517-335-5780

Web www.state.mi.us/milottery

Note:

RECEIVED
JUN 23 2004
FAMILY COURT



STATE OF MICHIGAN
BUREAU OF STATE LOTTERY
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

GARY C. PETERS
COMMISSIONER

LOCAL CIVIC ORGANIZATION QUALIFICATION INFORMATION

Please allow at least 4 weeks for the qualification process.

If the organization has never submitted qualifying information as a local civic organization, the following information shall be submitted prior to being approved to conduct a bingo, millionaire party, raffle, charity game, or numeral game.

1. A signed and dated copy of the organization's current bylaws or constitution.
- ✓2. A complete copy of the organization's Articles of Incorporation that have been filed with the Corporations and Securities Bureau, if the organization is incorporated.
- ✓3. A copy of the letter from the IRS stating the organization is exempt from federal tax under IRS code 501(c)3
OR
copies of one bank statement per year for the previous five years, excluding the current year.
- ✓4. A provision in the bylaws, constitution, or Articles of Incorporation that states should the organization dissolve, all assets, and real and personal property will revert:
 - A. If exempt under 501(c)3, to another 501(c)3 organization.
 - B. If not exempt under 501(c)3, to the local government.
5. A receipt and expenditure statement for the last two years. If expenditures were made to individuals, explain the nature of these expenditures.
- ✓6. A copy of a resolution passed by the local body of government stating the organization is a recognized nonprofit organization in the community (sample format attached).
- ✓7. A provision in the bylaws, constitution, or Articles of Incorporation indicating the organization will remain nonprofit forever.

Additional information may be requested after the initial documents submitted have been reviewed. If you have any questions or need further assistance, please call our office at (517) 335-5780.

Act 382 of the Public Acts of 1972, as amended, defines a local civic organization as an organization "not for pecuniary profit and not affiliated with a state or national organization, which is recognized by resolution adopted by the city in which the organization conducts its principal activities, whose constitution, charter, articles of incorporation, or bylaws contain a provision for the perpetuation of the organization as a nonprofit organization whose entire assets are pledged to charitable purposes, and whose constitution, charter, articles of incorporation, or bylaws contain a provision that all assets, real property, and personal property shall revert to the benefit of the city government upon dissolution of the organization."



Charitable Gaming Division
c/o Accounting
Box 30023, Lansing, MI 48909
OVERNIGHT DELIVERY:
101 E. Hillsdale, Lansing, MI 48933
(517) 335-5780
www.michigan.gov/cg

RAFFLE LICENSE APPLICATION

For Bureau Use Only

ALL OW 4 WEEKS FOR PROCESSING.
PLEASE PRINT OR TYPE IN BLUE OR BLACK INK.

QUALIFICATION INFORMATION	1. Organization Name <i>Muskegon Magic Youth program dnc.</i>		2. Organization ID Number or Last License Number Issued <i>20-0354056</i>	
	3. Organization Address <i>1132 Bear Lake Rd.</i>			
	City <i>N. Muskegon</i>	State <i>Michigan</i>	ZIP Code <i>49445</i>	County <i>Muskegon</i>
	4. Has your organization ever received a license such as bingo, millionaire party, raffle, charity game ticket, or numeral game? ☐ Yes - Complete application and submit with the appropriate fee. ☒ No - Please follow the instructions on the qualification guideline. If a guideline was not included or you do not understand it, contact our office at (517) 335-1159 to inquire as to what documentation must be submitted to qualify for licensing.			
SIGNATURE(S)	5. Is your organization a candidate committee, political committee, political party committee, ballot question committee, independent committee or any other committee as defined by, and organized pursuant to, the Michigan Campaign Finance Act 388 of the Public Acts of 1976, as amended, being sections 169.201 to 169.282 of the Michigan Compiled Laws? ☐ Yes ☒ No		6. Has your organization received contributions or made expenditures of \$500 or more in the last calendar year for the purpose of influencing or attempting to influence the action of voters for or against the nomination or election of a candidate, or the qualification, passage, or defeat of a ballot question? ☐ Yes ☒ No	

SIGNATURE(S)	7. Provide name, title, home address, and telephone numbers for the PRINCIPAL OFFICER, e.g., president, grand knight, worthy matron, etc., and the vice president or equivalent and one other officer of the organization. SIGNATURE OF PRINCIPAL OFFICER REQUIRED - OR - signatures of the vice president or equivalent and one other officer. NOTE: Executive director signature not acceptable.		
	Name and Title	Street, City, State, ZIP Code	Telephone Numbers
	Principal Officer <i>D'Angelo W. Foster</i>	<i>1132 Bear Lake Rd</i>	Day <i>(231) 206-5029</i>
	Title <i>President</i>	<i>MUSKEGON MI 49445</i>	Evening <i>(231) 744-9020</i>
	Signature of Principal Officer <i>D'Angelo Foster</i>		Date <i>11-11-04</i>
	- OR -		
	Name and Title	Street, City, State, ZIP Code	Telephone Numbers
	Vice President or Equivalent <i>Patrick Dixon</i>	<i>660 Peterson Rd</i>	Day <i>(231) 638-0771</i>
	Title <i>Vice President</i>	<i>N. MUSKEGON MI 49445</i>	Evening <i>(231) 744-6876</i>
	Signature of Vice President or Equivalent <i>Patrick H. Dixon</i>		Date <i>11-11-04</i>
Name and Title	Street, City, State, ZIP Code	Telephone Numbers	
Other Officer <i>Dani Andersen</i>	<i>4101 W. River Rd.</i>	Day <i>(231) 557-7920</i>	
Title <i>Marketing</i>	<i>N. MUSKEGON MI 49445</i>	Evening <i>(231) 744-1120</i>	
Signature of Other Officer <i>Dani Andersen</i>		Date <i>11-11-04</i>	
By signing above, I CERTIFY that I am at least 18 years of age, the organization applying is a NONPROFIT organization, I have examined this application and there is no misrepresentation or falsification in the information stated or attached, and the facts underlying our original qualification status remain unchanged. I FURTHER CERTIFY that I am aware that false or misleading statements will be cause for rejection of this application or revocation of the right to obtain any future licenses and I AM AWARE OF AND AGREE TO the conditions of Act 382 of the Public Acts of 1972, as amended, and the rules and directives of the Michigan Bureau of State Lottery.			

PLEASE COMPLETE THE BACK PAGE OF THIS APPLICATION
PLEASE MAKE A COPY OF THE COMPLETED APPLICATION FOR YOUR RECORDS



COMPLETION: Required for licensure
PENALTY: No license will be issued.

R A F F L E I N F O R M A T I O N	8. Contact Person Cassandra Foster			9. Raffle Location (building name, if any) Curtis Sports Bar & Grill		
	Street Address Where License Should Be Mailed 1132 Bear Lake Rd			Street Address 677 W Laketon Ave		
	City N Muskegon	State MI	ZIP Code 49445	City Muskegon	ZIP Code 49441	County MUSKEGON
	Telephone Number (Day) (231) 722-4353		Telephone Number (Evening) 231 744-9020	Telephone Number (Evening) 231 744-1120		
	10. List name, home address, and telephone numbers of the person(s) in charge of raffle. Must be member for 6 months. If more than one chairperson, attach additional list.					
Raffle Chairperson Dori Anderson			Street, City, State, ZIP Code 4104 W. RIVER Rd. N. MUSKEGON MI 49445		Telephone Numbers Day (231) 557-7920 Evening (231) 744-1120	
11. If the total value of all prizes awarded in one day is \$500 or LESS, complete this section.						
Drawing Date(s) and Time(s) (Must be between the hours of 8 a.m.-2 a.m.):			License Fee:			
Date _____ Time (a.m./p.m.) _____ to _____			All drawing dates included on this application must be at the same location. \$15 for 1, 2, or 3 drawing dates plus \$5 for each additional drawing date. (Example: 1 drawing date = \$15 fee, 6 drawing dates = \$30 fee.)			
Date _____ Time (a.m./p.m.) _____ to _____			\$ 			
Date _____ Time (a.m./p.m.) _____ to _____						
☐ Check here if there are additional drawing dates and attach list.						
-OR- If the total value of all prizes awarded in one day is MORE than \$500, complete this section.						
Drawing Date(s) and Time(s) (Must be between the hours of 8 a.m.-2 a.m.):			License Fee:			
Date Feb 18 2005 Time (a.m./p.m.) 5pm - 7pm			All drawing dates included on this application must be at the same location.			
Date _____ Time (a.m./p.m.) _____ to _____			\$50 X $\frac{1}{\text{Number of Dates}}$ = \$ 50.00			
Date _____ Time (a.m./p.m.) _____ to _____						
☐ Check here if there are additional drawing dates and attach list.						

T I C K E T I N F O R M A T I O N	12. Will you be conducting an in-house raffle ONLY where there is no presale of the raffle tickets before the occasion? ☐ Yes ☒ No	
	13. Complete the boxes below in ink; ensure the ticket is printed with all of the required items. See Raffle Rule 506.	
	Indicate any additional information that will appear on the actual tickets.	
	RAFFLE 001 Ticket # MUSKEGON MAGIC Youth Program Name of Licensee Feb 18 2005 Drawing Date(s) 5pm Drawing Time(s) Prizes First Prize: Big Screen T.V. 60 inch Second Prize (if applicable): _____ Third Prize (if applicable): _____ Minimum 50/50 Prize (if applicable): _____ \$20.00 Ticket Price Curtis Sports Bar & Grill Raffle Location (to be added when issued) License Number	001 Ticket # Purchaser's Name Purchaser's Address Purchaser's Phone #
	* For large prizes, you may want to include a disclaimer that states "If xxx (indicate number) tickets are not sold, the drawing will revert to a 50/50 raffle with the minimum prize of \$xxx (indicate dollar amount) awarded."	

Make checks payable to: STATE OF MICHIGAN

Submit completed application, supporting documents, and license fee to:
 Charitable Gaming Division, c/o Accounting, Box 30023, Lansing, MI 48909

OVERNIGHT DELIVERY: 101 E. Hillsdale, Lansing, MI 48933

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: APR 02 2004

MUSKEGON MAGIC YOUTH PROGRAM INC
C/O DANIELO FOSTER
1132 BEAR LAKE RD
NORTH MUSKEGON, MI 49445

Employer Identification Number:
20-0354056
DLN:
17053055015034
Contact Person:
ROGER W VANCE ID# 31173
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Foundation Status Classification:
509(a)(2)
Advance Ruling Period Begins:
October 29, 2003
Advance Ruling Period Ends:
December 31, 2008
Addendum Applies:
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in section 509(a)(2).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make

Letter 1045 (DO/CG)

MUSKEGON MAGIC YOUTH PROGRAM INC

a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we will no longer treat you as a publicly supported organization, grantors and contributors may not rely on this determination after the date we publish the notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operation, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social security taxes under the Federal Insurance Contributions Act on amounts of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Internal Revenue Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, gives guidelines regarding when taxpayers may deduct payments for admission to, or other participation in, fundraising activities for charity.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally \$25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return. Because you will be treated as a public charity for return filing purposes during your entire advance ruling period, you should file Form 990 for each year in your advance ruling period.

MUSKEGON MAGIC YOUTH PROGRAM INC

that you exceed the \$25,000 filing threshold even if your sources of support do not satisfy the public support test specified in the heading of this letter.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete. So, please be sure your return is complete before you file it.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, we will assign a number to you and advise you of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

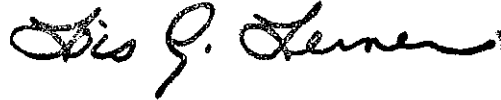
Because this letter could help us resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

We have sent a copy of this letter to your representative as indicated in your power of attorney.

MUSKEGON MAGIC YOUTH PROGRAM INC

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

A handwritten signature in cursive script, reading "Lois G. Lerner".

Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Enclosure(s):
Form 872-C

Charitable Contributions - Substantiation and Disclosure Requirements

UNDER THE NEW LAW, CHARITIES WILL NEED TO PROVIDE NEW KINDS OF INFORMATION TO DONORS. Failure to do so may result in denial of deductions to donors and the imposition of penalties on charities.

Legislation signed into law by the President on August 10, 1993, contains a number of significant provisions affecting tax-exempt charitable organizations described in section 501(c)(3) of the Internal Revenue Code. These provisions include: (1) new substantiation requirements for donors, and (2) new public disclosure requirements for charities (with potential penalties for failing to comply). Additionally, charities should note that donors could be penalized by loss of the deduction if they fail to substantiate. **THE SUBSTANTIATION AND DISCLOSURE PROVISIONS APPLY TO CONTRIBUTIONS MADE AFTER DECEMBER 31, 1993.**

Charities need to familiarize themselves with these tax law changes in order to bring themselves into compliance. This Publication alerts you to the new provisions affecting tax-exempt charitable organizations. Set forth below are brief descriptions of the new law's key provisions. The Internal Revenue Service plans to provide further guidance in the near future.

Donor's Substantiation Requirements

Documenting Certain Charitable Contributions. — Beginning January 1, 1994, no deduction will be allowed under section 170 of the Internal Revenue Code for any charitable contribution of \$250 or more unless the donor has contemporaneous written substantiation from the charity. In cases where the charity has provided goods or services to the donor in exchange for making the contribution, this contemporaneous written acknowledgement must include a good faith estimate of the value of such goods or services. Thus, taxpayers may no longer rely solely on a cancelled check to substantiate a cash contribution of \$250 or more.

The substantiation must be "contemporaneous." That is, it must be obtained by the donor no later than the date the donor actually files a return for the tax year in which the contribution was made. If the return is filed after the due date or extended due date, then the substantiation must have been obtained by the due date or extended due date.

The responsibility for obtaining this substantiation lies with the donor, who must request it from the charity. The charity is not required to record or report this information to the IRS on behalf of donors.

The legislation provides that substantiation will not be required if, in accordance with regulations prescribed by the Secretary, the charity reports directly to the IRS the information required to be provided in the written substantiation. At present, there are no regulations establishing procedures for direct reporting by charities to the IRS of charitable contributions made in 1994. Consequently, charities and donors should be prepared to provide/obtain the described substantiation for 1994 contributions of \$250 or more.

There is no prescribed format for the written acknowledgement. For example, letters, postcards or computer-generated forms may be acceptable. The acknowledgement does not have to include the donor's social security or tax identification number. It must, however, provide sufficient information to substantiate the amount of the deductible contribution. The acknowledgement should note the amount of any cash contribution. However, if the donation is in the form of property, then the acknowledgement must describe, but need not value, such property. Valuation of the donated property is the responsibility of the donor.

The written substantiation should also note whether the donee organization provided any goods or services in consideration, in whole or in part, for the contribution and, if so, must provide a description and good-faith estimate of the value of the goods or services. In the new law these are referred to as "quid pro quo contributions."

Please note that there is a new law requiring charities to furnish disclosure statements to donors for such quid pro quo donations in excess of \$75. This is addressed in the next section regarding Disclosure By Charity.

If the goods or services consist entirely of intangible religious benefits, the statement should indicate this, but the statement need not describe or provide an estimate of the value of these benefits. "Intangible religious benefits" are also discussed in the following section on Disclosure By Charity. If, on the other hand, the donor received nothing in return for the contribution, the written substantiation must so state.

The present law remains in effect that, generally, if the value of an item or group of like items exceeds \$5,000, the donor must obtain a qualified appraisal and submit an appraisal summary with the return claiming the deduction.

The organization may either provide separate statements for each contribution of \$250 or more from a taxpayer, or furnish periodic statements substantiating contributions of \$250 or more.

Separate payments are regarded as independent contributions and are not aggregated for purposes of measuring the \$250 threshold. However, the Service is authorized to establish anti-abuse rules to prevent avoidance of the substantiation requirement by taxpayers writing separate smaller checks on the same date.

If donations are made through payroll deductions, the deduction from each paycheck is regarded as a separate payment.

A charity that knowingly provides false written substantiation to a donor may be subject to the penalties for aiding and abetting an understatement of tax liability under section 6701 of the Code.

Disclosure by Charity of Receipt of Quid Pro Quo Contribution

Beginning January 1, 1994, under new section 6115 of the Internal Revenue Code, a charitable organization must provide a written disclosure statement to donors who make a payment, described as a "quid pro quo contribution," in excess of \$75. This requirement is separate from the written substantiation required for deductibility purposes as discussed above. While, in certain circumstances, an organization may be able to meet both requirements with the same written document, an organization must be careful to satisfy the section 6115 written disclosure statement requirement in a timely manner because of the penalties involved.

A quid pro quo contribution is a payment made partly as a contribution and partly for goods or services provided to the donor by the charity. An example of a quid pro quo contribution is where the donor gives a charity \$100 in consideration for a concert ticket valued at \$40. In this example, \$60 would be deductible. Because the donor's payment (quid pro quo contribution) exceeds \$75, the disclosure statement must be furnished, even though the deductible amount does not exceed \$75.

Separate payments of \$75 or less made at different times of the year for separate fundraising events will not be aggregated for purposes of the \$75 threshold. However, the Service is authorized to develop anti-abuse rules to prevent avoidance of this disclosure requirement in situations such as the writing of multiple checks for the same transaction.

The required written disclosure statement must:

- (1) inform the donor that the amount of the contribution that is de-

Michigan Department of Consumer and Industry Services

Filing Endorsement

This is to Certify that the ARTICLES OF INCORPORATION - NONPROFIT

for

MUSKEGON MAGIC YOUTH PROGRAM, INC.

ID NUMBER: 778636

*received by facsimile transmission on October 29, 2003 is hereby endorsed filed on
October 30, 2003 by the Administrator. The document is effective on the date filed,
unless a subsequent effective date within 90 days after received date is stated in the
document.*



*In testimony whereof, I have hereunto set my
hand and affixed the Seal of the Department,
in the City of Lansing, this 30th day
of October, 2003.*

, Director

Bureau of Commercial Services

**MICHIGAN DEPARTMENT OF CONSUMER & INDUSTRY SERVICES
BUREAU OF COMMERCIAL SERVICES**

Date Received

(FOR BUREAU USE ONLY)

This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

Name

Christopher L. Kelly

Address

P.O. Box 786, 175 West Apple Avenue

City

Muskegon,

State

MI

Zip Code

49443-0786

EFFECTIVE DATE:

Document will be returned to the name and address you enter above.
If left blank document will be mailed to the registered office.

ARTICLES OF INCORPORATION

For use by Domestic Nonprofit Corporations

(Please read information and instructions on the last page)

Pursuant to the provisions of Act 162, Public Acts of 1982, the undersigned corporation executes the following Articles:

ARTICLE I

The name of the corporation is:

Muskegon Magic Youth Program, Inc.

ARTICLE II

The purpose or purposes for which the corporation is organized are: To receive and administer funds in connection with the education of Muskegon County youth within the Muskegon Magic Youth Program.

ARTICLE III

1. The corporation is organized upon a Nonstock basis.
(Stock or Nonstock)

2. If organized on a stock basis, the total number of shares which the corporation has authority to issue is

_____. If the shares are, or are to be, divided into classes, the designation of each class, the number of shares in each class, and the relative rights, preferences and limitations of the shares of each class are as follows:

ARTICLE III (cont.)

3. a. If organized on a nonstock basis, the description and value of its real property assets are: (if none, insert "none")

None.

- b. The description and value of its personal property assets are: (if none, insert "none")

None.

- c. The corporation is to be financed under the following general plan:

Donations.

- d. The corporation is organized on a Directorship basis.
(Membership or Directorship)

ARTICLE IV

1. The address of the registered office is:

1132 Bear Lake Road North Muskegon, Michigan 49445
(Street Address) (City) (ZIP Code)

2. The mailing address of the registered office, if different than above:

_____, Michigan _____
(Street Address or P.O. Box) (City) (ZIP Code)

3. The name of the resident agent at the registered office is:

D'Angelo Foster

ARTICLE V

The name(s) and address(es) of the incorporator(s) is (are) as follows:

Name

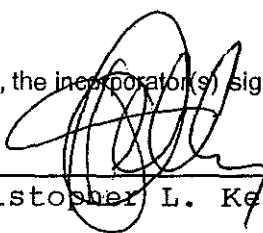
Residence or Business Address

Christopher L. Kelly 175 W. Apple Ave., P.O. Box 786,
Muskegon, MI 49443

Use space below for additional Articles or for continuation of previous Articles. Please identify any Article being continued or added. Attach additional pages if needed.

See attached.

I, (We), the incorporator(s) sign my (our) name(s) this 29th day of October, 2003.



Christopher L. Kelly

Articles of Incorporation – Nonprofit
Muskegon Magic Youth Program, Inc.
Additional Articles

ARTICLE VI

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, directors, officers, or other private persons. However, the corporation shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in article II. No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation. The corporation shall not participate in, or intervene in (including the publishing and distribution of statements), any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (1) by a corporation exempt from federal income tax under IRC 501(c)(3) or the corresponding section of any future federal tax code or (2) by a corporation whose contributions are deductible under section IRC 170(c)(2) or the corresponding section of any future federal tax code.

ARTICLE VII

On dissolution of the corporation, after paying or providing for the payment of all of the liabilities of the corporation, the corporation's assets shall be distributed (1) for one or more exempt purposes within the meaning of IRC 501(c)(3), or the corresponding section of any future federal tax code or (2) to the federal government, or to a state or local government, for a public purpose. Any assets not disposed of shall be disposed of by the circuit court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations that the court shall determine and that are organized and operated exclusively for such purposes.

ARTICLE VIII

When a compromise, an arrangement, or a plan of reorganization is proposed between this corporation and its creditors or directors, a court of equity jurisdiction within this state may order a meeting of the affected creditors or members. The corporation, a creditor or director of the corporation, or a receiver appointed for the corporation may apply to the court for a meeting. The meeting shall be summoned in such manner as the court directs. If a majority in number representing 3/4 in value of the affected creditors or 3/4 of the affected directors agree to a compromise or arrangement, the compromise, arrangement, or reorganization of this corporation resulting from the compromise or arrangement, if approved by the court, shall be binding on all the creditors and directors, and also on this corporation.

ARTICLE IX

No member of the board of directors of the corporation who is a volunteer director, as that term is defined in the Michigan Nonprofit Corporation Act (the "Act"), shall be personally liable to this corporation or its directors for monetary damages for a breach of the director's fiduciary duty; provided, however, that this provision shall not eliminate or limit the liability of a director for any of the following:

1. a breach of the director's duty of loyalty to the corporation or its directors;
2. acts or omissions not in good faith or that involve intentional misconduct or a knowing violation of law;
3. a violation of section 551(1) of the Act;
4. a transaction from which the director derived an improper personal benefit;
5. an act or omission occurring before the filing of these articles of incorporation; or
6. an act or omission that is grossly negligent.

The corporation assumes all liability to any person, other than the corporation or its directors, for all acts or omissions of a director who is a volunteer director, as defined in the Act, incurred in the good faith performance of the director's duties. However, the corporation shall not be considered to have assumed any liability to the extent that such assumption is inconsistent with the status of the corporation as an organization described in IRC 501(c)(3) or the corresponding section of any future federal tax code.

If the Act is amended after the filing of these articles of incorporation to authorize the further elimination or limitation of the liability of directors of nonprofit corporations, then the liability of members of the board of directors, in addition to that described in article X, shall be assumed by the corporation or eliminated or limited to the fullest extent permitted by the Act as so amended. Such an elimination, limitation, or assumption of liability is not effective to the extent that it is inconsistent with the status of the corporation as an organization described in IRC 501(c)(3) or corresponding section of any future federal tax code. No amendment or repeal of article X shall apply to or have any effect on the liability or alleged liability of any member of the board of directors of this corporation for or with respect to any acts or omissions occurring before the effective date of any such amendment or repeal.

ARTICLE X

The corporation assumes the liability for all acts or omissions of a nondirector volunteer if all of the following conditions are met:

1. The volunteer was acting or reasonably believed he or she was acting within the scope of his or her authority.
2. The volunteer was acting in good faith.
3. The volunteer's conduct did not amount to gross negligence or willful and wanton misconduct.
4. The volunteer's conduct was not an intentional tort.
5. The volunteer's conduct was not a tort arising out of the ownership, maintenance, or use of a motor vehicle for which tort liability may be imposed as provided in section 3135 of the Insurance Code of 1956, Act No. 218 of the Public Acts of 1956, being section 500.3135 of the Michigan Compiled Laws.

MUSKEGON MAGIC YOUTH PROGRAM, INC.

AUTHENTICATION OF RECORDS

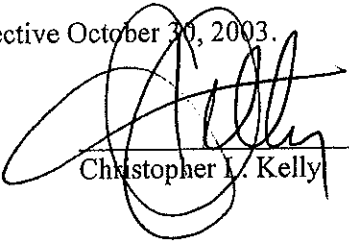
The undersigned, being an officer of Muskegon Magic Youth Program, Inc., a corporation organized by virtue of Articles of Incorporation filed in the office of the Michigan Department of Consumer and Industry Services on October 30, 2003, identifies these records as the official records of the corporation on October 30, 2003.

D'Angelo Foster
D'Angelo Foster

MUSKEGON MAGIC YOUTH PROGRAM, INC.

ACTION BY INCORPORATOR

The undersigned, being the incorporator of Muskegon Magic Youth Program, Inc., a Michigan corporation, with Articles of Incorporation filed on October 30, 2003, appoints D'Angelo Foster as the initial sole director of the corporation, effective October 30, 2003.



Christopher L. Kelly

MUSKEGON MAGIC YOUTH PROGRAM, INC.

ACTION OF INCORPORATOR AND DIRECTORS

The undersigned, being the directors of **Muskegon Magic Youth Program, Inc.**, a Michigan corporation, do hereby adopt the following resolutions pursuant to the Michigan Business Corporation Act.

Approval of Incorporation.

RESOLVED, that the actions of the incorporator of the Corporation in preparing and filing the Articles of Incorporation of **Muskegon Magic Youth Program, Inc.**, are hereby ratified, approved, and confirmed.

RESOLVED, that all contracts, purchase orders, quotations, correspondence, banking, insurance, and other business shall be conducted by the Corporation in a manner and with forms and documents clearly indicating that the business is being conducted by a corporation.

Appointment of Directors.

RESOLVED, that D'Angelo Foster is elected as sole director of the Corporation until his successor is duly appointed.

Appointment of Officers.

RESOLVED, that D'Angelo Foster is appointed President, and Cassandra Foster is appointed Secretary/Treasurer of the Corporation to serve until their successors are duly appointed.

Banking Resolutions.

RESOLVED, that the funds of the Corporation shall be deposited in a financial institution selected by the President of the Corporation. The authorized signers of checks shall be those persons whose names and signatures have been certified to the bank from time to time by the President or Treasurer of this Corporation. The President and Treasurer of the Corporation are authorized to make such deposits and borrow such funds as are approved by the Board of Directors from time to time.

RESOLVED, that the President and Treasurer are authorized to sign any bank depository or borrowing resolution required by said bank which is generally consistent with the foregoing and any such bank resolution is hereby adopted and approved on behalf of the Corporation.

Corporate Book.

RESOLVED, that the Corporation shall maintain, as part of its corporate record, a minute book including, but not limited to, a record of the Corporation's Articles of Incorporation, and any amendments thereto, its bylaws and amendments to the bylaws, minutes of all meetings of its Directors, and minutes of all meetings of its Shareholders. The Secretary of the Corporation is directed to procure the minute book and such other books and records as may be required by the Corporation.

ACTION OF
INCORPORATOR AND DIRECTORS

Page 2

General Business Expense.

RESOLVED, that the Corporation shall reimburse any employee who shall incur proper business expense in the ordinary course of business on behalf of the Corporation, said reimbursement to be after receipt of proper documentation or the Corporation shall be authorized to pay said expenses directly after receipt of proper statements addressed to the Corporation or corporate officer. All such expense reimbursement shall in no way be considered salary or compensation.

Approval of Bylaws.

RESOLVED, that the Bylaws of the corporation, a copy of which is attached, are approved.

Further Authorization.

RESOLVED, that the President of the Corporation is further authorized to take such other action and expend such other funds as are necessary to complete the organization of the Corporation and accomplish its purposes.

Disallowed Expenses.

RESOLVED, that any payments made to an officer of the Corporation including, but not limited to, salary, bonus, interest, rent expense, or reimbursement, which is disallowed in whole, or in part, as a deductible expense by the Internal Revenue Service shall be reimbursed by such officer to the Corporation to the full extent of the disallowance. It shall be the duty of the Board of Directors to enforce payment of any amounts disallowed.

Insurance.

RESOLVED, that the Corporation is authorized to acquire all necessary business insurance, including liability, casualty, workers compensation, and such other insurances as deemed necessary in the discretion of the President. The President is authorized and ordered to obtain such insurance and sign any and all documents necessary to effectuate this resolution.

Licenses.

RESOLVED, that the President of the Corporation is authorized and directed to apply for all licenses necessary to the operation of the business and all permits and other governmental authorizations, and the President is authorized to sign any and all applications and bonds and take all necessary action and procedures to obtain the appropriate licenses.

Resident Agent.

RESOLVED, that D'Angelo Foster be and is hereby appointed the resident agent for this Company in charge of the registered office.

ACTION OF
INCORPORATOR AND DIRECTORS

Page 3

Tax-Exempt Status.

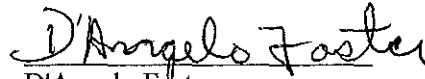
RESOLVED, that the Corporation seek tax-exempt status under 501(c)(3) of the Internal Revenue Code of 1986. FURTHER RESOLVED that the President of the Corporation is authorized to execute any and all documents necessary to effectuate such status.

Corporate Counsel.

RESOLVED, that until removed by the Board of Directors Christopher L. Kelly shall serve as attorney for the Corporation.

Dated: October 30, 2003

SOLE DIRECTOR


D'Angelo Foster

**BYLAWS
OF
MUSKEGON MAGIC YOUTH PROGRAM, INC.
a Michigan Non-Profit Organization**

**ARTICLE I
OFFICES**

1.01 Principal Office. The principal office of the corporation shall be at such place within the state of Michigan as the board of directors may determine from time to time.

1.02 Other Offices. The board of directors may establish other offices in or outside the state of Michigan.

**ARTICLE II
MEMBERS**

There shall be no members.

**ARTICLE III
BOARD**

3.01 General Powers. The business, property, and affairs of the corporation shall be managed by the board of directors.

3.02 Number. There shall be not less than two nor more than fifteen directors on the board as shall be fixed from time to time by the board of directors.

3.03 Term. The directors shall be elected for three year terms.

3.04 Resignation. Any director may resign at any time by providing written notice to the Corporation. The resignation will be effective on receipt of the notice or at a later time designated in the notice. A successor shall be appointed as provided in section 4.06 of the bylaws.

3.05 Removal. Any director may be removed with cause by the remaining directors on the board.

3.06 Board Vacancies. A vacancy on the board may be filled with a person selected by the remaining directors of the board.

3.07 Annual Meeting. An annual meeting shall be held each year on the third Thursday in February. If the annual meeting is not held at that time, the board shall cause the meeting to be held as soon thereafter as is convenient.

3.08 Regular Meetings. Regular meetings of the board may be held at the time and place as determined by resolution of the board without notice other than the resolution.

3.09 Special Meetings. Special meetings of the board may be called by the president or any two directors at a time and place as determined by those persons authorized to call special meetings. Notice of the time and place of special meetings shall be given to each director in any manner at least three days before the meeting.

3.10 Statement of Purpose. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the board need be specified in the notice for that meeting.

3.11 Waiver of Notice. The attendance of a director at a board meeting shall constitute a waiver of notice of the meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. In addition, the director may submit a signed waiver of notice that shall constitute a waiver of notice of the meeting.

3.12 Meeting by Telephone or Similar Equipment. A director may participate in a meeting by conference telephone or any similar communications equipment through which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section constitutes presence in person at the meeting.

3.13 Quorum. A majority of the directors then in office constitutes a quorum for the transaction of any business at any meeting of the board. Actions voted on by a majority of directors present at a meeting where a quorum is present shall constitute authorized actions of the board.

3.14 Consent to Corporate Actions. Any action required or permitted to be taken pursuant to authorization of the board may be taken without a meeting if, before or after the action, all directors consent to the action in writing. Written consents shall be filed with the minutes of the Board's proceeding.

ARTICLE IV COMMITTEES

4.01 General Powers. The board, by resolution adopted by a vote of a majority of its directors, may designate one or more committees, each committee consisting of one or more directors. The board may also designate one or more directors as alternate committee members who may replace an absent or disqualified member at a committee

meeting. If a committee member is absent or disqualified from voting, then members present at a meeting who are not disqualified from voting may, whether or not they constitute a quorum, unanimously appoint an alternate committee member to act at the committee meeting in place of the absent or disqualified member. All committees designated by the board shall serve at the pleasure of the board.

A committee designated by the board may exercise any powers of the board in managing the corporation's business and affairs, to the extent provided by resolution of the board. However, no committee shall have the power to do the following:

- (a) amend the articles of incorporation;
- (b) adopt an agreement of merger or consolidation;
- (c) amend the bylaws of the corporation;
- (d) fill vacancies on the board; or
- (e) fix compensation of the directors for serving on the board or on a committee.

4.02 Meetings. Committees shall meet as directed by the board, and their meetings shall be governed by the rules provided in article III for meetings of the board. Minutes shall be recorded at each committee meeting and shall be presented to the board.

4.03 Consent to Committee Actions. Any action required or permitted to be taken pursuant to authorization of a committee may be taken without a meeting if, before or after the action, all members of the committee consent to the action in writing. Written consents shall be filed with the minutes of the committee's proceedings.

4.04 Nominating Committee. The Nominating Committee, appointed by the President, shall present to the following to the board at the January board meeting: (a) a proposed list of new directors, and (2) a proposed slate of new officers.

ARTICLE V OFFICERS

5.01 Number. The officers of the corporation shall be appointed by the board. The officers shall be a president, a secretary, and a treasurer. There may also be a chairperson, vice president, and such other officers as the board deems appropriate. The president may be a voting member of the board. Two or more offices may be held by the same person, but such person shall not execute, acknowledge, or verify an instrument in more than one capacity if the instrument is required by law or by the president or by the board to be executed, acknowledged, or verified by two or more officers.

5.02 Term of Office. Each officer shall hold office for the term appointed and until a successor is appointed and qualified. An officer may resign at any time by providing written notice to the corporation. Notice of resignation is effective on receipt or at a later time designated in the notice.

5.03 Removal. An officer appointed by the board may be removed with or without cause by vote of a majority of the board. The removal shall be without prejudice to the person's contract rights, if any. Appointment to an office does not of itself create contract rights.

5.04 Vacancies. A vacancy in any office for any reason may be filled by the board.

5.05 President. The president shall be the chief executive officer of the corporation and shall have authority over the general control and management of the business and affairs of the corporation. The president shall have power to appoint or discharge employees, agents, or independent contractors, to determine their duties, and to fix their compensation. The president shall sign all corporate documents and agreements on behalf of the corporation, unless the president or the board instructs that the signing be done with or by some other officer, agent, or employee. The president shall see that all actions taken by the board are executed and shall perform all other duties incident to the office. This is subject, however, to the president's right and the right of the board to delegate any specific power to any other officer of the corporation.

5.06 Vice President. The vice president, if any, shall have the power to perform duties that may be assigned by the president or the board. If the president is absent or unable to perform his or her duties, the vice president shall perform the president's duties until the board directs otherwise. The vice president shall perform all duties incident to the office.

5.07 Chairperson. The chairperson, if elected, shall preside at all board meetings. The chairperson shall have the power to perform duties as may be assigned by the board. If the president is absent or unable to perform his or her duties, the chairperson shall perform the president's duties until the board directs otherwise. The chairperson shall perform all duties incident to the office.

5.08 Secretary. The secretary shall (a) keep minutes of board meetings; (b) be responsible for providing notice to each director as required by law, the articles of incorporation, or these bylaws; (c) be the custodian of corporate records; (d) keep a register of the names and addresses of each officer and director; and (e) perform all duties incident to the office and other duties assigned by the president or the board.

5.09 Treasurer. The treasurer shall (a) have charge and custody over corporate funds and securities; (b) keep accurate books and records of corporate receipts and disbursements; (c) deposit all moneys and securities received by the corporation at such depositories in the corporation's name that may be designated by the board; (d) complete all required corporate filings; and (e) perform all duties incident to the office and other duties assigned by the president or the board.

ARTICLE VI
CORPORATE DOCUMENT PROCEDURE

All corporate documents (including stocks, bonds, agreements, insurance and annuity contracts, qualified and nonqualified deferred compensation plans, checks, notes, disbursements, loans, and other debt obligations) shall not be signed by any officer, designated agent, or attorney-in-fact unless authorized by the board or by these bylaws.

ARTICLE VII
**LIABILITY AND INDEMNIFICATION
OF OFFICERS AND DIRECTORS**

A volunteer director and/or officer shall not be personally liable to the corporation for monetary damages for a breach of a director's and/or officer's duty, except:

- a. for any intentional misconduct which is equivalent to a crime;
- b. for any acts of dishonesty;
- c. for any acts of personal profit resulting from official action;
- d. for any violation of duties imposed by the Michigan Nonprofit Corporation Act, as amended.

ARTICLE VIII
COMPENSATION

When authorized by the board, a person shall be reasonably compensated for services rendered to the corporation as an officer, director, employee, agent, or independent contractor, except as prohibited by these bylaws.

ARTICLE IX
FISCAL YEAR

The fiscal year of the corporation shall end on December 31st of each year.

ARTICLE X
PROHIBITION AGAINST SHARING IN CORPORATE EARNINGS

No director, officer, or employee of or member of a committee or person connected with the corporation, or any other private individual shall receive at any time any of the net earnings or pecuniary profit from the operations of the corporation, provided, that this shall not prevent the payment to any such person of such reasonable compensation for services rendered to or from the corporation in effecting any of its purposes as shall be fixed by the board of directors; and no such person or persons shall

be entitled to share in the distribution of any of the corporate assets upon the dissolution of the corporation. All members of the corporation shall be deemed to have expressly consented and agreed that upon such dissolution or winding up of the affairs of the corporation, whether voluntary or involuntary, the assets of the corporation, after all debts have been satisfied, then remaining in the hands of the board of directors shall be distributed, transferred, conveyed, delivered, and paid over, in such amounts as the board of directors may determine or as may be determined by a court of competent jurisdiction upon application of the board of directors, exclusively to charitable, religious, scientific, literary, or educational organizations which would then qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended.

ARTICLE XI EXEMPT ACTIVITIES

Notwithstanding any other provision of these bylaws, no director, officer, employee, or representative of this corporation shall take any action or carry on any activity by or on behalf of the corporation not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended, or by an organization contributions to which are deductible under Section 170(c)(2) of such Code and Regulations as they now exist or as they may hereafter be amended.

ARTICLE XII AMENDMENTS

The board of directors at any regular or special meeting may amend or repeal these bylaws, or adopt new bylaws by vote of a majority of the directors, if notice setting forth the terms of the proposal has been given in accordance with any notice requirement for such meeting of the board.

ARTICLE XIII CONFLICTS

Any, trustee, director, officer, or key employee who has an interest in a contract or other transaction presented to the Board or a committee thereof for authorization, approval, or ratification shall make a prompt and full disclosure of his or her interest to the Board of committee prior to its acting on such transaction. Such disclosure shall include any relevant and material fact known to such person about the contract of transaction, which might reasonably be construed to be adverse to the organization's interest.

The body to which such disclosure is made shall thereupon determine, by a vote of seventy-five percent (75%) of the votes entitled to vote, whether the disclosure shows a conflict of interest exists or can reasonably be construed to exist. If a conflict is deemed

to exist, such person shall not vote on, nor use his personal influence on, nor participate (other than to present factual information or to respond to questions) in, the discussions or deliberations with respect to such contract or transaction. Such person may be counted in determining whether a quorum is present but may not be counted when the Board of Directors or a committee of the Board takes action on the transaction. The minutes of the meeting shall reflect the disclosure made the vote thereon, the abstention from voting and participation, and whether a quorum was present.

Individuals on the governing body that are employed by or providing services to the organization will:

- a. Remove her/him self from the voting process when determining compensation, benefits, etc. in his or her capacity as an employee.
- b. Ensure that all compensation/salaries paid to any employee of the organization will be reasonable for the services rendered and comparable with other exempt organizations.
- c. Be compensated in the capacity as a board member for justifiable expense related to meeting (mileage, etc.) only.

ARTICLE XIV **PARLIAMENTARY PROCEDURE**

Robert's Rules of Order Newly Revised shall be the parliamentary authority in all matters of procedure not specifically covered by the bylaws or by the specific rules of procedures adopted by the corporation.

AGENDA ITEM NO. _____

CITY COMMISSION MEETING _____

TO: Honorable Mayor and City Commission

FROM: Department of Public Works

DATE: December 13, 2004

SUBJECT: Extending Contract-Snowplowing Services at Muskegon Mall and Surrounding Areas, 2004/2005 Winter Season

SUMMARY OF REQUEST:

Extend contract with TRI-US Services, Inc., Kent City, MI to provide snowplowing, de-icing, and snow removal at Muskegon Mall and surrounding areas through the 2004/2005 winter season.

FINANCIAL IMPACT:

Need for service is weather-dependent. Cost of service for 2002/2003 winter season was \$13,784 and YTD 2003/2004 is estimated at \$7500.

BUDGET ACTION REQUIRED:

None; expenses will again be charged to the General Fund, account 101-70585.

STAFF RECOMMENDATION:

Approval

COMMITTEE RECOMMENDATION:

Date: December 13, 2004

To: Honorable Mayor and City Commissioners

From: Robert Kuhn, Director of Public Works

Re: Extending Contract-Snowplowing Services at Muskegon Mall and Surrounding Areas, 2004/2005

TRI-US Services, Inc. of Kent City was awarded the bid to provide the labor, materials, equipment, tools, and traffic control devices, as required, to snowplow, de-ice, and remove snow from lots, sidewalks and fire lanes at the Muskegon Mall and surrounding areas during the 2002/2003 winter season. Services rendered totaled \$13,784, which was charged to the general fund (\$10,035 labor and equipment, \$3,749 salt). The 2003/2004 YTD cost for services is estimated at \$7100.00 for labor and equipment, \$400.00 for salt.

A one year renewal option, subject to satisfactory performance and negotiated unit price, was included in the contract and awarded to TRI-US Services for the 2003/2004 season. As performance is deemed satisfactory and unit prices are not being renegotiated, we are requesting authorization to once again extend this contract with TRI-US Services, Inc. through the 2004/2005 winter season.

The parameters of the contract follow:

"Muskegon Mall" encompasses designated areas within the block of Third and Terrace Streets, Clay and Morris Avenues; "surrounding areas" encompass city facilities outside that block, as deemed necessary. The definition of a "normal service" assignment is the plowing and de-icing of all lots, sidewalks and fire lanes, as specified, at the Muskegon Mall. A "special service" assignment consists of the removal of snow or the snowplowing and/or de-icing equal to less than one "normal service" within the Muskegon Mall and any service outside the Muskegon Mall and/or designated intervals. Service shall commence at a requested start time or within two hours of notification to commence, as issued by the Director of Public Works or designee.

Normal Service

Plowing lots, sidewalks, fire lanes	\$255.00/hour	\$610.00/hour
De-icing lots, sidewalks, fire lanes	\$75.00/hour	\$70.00/hour
Bulk salt or Calcium Chloride	\$115.00/hour	\$80.00/ton
Bag salt or "Ice Melt"	\$6.50/80# bag	\$40.00/50# bag

Honorable Mayor and City Commissioners

Page 2

December 13, 2004

Four hours is the estimated time to complete one Normal Service (snowplowing and de-icing) for a 3" snowfall.

Special Service

Plowing lots, sidewalks, fire lanes	\$75.00/hour	\$875.00/hour
De-icing lots, sidewalks, fire lanes	\$75.00/hour	\$70.00/hour
Bulk salt or Calcium Chloride	\$115.00/ton	\$80.00/ton
Bag salt or "Ice Melt"	\$6.50/bag	\$40.00/50 # bag
Snow removal of lots and fire lanes	\$100.00/hour	\$250.00/hour

/tlw

AGENDA ITEM NO. _____

CITY COMMISSION MEETING _____

TO: Honorable Mayor and City Commission

FROM: Department of Public Works

DATE: December 13, 2004

SUBJECT: Contract Agreement-Funeral Service Portion of Burials

SUMMARY OF REQUEST:

Enter into contractual agreement with Wilbert Burial Vault Co., Muskegon, MI, to provide the funeral service portion(s) of burials at all four city-owned cemeteries for 2005. Agreement is subject to satisfactory negotiation with Local 517M Union.

FINANCIAL IMPACT:

No financial impact to the City of Muskegon.

BUDGET ACTION REQUIRED:

None

STAFF RECOMMENDATION:

Approve request to contract out service.

COMMITTEE RECOMMENDATION:

The Cemetery Board has approved our request to enter into contractual agreement with Wilbert Burial Vault Co.

Memorandum

To: Honorable Mayor and City Commission
From: Bob Kuhn
Date: 12/7/2004
Re: City Cemeteries

The Cemetery Department is requesting permission to enter into agreement with Wilber Burial Vault Company to provide the funeral service portion(s) of burials at all four city-owned cemeteries for 2005.

Due to increasing budgetary concerns it is deemed necessary to cut costs and improve efficiency associated with cemetery services, where possible. The funeral service portion(s) of the burial process is currently being done by City of Muskegon Cemetery Workers with Wilber Burial Vault Company providing the setting of the burial container (vault) at a cost of \$100 per occurrence. Wilber Burial Vault Company is proposing to do the entire funeral service portion(s) based on the following costs:

Minimum Service (Placer, Lowering Device, Set & Seal)	\$170
Partial Service (Trim, Grass, Chairs, Placer, Lowering Device, Set & Seal)	\$225
Full Service (Tent, Trim, Grass, Chairs, Placer, Lowering Device, Set & Seal)	\$245

Having Wilber Burial Vault Company provide these services reduces the city's liability with respect to the burial process. Staff reductions have also reduced the current workforce in the Cemetery Department to one employee, which makes it necessary to pull an employee from another area to assist with the service. This added employee combined with the time it takes to perform the service, is time that can be better spent elsewhere (2-3 hours is required to perform a burial).

Contracting out the funeral service portion will reduce the city's portion of the burial to digging and closing the grave.

December 7, 2004

It should be noted at the last Cemetery Committee Meeting the board unanimously agreed to endorse this recommendation. Additionally, the Cemetery Department will retain all associated equipment to complete these tasks should it become necessary to return to providing the tasks currently performed.

Therefore, at this time, staff is recommending to the Commission to approve the request to enter into agreement with Wilbert Burial Vault Company.



January 11, 2005

City of Muskegon;

We, Wilbert Burial Vault Co. will be performing all the graveside service work at the four city cemeteries, which includes: Evergreen Lakeside, Oakwood and Restlawn. The charges for our service work will be billed directly to the Funeral Homes these charges are as followed:

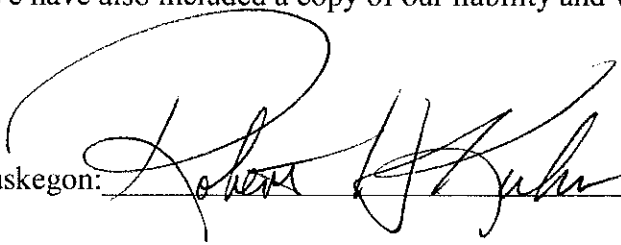
Full: Tent, grass, chairs, trim placer,
Lowering device, and set & seal \$265.00

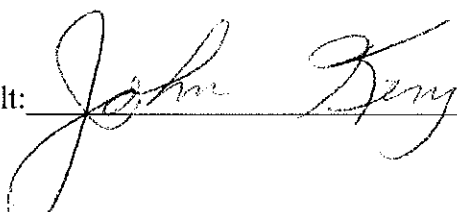
Partial: Grass, chairs, trim, placer,
Lowering device, and set & seal \$245.00

Minimum: Placer, lowering device,
And set & seal \$190.00

In order to keep everything working smoothly, we will need all graves opened four hours before the time of the funeral.

While in the cemetery, we will follow all cemetery rules. The service work performed by Wilbert Burial Vault at the above cemeteries will be on a one year basis ending on 12-31-5. If either wishes to end this agreement early a thirty-day notice must be given in writing. We have also included a copy of our liability and workmen's comp. Insurance.

City of Muskegon:  Date: 1-13-05

Wilbert Burial Vault:  Date: 1-13-05

ACORD CERTIFICATE OF LIABILITY INSURANCE

CSR M7
WILBE-1

DATE (MM/DD/YYYY)
01/13/05

PRODUCER

Waterstone Insurance Agency
P.O. Box 0975
Muskegon MI 49443-0975
Phone: 231-726-4046 Fax: 231-726-4294

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

Wilbert Burial Vault Co.
1546 Gatty Street
Muskegon MI 49442

INSURERS AFFORDING COVERAGE

NAIC

INSURER A: Travelers Ins. Co.
INSURER B: Travelers Ins. Co.
INSURER C: Travelers Ins. Co.
INSURER D: Travelers Ins. Co.
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC	I-660-777X4801	07/22/04	07/22/05	EACH OCCURRENCE \$ 500,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 500,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMPROP AGG \$ 1,000,000
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS	I-810-835C9743	07/22/04	07/22/05	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	GARAGE LIABILITY ☐ ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
C	EXCESS/UMBRELLA LIABILITY ☐ OCCUR ☐ CLAIMS MADE DEDUCTIBLE RETENTION \$	CUP-835C974-3	07/22/04	07/22/05	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$ \$ \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER	IEUB595D510	07/22/04	07/22/05	☒ WORKERS COMP. LIMITS ☐ OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

The City of Muskegon and all elected and appointed officials, all employees and volunteers, all boards, commissions &/or authorities & board members, including employees & volunteers thereof are hereby added as "Additional Insureds".

CERTIFICATE HOLDER

CITY OF M

City of Muskegon, Eng. Dept.
933 Terrace
Muskegon, MI 49440

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Michael Johnson

CITY COMMISSION MEETING
Tuesday December 14, 2004

TO: Honorable Mayor and City Commissioners

FROM: Anthony L. Kleibecker
Director of Public Safety

DATE: December 6, 2004

SUBJECT: Sale of Sniper Rifle

SUMMARY OF REQUEST:

During the course of the past year we have been conducting an assessment of the weapons that are currently maintained by the police department. Our goal is to more fully utilize those weapons that are available to us and to liquidate those that are not. For several years the police department has had in its possession a Steyr Mannlicher SSG69 sniper rifle. The rifle has been maintained in good condition. As we have no plans to maintain and train a sniper team, we feel that our best course of action in regards to this particular weapon is to sell it. Money received during such a sale would then be utilized towards the purchase of weapons that we do need.

We have had a request from the Muskegon County Sheriffs Office to purchase this weapon. The weapon has been appraised by three local gun dealers. A copy of the appraisals is attached. Our firearms staff recommends that based upon the appraisals and the condition of the weapon that it should be offered to the sheriff's office for the sum of \$1200.00.

FINANCIAL IMPACT:

\$1200.00 in revenue to the city's budget.

BUDGET ACTION REQUIRED:

None.

STAFF RECOMMENDATION:

Approval of this request.

980 Jefferson St.
P.O. Box 536
Muskegon, MI 49443-0536
(231) 724-6750

**Muskegon Police
Department**

Memo

To: Chief Tony Kliebecker
From: Sgt Ramon Barthelemy
Date: 10-20-04
Re: Sniper Rifle

Sir:

Officer Geiger obtained three appraisals on the Steyr sniper rifle. Their attached to this memo.

Capt. Workman has been notified about these appraisals.

Sgt Ramon Barthelemy

RECEIVED
OCT 20 2004
MUSKEGON POLICE DEPT.
CHIEF of POLICE

Appraisals for sale of Steyr Mannlicher SSG69 Sniper Rifle

- #1 Burts Shooter supplies
2912 Fairfield St 733-0092
Estimates value between \$1000.00 and \$1200.00
- #2 Gary's Guns and Sporting Goods
4021 E Apple ave 788-5159
Estimates value at aprox \$1200.00
- #3 LJ Guns
304 S Maple Island rd 788-4754
Estimates value between \$1200.00 and \$1500.00

Date: December 14, 2004

To: Honorable Mayor and City Commissioners

From: Finance Director

RE: Pension Ordinance Change Due to Contract Settlement

SUMMARY OF REQUEST: The recent arbitration/contract settlement of the patrol officers' labor contract calls for 1) reduction in normal retirement age from 53 to 51, 2) increase in multiplier from 2.6% to 2.7% effective 1/1/07, 3) change in the interest rate used to compute lump-sum annuity withdrawals. This amendment brings the pension ordinance into alignment with the new contract.

FINANCIAL IMPACT: Higher pension costs for the City. These costs will be offset by savings in other areas of the contract.

BUDGET ACTION REQUIRED: None. The change will be reflected in future actuarial valuations, which set the City's annual pension contribution level.

STAFF RECOMMENDATION: Approval.

COMMITTEE RECOMMENDATION: None.

CITY OF MUSKEGON
Ordinance No. 2142

An ordinance amending the Police and Fire Retirement System Ordinance of the City of Muskegon.

THE CITY OF MUSKEGON HEREBY ORDAINS:

Chapter 62 of the Code of Ordinances is amended to read as follows:

1. Section 62-311 is amended to read as follows:

Sec. 62-311. Voluntary retirement.

Any member who has attained voluntary retirement age and has 25 or more years of credited service in force may retire upon written application filed with the board, setting forth the first day of the calendar month not more than 90 days subsequent to the execution and filing thereof the desire to be retired. The voluntary retirement age is 55, except for police patrolmen. The voluntary age is 53 for police patrolmen. The voluntary retirement age is 53, with 25 years of service for firefighters. Effective December 31, 2006, the voluntary retirement age is 53 for police command officers. Effective December 31, 2006, the voluntary retirement age is 51 for police patrolmen.

2. Section 62-313 is amended to read as follows:

Sec. 62-313. Deferred retirement (vesting).

(a) A member who terminates city employment as a police officer or firefighter, for a reason other than his retirement or death, and who has and maintains in force the applicable credited service requirement stated in the next sentence, shall be entitled to a deferred pension computed according to Section 62-313(b). The credited service requirement for a police officer member who terminates such service on or after January 1, 1978, is ten years. The credited service requirement for a police officer member who terminates such service on or after April 1, 1976, but prior to January 1, 1978, is 15 years. The credited service requirement for a police officer member who terminates such service prior to April 1, 1976, is 25 years. The credited service requirement for a firefighter member who terminates such service on or after January 1, 1976, is ten years. The credited service requirement for a firefighter member who terminates such service prior to January 1, 1976, is 25 years. Such member's retirement and payment of his pension shall begin the first day of the calendar month next following the month in which he files his written application therefor with the board, but in no case shall payment begin prior to the first day of the calendar month next following the month in which he attains age 55 years. Such member's entitlement to a deferred pension shall be forfeited if he withdraws his accumulated contributions from the reserve for employee contributions. Except as specifically otherwise provided in this article, such member shall in no case receive credited service for the period of this absence from city employment as a police officer or firefighter.

(b) A member who terminates city employment as a police officer or firefighter, for a reason other than his retirement or death, and who has and maintains in force the applicable credited service requirement, shall be entitled to a deferred pension computed and paid a level straight life pension terminating upon death or as the member may elect, within the 90-day period immediately preceding or the 20-day period immediately following the date benefits are to begin being paid to the member under an optional form of payment provided in section 62-351 in lieu of a level straight life pension. Subject to section 62-237, the amount of the level straight life pension shall be:

TABLE INSET:

Date of Termination	Factor	Maximum Years of Credited Service	Maximum Pension Amount
Fire Chief			
Before 7/1/1985	2.0%	25 years	70% of budgeted firefighter compensation
Between 7/1/1985 and 12/31/1989	2.0%	35 years	75% of budgeted firefighter compensation
Between 1/1/1990 and 12/31/1991	2.3%	35 years	75% of budgeted firefighter compensation
Between 1/1/1992 and 12/31/1995	2.3%	35 years	80% of fire chief's final average compensation
On or after 1/1/1996	2.5%	32 years	80% of final average compensation
Firefighters			
Before 7/1/1985	2.0%	25 years	70% of budgeted firefighter compensation
Between 7/1/1985 and 12/31/1986	2.0%	25 years	70% of budgeted firefighter compensation
Between 1/1/1987 and 12/31/1989	2.0%	35 years	75% of budgeted firefighter compensation
Between 1/1/1990 and 12/31/1992	2.3%	35 years	75% of budgeted firefighter compensation
Between 1/1/1993 and 12/31/1995	2.3%	35 years	75% of member's final average compensation
Between 1/1/1996 and 12/31/2002	2.5%	32 years	80% of member's final average compensation
On or after 1/1/2003	2.6%	No limit	85% of member's final average compensation
Police Chief and Assistant Police Chief			
Before 7/1/1985	2.0%	25 years	70% of budgeted patrolmen compensation
Between 7/1/1985 and 12/31/1990	2.0%	35 years	75% of budgeted patrolmen compensation
Between 1/1/1991 and 12/31/1997	2.3%	35 years	80% of final average compensation
On or after 1/1/1998	2.5%	35 years	80% of final average compensation
Police Command: Voluntary Retirement			
Before 7/1/1985	2.0%	25 years	70% of budgeted patrolmen compensation
Between 7/1/1985 and 12/31/1990	2.0%	35 years	75% of budgeted patrolmen compensation
Between 1/1/1991 and 12/31/1997	2.3%	35 years	80% of final average compensation
Between 1/1/1998 and 12/30/06	2.5%	35 years	80% of final average compensation
On or after 12/31/06	2.75%	35 years	80% of final average compensation

Police Command: Deferred Retirement			
Before 7/1/1985	2.0%	25 years	70% of budgeted patrolmen compensation
Between 7/1/1985 and 12/31/1990	2.0%	35 years	75% of budgeted patrolmen compensation
Between 1/1/1991 and 12/31/1997	2.3%	35 years	80% of final average compensation
After 1/1/1998	2.5%	35 years	80% of final average compensation
Police Patrol			
Before 12/31/1990	2.0%	25 years	70% of budgeted patrolmen compensation
Between 1/1/1991 and 6/30/1993	2.2%	No limit	70% of the officer's final average compensation
Between 7/1/1993 and 12/31/1994	2.3%	No limit	70% of the officer's final average compensation
Between 1/1/1995 and 12/31/1998	2.3%	No limit	75% of the officer's final average compensation
On or After 1/1/1999	2.5%	No limit	75% of the officer's final average compensation

"Budgeted firefighter compensation" and "budgeted patrolmen compensation" shall mean that amount fixed in the city budget for the fiscal year the employee terminates employment with a deferred pension or retires pursuant to section 62-311 or section 62-312. Ordinance No. 1028 shall not result in an increase or decrease of benefits for an employee or retiree except as pertains to the maximum benefit increase for the fire chief.

(c) Each year following receipt of the report of the annual actuarial valuation, the excess, if any, of the reported value of pensions being paid and likely to be paid retirants and beneficiaries over the balance in the reserve for retired benefit payments shall be transferred from the reserve for employer contributions to the reserve for retired benefit payments.

3. Section 62-331 is amended to read as follows:

Sec. 62-331. Pension amount.

Upon retirement as provided in division 4 of this article, a member or former member shall be paid a level straight life pension terminating upon death or as the member may elect, within the 90-day period immediately preceding or the 20-day period immediate following the date the member's retirement begins, to be paid the member's pension under an optional form of payment provided in section 62-351 in lieu of a level straight life pension. Subject to section 62-237, the amount of the level straight life pension shall be:

TABLE INSET:

Retirement Date	Factor	Maximum Years of Credited Service	Maximum Pension Amount
Fire Chief			
Before 7/1/1985	2.0%	25 years	70% of budgeted firefighter compensation
Between 7/1/1985 and 12/31/1989	2.0%	35 years	75% of budgeted firefighter compensation

Between 1/1/1990 and 12/31/1991	2.3%	35 years	75% of budgeted firefighter compensation
Between 1/1/1992 and 12/31/1995	2.3%	35 years	80% of fire chief's final average compensation
On or after 1/1/1996	2.5%	32 years	80% of final average compensation
Firefighters			
Before 7/1/1985	2.0%	25 years	70% of budgeted firefighter compensation
Between 7/1/1985 and 12/31/1986	2.0%	25 years	70% of budgeted firefighter compensation
Between 1/1/1987 and 12/31/1989	2.0%	35 years	75% of budgeted firefighter compensation
Between 1/1/1990 and 12/31/1992	2.3%	35 years	75% of budgeted firefighter compensation
Between 1/1/1993 and 12/31/1995	2.3%	35 years	75% of member's final average compensation
Between 1/1/1996 and 12/31/2002	2.5%	32 years	80% of member's final average compensation
On or after 1/1/2003	2.6%	No limit	85% of member's final average compensation
Police Chief and Assistant Police Chief			
Before 7/1/1985	2.0%	25 years	70% of budgeted patrolmen compensation
Between 7/1/1985 and 12/31/1990	2.0%	35 years	75% of budgeted patrolmen compensation
Between 1/1/1991 and 12/31/1997	2.3%	35 years	80% of final average compensation
On or after 1/1/1998	2.5%	35 years	80% of final average compensation
Police Command: Voluntary Retirement			
Before 7/1/1985	2.0%	25 years	70% of budgeted patrolmen compensation
Between 7/1/1985 and 12/31/1990	2.0%	35 years	75% of budgeted patrolmen compensation
Between 1/1/1991 and 12/31/1997	2.3%	35 years	80% of final average compensation
Between 1/1/1998 and 12/30/06	2.5%	35 years	80% of final average compensation
On or after 12/31/06	2.75%	35 years	80% of final average compensation
Police Command: Deferred Retirement			
Before 7/1/1985	2.0%	25 years	70% of budgeted patrolmen compensation
Between 7/1/1985 and 12/31/1990	2.0%	35 years	75% of budgeted patrolmen compensation
Between 1/1/1991 and 12/31/1997	2.3%	35 years	80% of final average compensation
After 1/1/1998	2.5%	35 years	80% of final average compensation
Police Patrol			
Before 12/31/1990	2.0%	25 years	70% of budgeted patrolmen compensation
Between 1/1/1991 and 6/30/1993	2.2%	No limit	70% of the officer's final average compensation
Between 7/1/1993 and 12/31/1994	2.3%	No limit	70% of the officer's final average compensation
Between 1/1/1995 and 12/31/1998	2.3%	No limit	75% of the officer's final average compensation
Between 1/1/1999 and 12/31/2006	2.5%	No limit	75% of the officer's final average compensation
On or after 1/1/07	2.75%	No limit	75% of the officer's final average compensation

"Budgeted firefighter compensation" and "budgeted patrolmen compensation" shall mean that amount fixed in the city budget for the fiscal year the employee terminates employment with a deferred pension or retires pursuant to section 62-311 or section 62-312. Ordinance No. 1028 shall not result in an increase or decrease of benefits for an employee or retiree except as pertains to the maximum benefit increase for the fire chief.

4. Section 62-351 is amended to read as follows:

Sec. 62-351. Optional forms of payment.

Within the 90-day period immediately preceding or the 20-day period immediately following the date retirement begins, a member or former member may elect to be paid the member or former member's pension under one of the following optional forms of payment in lieu of a level straight life pension. The amount of an optional form of pension payment shall be the actuarial equivalent of the amount of the level straight life pension. If a member or former member does not make a timely election of an optional form of payment he shall be paid a level straight life pension.

- (1) Option A--Joint and survivor pension. Under option A a retirant shall be paid a reduced pension throughout life with the provision that upon death the full reduced pension shall be continued throughout the future life of and paid to such person, having an insurable interest in the retirant's life, as nominated by the member by written designation duly executed and filed with the board at the time of his election of option A.
- (2) Option B--Under Option B. An employee of the fire department who is a member of I.A.F.F. and who retires on or after January 1, 1984, a police command officer who retires on or after January 1, 1986, or a patrol officer who retires on or after January 1, 1986, pursuant to section 62-311 may elect to be paid a refund of all or part of the accumulated contributions standing to the members credit in the reserve for employee contributions at the effective date of retirement. A member who terminates city employment with a pension payable pursuant to section 62-313 may elect to be paid a refund of all or part of the member's accumulated contributions on the effective date of retirement. Provided, however, that any member who withdraws accumulated contributions prior to the effective date of retirement shall forfeit any right to a pension. Upon election of this refund provision, the retirant's straight life pension shall be reduced by an amount which is actuarially equivalent to the refunded accumulated contributions. For firefighter members, the actuarial equivalent amount shall be computed on the basis of the mortality table, adopted by the board of trustees, and the interest rate, published monthly by the Pension Benefit Guaranty Corporation for use in, converting a series of monthly annuity payments into a lump sum value, in effect at the date of retirement. For police command members, police chief, fire chief, assistant police chief, and police patrol members, who retire prior to December 31, 2003, the actuarial equivalent amount shall be computed on the basis of the mortality table, adopted by the board of trustees, and the interest rate, published monthly by the Pension Benefit Guaranty Corporation for use in, converting a series of monthly annuity payments into a lump sum value, in effect at the date of retirement. For police command members, police chief, fire chief, assistant police chief,

and police patrol members who retire after January 1, 2004, the actuarial equivalent amount shall be computed on the basis of the mortality table, adopted by the board of trustees, and the interest rate, computed using the same actuarial assumptions that are used to compute the City's annual pension contribution, in effect at the date of retirement. The retiring member may elect option A or option B in conjunction with the refund provision of this subsection.

This ordinance adopted:

Ayes: Larson, Shepherd, Spataro, Warmington, Carter, Davis, and Gawron
Nays: None

Adoption Date: December 14, 2004

Effective Date: December 28, 2004

First Reading: December 14, 2004

Second Reading: N/A

CITY OF MUSKEGON

By

Gail A. Kunding
Gail A. Kunding, MMC
City Clerk

CERTIFICATE

The undersigned, being the duly qualified clerk of the City of Muskegon, Muskegon County, Michigan, does hereby certify that the foregoing is a true and complete copy of an ordinance adopted by the City Commission of the City of Muskegon, at a regular meeting of the City Commission on the 14th day of December, 2004, at which meeting a quorum was present and remained throughout, and that the original of said ordinance is on file in the records of the City of Muskegon. I further certify that the meeting was conducted, and public notice was given, pursuant to and in full compliance with Act No. 267, Public Acts of Michigan of 1976, as amended, and that minutes were kept and will be or have been made available as required thereby.

DATED: December 14, 2004


Gail A. Kunding, MMC
Clerk, City of Muskegon

Publish: Notice of Adoption to be published once within ten (10) days of final adoption.

**CITY OF MUSKEGON
NOTICE OF ADOPTION**

TO: ALL PERSONS INTERESTED

Please take notice that on December 14, 2004, the City Commission of the City of Muskegon adopted amendments to Chapter 62 of the Muskegon City Code concerning the Police and Fire Retirement system, summarized as follows:

1. Section 62-311 is amended to provide regular retirement for police patrol at age 51 with 25 years service effective December 31, 2006.
2. Section 62-313 is clarified to reflect that there is no change in deferred retirement benefits.
3. Section 62-331 is amended to increase the multiplier to 2.75 for regular retirement only, effective December 31, 2006.
4. Section 62-351 is amended to provide that the interest rate used to calculate annuity withdrawals shall be that set by the Pension Board instead of the Pension Benefit Guaranty Corporation.

Copies of the ordinance may be viewed and purchased at reasonable cost at the Office of the City Clerk in the City Hall, 933 Terrace Street, Muskegon, Michigan, during regular business hours.

This ordinance amendment is effective ten (10) days from the date of this publication.

Published: December 18, 2004

CITY OF MUSKEGON

By _____
Gail A. Kunding, MMC
City Clerk

Commission Meeting Date: December 14, 2004

Date: December 6, 2004
To: Honorable Mayor & City Commission
From: Planning & Economic Development Department *CBC*
RE: Brownfield Consulting Contract- Anne Couture

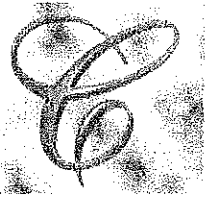
SUMMARY OF REQUEST: The City of Muskegon has been contracting with Anne Couture, of Couture Environmental Strategies LLC, during the last seven years, to assist us with our Brownfield activities. She has excellent contacts at the Department of Environmental Quality, since she worked there several years ago. Therefore, her assistance is important in moving forward on the technical aspects of our Brownfield Authority, as well as grant application assistance (she was instrumental in assisting us in obtaining the \$1 Million grant/loan from the MDEQ this year). Not only does Ms. Couture work closely with our City Staff, but we also refer potential brownfield applicants to her. Since we instituted a Brownfield Redevelopment Authority application fee, in the amount of \$2,500, the City has received funds, which help defray the costs of the contract. Funds for Ms. Couture's current contract have been expended (particularly due to the work necessary in establishing a Brownfield TIFA for the former mall site, which may be reimbursed to the City over time). Therefore, the Commission is asked to approve the current proposal from Ms. Couture.

FINANCIAL IMPACT: Costs to the City will not exceed \$15,000. It is expected that this amount will allow for at least one year of services.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: To approve the attached proposal between the City of Muskegon and Couture Environmental Strategies LLC, and authorize the Mayor and Clerk to sign the proposal.

COMMITTEE RECOMMENDATION: None.



Couture
Environmental Strategies LLC

December 3, 2004

2004-106 (2)
RECEIVED
DEC 6 2004
CITY OF MUSKEGON
PLANNING DEPARTMENT

Ms. Cathy Brubaker-Clarke
Director of Community and Economic Development
City of Muskegon
PO Box 536
Muskegon, MI 49443-0536

Re: Proposal for Continuation of Services
Brownfield Redevelopment Activities

Dear Cathy:

Couture Environmental Strategies LLC is pleased to submit this proposal to the City of Muskegon ("City") to continue to provide the City with assistance on various brownfield redevelopment activities. This effort primarily involves working with the City, developers, businesses, and state officials to utilize all available brownfield redevelopment tools that provide incentives to redevelop brownfield properties within the City. This includes adding sites to the Muskegon Brownfield Plan through amendments to the Plan, as well as pursuing additional grants and loans that may become available to the City to facilitate its brownfield redevelopment efforts. The services of Couture Environmental Strategies LLC will be billed to the City on an hourly basis; my 2005 hourly rate is \$150/hour. Time will be billed based on actual hours worked and direct costs incurred.

Scope of Work

The Scope of Work for the proposed services of Couture Environmental Strategies LLC includes the following:

- Based on referrals obtained from the City, work with developers, property owners, their attorneys and environmental consultants to evaluate the eligibility of properties to be included in the City of Muskegon's Brownfield Plan.
- Provide recommendations to the City regarding Brownfield Plan amendments, or recommend use of other incentives available to the City to redevelop Brownfield properties.

- Upon concurrence by the City or its Brownfield Authority, prepare amendments to the Brownfield Plan, with advice and counsel from City attorneys.
- Prepare brownfield grant or loan applications, as directed by the City.
- Undertake other brownfield redevelopment activities as directed by the City.

Agreement

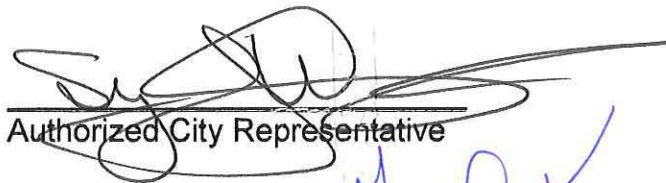
Attached to the letter are Provisions for Representation by Couture Environmental Strategies LLC ("Provisions"). This letter and the attached Provisions constitute a contractual agreement for services. If these terms and conditions are acceptable, I would appreciate your acknowledging acceptance of them by signing and returning the enclosed copy of this letter. Please don't hesitate to call if you have any questions.

Sincerely,



Anne P. Couture
Couture Environmental Strategies LLC

Agreed and Accepted


Authorized City Representative

Attachment


Gail A. Kunding, MMC
City Clerk

December 16, 2004
Date

12-16-04
Date

PROVISIONS FOR REPRESENTATION BY
COUTURE ENVIRONMENTAL STRATEGIES LLC

Except as modified by an engagement letter, the following provisions will apply to the relationship between Couture Environmental Strategies LLC and each of its clients:

1. Fees for services rendered will be based on the reasonable value of those services. Fees will be based primarily on standard hourly billing rates and the numbers of hours worked. Couture Environmental Strategies LLC will adjust billing rates from time to time.
2. Time for which a client will be charged will include, among other things, telephone and office conferences with the client, consultants, regulators, public officials, developers, prospective purchasers, and others; research; report preparation; document review and comment; drafting of letters, memoranda and other documents; and travel time.
3. In addition to fees, costs and expenses incurred in performing services may be billed, including photocopying, postage, travel (mileage, meals, lodging), faxes, and other similar costs and expenses.
4. Although fees or costs are estimated, these estimates are subject to unforeseen circumstances and are by their nature inexact. CES LLC will not be bound by any estimates except to the extent expressly set forth in the engagement letter.
5. Fees and expenses will be billed monthly.
6. A client shall have the right to terminate our services and representation upon written notice. Such termination, however, will not relieve the client of the obligation to pay for all services rendered and costs or expenses paid or incurred on behalf of the client prior to termination.

Date: December 14, 2004

To: Honorable Mayor and City Commissioners

From: Engineering

RE: Transportation Improvements Program Submittal for:
2007-2008 & Long Range Plan projects

SUMMARY OF REQUEST:

Authorization to submit the attached lists of projects to the West Michigan Shoreline Regional Development Commission for inclusion in the FY 2007 – 2008 Transportation Improvement Program and the long Range Plan (20-years). Projects submitted will be considered for Federal and State transportation funding. Adoption of the attached resolution is required as part of the submittal to commit the local match if project funding is granted.

FINANCIAL IMPACT:

None at this time, however, a local match will be required should we receive a grant for a particular project.

BUDGET ACTION REQUIRED:

None

STAFF RECOMMENDATION:

To approve the project submittal and resolution.

COMMITTEE RECOMMENDATION:

Resolution No. 2004-106(h)

RESOLUTION FOR AUTHORIZATION TO REQUEST THE WEST MICHIGAN SHORELINE REGIONAL
DEVELOPMENT COMMISSION TO INCLUDE THE CITY'S PROJECTS IN THE 2007-2008 & LONG RANGE
PLAN TRANSPORTATION IMPROVEMENT PROGRAM

WHEREAS, the Federal Transit Administration, the Federal Highway Administration and the Federal Aviation Administration, through the Intermodal Surface Transportation Efficiency Act of 1991; Act 51, P.A. 1951; and various other Federal and State acts, in cooperation with the Michigan Department of Transportation, makes funding available for local jurisdictions and agencies for transportation improvements projects; and

WHEREAS, the West Michigan Shoreline Regional Development Commission (WMSRDC) is the organization designated by the Governor as being responsible, together with the state, for carrying out provisions of 23 U.S.C. 134 (Federal Aid Planning Requirements) and the WMSRDC has deferred to the Muskegon Area Transportation Planning Program's (MATPP's) Policy Committee upon recommendation of the MATPP Technical Committee all matters of policy and approval related to transportation planning work programs, the long range transportation plan, and the Transportation Improvement Programs; and

WHEREAS, the WMSRDC is responsible, through the MATPP Advisory Committees (Technical and Policy), for implementing the federally required "3-C" urban transportation planning process, including the development of the transportation Improvement Program; and

WHEREAS, the 3-C planning process for Muskegon County has been certified according to the requirements of 25 CFR 450.114(c); and

WHEREAS, the City of Muskegon desires to secure financial assistance from the federal and/or State government to help defray the cost of the attached proposed transportation projects; and

WHEREAS, the required local match for the requested funding is available [or will be available] and committed to the proposed projects upon grant approval;

NOW, THEREFORE BE IT RESOLVED that the City of Muskegon requests the West Michigan Shoreline Regional Development Commission to consider inclusion of the projects in the priority list of Transportation Improvement Program for the Fiscal Years 2002-2004.

BY: 
Stephen J. Warmington, Mayor

Attest: 
Gail A. Kunderger, Clerk

December 14, 2004

Date

CERTIFICATION
2004-106(h)

This resolution was adopted at a regular meeting of the City Commission, held on December 14, 2004. The meeting was properly held and noticed pursuant to the Open Meetings Act of the State of Michigan, Act 267 of the Public Acts of 1976.

CITY OF MUSKEGON

By

Gail A. Kunderger
Gail A. Kunderger, MMC, City Clerk

THE CITY'S WISH LIST FOR 2007 - 2008 TIP

(The City does not wish to change the 2006 projects)

Type of Fund	Roadway Name	length (ft)	From	Limits To	Year	Estimated Cost	STP Federal share @ 80%	Type of Improvements
STP	Park Street	1600	Southern	Houston	2007	\$350,000.00	\$280,000.00	Reconstruction
STP	Creston	1500	Laketon	Evanston	2007	\$310,000.00	\$248,000.00	Reconstruction
<u>SUBTOTAL FOR 2005</u>						<u>\$660,000.00</u>	<u>\$528,000.00</u>	
STP	Wood St.	1400	Laketon	Keating	2008	\$320,000.00	\$256,000.00	Reconstruction
STP	Mcgraff Park	1900	Addison	Glenside	2008	\$250,000.00	\$200,000.00	Reconstruction
<u>SUBTOTAL FOR 2006</u>						<u>\$570,000.00</u>	<u>\$456,000.00</u>	
GRAND TOTAL FOR THE 2007-2008						\$1,230,000.00	\$984,000.00	

LIST OF PROJECTS FOR THE LONG RANGE PLAN, 20-YEARS

STP	Lakeshore Dr.		Laketon	Beach	2010-2015	\$2,100,000.00	\$1,680,000.00	Reconstruction
STP	Getty Street		Keating	US-31BR	2008-2015	\$2,500,000.00	\$2,000,000.00	
STP	Laketon Ave.		Lakeshore	Creston	09-18	\$4,000,000.00	\$3,200,000.00	
STP	Wood St.		Apple	Marquette			\$0.00	
STP	Park Street	1600	Southern	Houston	2007	\$350,000.00	\$280,000.00	Reconstruction
STP	Creston	1500	Laketon	Evanston	2007	\$310,000.00	\$248,000.00	Reconstruction
STP	Wood St.	1400	Laketon	Keating	2008	\$320,000.00	\$256,000.00	Reconstruction
STP	Mcgraff Park	1900	Addison	Glenside	2008	\$250,000.00	\$200,000.00	Reconstruction
STP	Southern Ave.		Southern	Seaway Dr.	2011	280,000.00	\$224,000.00	
STP	Irwin		Peck	Nims	2012	300,000.00	\$240,000.00	
STP	Keating		Getty	Port City	2013	\$750,000.00	\$600,000.00	
STP	Roberts		Sherman	Laketon	14 - 16	\$600,000.00	\$480,000.00	

Commission Meeting Date: December 14, 2004

Date: December 7, 2004

To: Honorable Mayor & City Commission

From: Community and Neighborhood Services W.G.
Department

**RE: Approval of Conveyance Application to the State
of Michigan**

SUMMARY OF REQUEST: To approve Community and Neighborhood Services to obtain 280 Iona from the State of Michigan, which is currently a vacant abandoned home. The structure is located next door to 284 Iona, a recently completed infill home under the "Operation: At Long Last" project.

The department's objective is to obtain 280 Iona for the minimum price of \$300.00, rehabilitate it and sale the property to a qualified family. The obtaining of this property and the total rehabilitation is one additional piece to the City's continuous neighborhood revitalization efforts.

FINANCIAL IMPACT: CNS office will supply \$300.00 from the HOME program income fund.

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: To approve the request and have the Mayor sign the application to the state of Michigan

COMMITTEE RECOMMENDATION: None



24-205-236-0006-10

280 IONA AVE

FRONT VIEW 11/8/00



Michigan Department of Natural Resources
Office of Land and Facilities

**APPLICATION FOR CONVEYANCE OF STATE
LAND FOR PUBLIC PURPOSES**

This information is required to obtain a deed
by Authority of Part 21, Subpart 1, Act 451, P.A. 1994, as amended

-FOR DNR USE ONLY-		
Approval Date	Application Fee	Approved By
OPTION: ☒ 1 ☐ 2 ☐ 3		
PUBLIC USE NUMBER		

ISSUE DEED TO:			MAIL DEED TO:		
NAME City of Muskegon			NAME City of Muskegon		
ADDRESS 933 Terrace St., PO Box 536			NAME		
CITY Muskegon	STATE MI	ZIP CODE 49443	MAILING ADDRESS 933 Terrace St., PO Box 536		
COUNTY Muskegon		CITY Muskegon	STATE MI	ZIP CODE 49443	

LEGAL DESCRIPTION

☐ SEE ATTACHED SHEET

City of Muskegon Revised plat of 1930

Blk 236 E 1/2 Lot 6

Property # - 24-205-236-0006-10 (280 Iona)

-FOR DNR USE ONLY-
DEED NUMBER
L
P
ABSTRACT
CHECKED

It is expressly understood that:

1. The land herein described shall be used solely for the following purposes: To eliminate its' blighting influence by totally rehabilitating the structure and then selling it to a qualified first time homebuyer.
2. If lands are conveyed or transferred for a nominal fee and are subsequently sold by the government unit for a valuable consideration, the proceeds from any such sale after deducting said fee and any amount paid by the local government units for maintaining said lands in condition to protect the public health and safety shall be accounted for to the state, county, township and school district in which the lands are situated pro rated according to their several interests therein arising from the nonpayment of taxes and special assessments thereon as such interest shall appear in the offices of the state treasurer, county, city or village treasurers.
3. The deed issued by the State of Michigan may reserve to the State of Michigan all mineral rights including coal, oil and gas, etc., rights of ingress and egress over and across lands lying along any watercourse or stream, pursuant to the provisions of Act 451, P.A. 1994, as amended and all aboriginal antiquities, mounds, earthworks, etc., pursuant to the provisions of Act 451 P.A. 1994.

Applicant Name Stephen J. Warmington Title Mayor Date 12-15-04

Applicant Signature [Signature] Phone Number (231) 724-6717

Mail completed application and check or money order made
payable to the "State of Michigan" to:

CASHIERS OFFICE
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30451
LANSING MI 48909-7951

For DNR Cashier's Use Only - Do Not Write Below

Date: December 14, 2004

To: Honorable Mayor and City Commissioners

From: Finance Director

RE: 2005 User Fee Update

SUMMARY OF REQUEST: City departments have reviewed and updated their user fees and these have been incorporated into the Master Fee Resolution attached for your consideration. New fees and fee changes proposed for 2005 are highlighted on the spreadsheet included with the resolution and include the following:

- Increases to various cemetery service fees;
- New fees for cemetery chapel services and genealogy searches;
- Increase to environmental administration fee to cover increased collection costs;
- Changes to cat license fees to make them consistent with County dog license fees;
- Increases to most marina fee categories;
- Increase in daily launch ramp fees from \$5 to \$10; seasonal launch ramp fees remain unchanged as we are trying to encourage people to purchase the seasonal permits. Daily permits are very costly to administer and enforce.
- Increases to specialized fire services (e.g. down power lines);
- Increases to forestry service fees;
- New fee for hanging banners;
- Various recreation fee adjustments;

FINANCIAL IMPACT: Increased revenue for fee supported activities.

BUDGET ACTION REQUIRED: None at this time. Adoption of the 2005 Master Fee Resolution will help the city attain its 2005 budgeted revenue estimates.

STAFF RECOMMENDATION: Approval.

COMMITTEE RECOMMENDATION: None.

City of Muskegon

RESOLUTION
2004-107 (a)

A resolution adopting fees for services in the City entitled "Master Fee Resolution".

The City of Muskegon hereby RESOLVES:

1. The City of Muskegon has in the past adopted resolutions from time to time which set fees for various services in the City.
2. That in addition to the specifically adopted resolution fees, there are fees which are charged pursuant to ordinances and codes as well the fees which are charged in the exercise of various other functions of the City which serve the public.
3. That the City Commission has reviewed all of the fees which are charged from time to time pursuant to resolution, ordinance and in the affording of services to and for the public, and has determined to adopt the resolution a comprehensive schedule of fees by this resolution which is hereby called the "Master Fee Resolution".
4. That the City Commission and its committees, with the advice of the staff of the City, have carefully investigated and examined the fees set forth in this Master Resolution and have determined that they are reasonably related to the actual cost of affording the services involved.

NOW, THEREFORE, THE CITY COMMISSION HEREBY RESOLVES:

1. That the schedule of fees attached to this resolution is hereby adopted and shall be charged for the services set forth in the schedule and under the conditions set forth therein.
2. That any fees listed which are also listed in specific resolutions, rules or regulations, shall be charged in accordance with those resolutions, rules and regulations, and with the practices of the City in affording the appropriate services.
3. That the adoption of this resolution does not amend or change previous specific resolutions for the charging of fees for services, and does not preclude the existence of previous or future resolutions setting forth fees which are not included herein.

This resolution adopted.

Ayes: Shepherd, Spataro, Warmington, Carter, Davis, Gawron, and Larson

Nays: None

CITY OF MUSKEGON


Gail Kunderinger, Clerk

CERTIFICATE

This Resolution was adopted at a meeting of the City Commission of the City of Muskegon, held on December 14, 2004. The meeting was properly held and noticed pursuant to the Open Meetings Act of the State of Michigan, Act 267 of the Public Acts of 1976.

Gail Kunderinger, Clerk

CITY OF MUSKEGON										
Master Fee Resolution - Schedule of Fees										
(Effective 1/1/2005)										
LINE	DEPT	DESCRIPTION	UNIT	2001 FEE	2002 FEE	2003 FEE	2004 FEE	2005 FEE	DEPARTMENT COMMENTS	% CHANGE
1	ALL	ADMINISTRATIVE OVERHEAD ON SALES TO OUTSIDE PARTIES	TOTAL BALANCE DUE	15.00%	15.00%	15.00%	15.00%	15.00%		
2	ALL	COPIES FOR PUBLIC (STANDARD SIZES)	PER COPY	0.25	0.25	0.25	0.25	0.25		
3	ALL	FAX CHARGE FOR INFORMATION REQUESTS	PER PAGE	0.50	0.50	0.50	0.50	0.50		
4	ALL	LATE FEE ON CITY RECEIVABLES (EXCEPT TAXES)	PAST DUE BALANCE	1.00%	1.00%	1.00%	1.00%	1.00%	PER MO.IMPOSED AFTER 30 DAYS	
5	CEMETERIES	CEMETERIES EVERGREEN MAUSOLEUM (CRYPTS A-B)	EACH	1,275.00	1,275.00	1,275.00	1,275.00	1,339.00		5.02%
6	CEMETERIES	CEMETERIES EVERGREEN MAUSOLEUM (CRYPTS A-B) NR *	EACH	1,585.00	1,585.00	1,585.00	1,585.00	1,664.00		4.98%
7	CEMETERIES	CEMETERIES EVERGREEN MAUSOLEUM (CRYPTS C-F)	EACH	1,460.00	1,460.00	1,460.00	1,460.00	1,533.00		5.00%
8	CEMETERIES	CEMETERIES EVERGREEN MAUSOLEUM (CRYPTS C-F) NR *	EACH	1,815.00	1,815.00	1,815.00	1,815.00	1,906.00		5.01%
9	CEMETERIES	CEMETERIES GRAVE PRICES (EVERGREEN)	ONE GRAVE	600.00	600.00	600.00	630.00	662.00		5.08%
10	CEMETERIES	CEMETERIES GRAVE PRICES (EVERGREEN)	TWO GRAVES	1,150.00	1,150.00	1,150.00	1,208.00	1,268.00		4.97%
11	CEMETERIES	CEMETERIES GRAVE PRICES (EVERGREEN) NR *	TWO GRAVES	1,450.00	1,450.00	1,450.00	1,523.00	1,599.00		4.99%
12	CEMETERIES	CEMETERIES GRAVE PRICES (EVERGREEN) NR *	ONE GRAVE	750.00	750.00	750.00	788.00	827.00		4.95%
13	CEMETERIES	CEMETERIES GRAVE PRICES (LAKESIDE)	ONE GRAVE	600.00	600.00	600.00	630.00	662.00		5.08%
14	CEMETERIES	CEMETERIES GRAVE PRICES (LAKESIDE)	TWO GRAVES	1,150.00	1,150.00	1,150.00	1,208.00	1,268.00		4.97%
15	CEMETERIES	CEMETERIES GRAVE PRICES (LAKESIDE) NR *	ONE GRAVE	750.00	750.00	750.00	788.00	827.00		4.95%
16	CEMETERIES	CEMETERIES GRAVE PRICES (LAKESIDE) NR *	TWO GRAVES	1,450.00	1,450.00	1,450.00	1,523.00	1,599.00		4.99%
17	CEMETERIES	CEMETERIES GRAVE PRICES (OAKWOOD)	ONE GRAVE	600.00	600.00	600.00	630.00	662.00		5.08%
18	CEMETERIES	CEMETERIES GRAVE PRICES (OAKWOOD)	TWO GRAVES	1,150.00	1,150.00	1,150.00	1,208.00	1,268.00		4.97%
19	CEMETERIES	CEMETERIES GRAVE PRICES (OAKWOOD) NR *	TWO GRAVES	1,450.00	1,450.00	1,450.00	1,523.00	1,599.00		4.99%
20	CEMETERIES	CEMETERIES GRAVE PRICES (OAKWOOD) NR *	ONE GRAVE	750.00	750.00	750.00	788.00	827.00		4.95%

CITY OF MUSKEGON										
Master Fee Resolution - Schedule of Fees										
(Effective 1/1/2005)										
LINE	DEPT	DESCRIPTION	UNIT	2001 FEE	2002 FEE	2003 FEE	2004 FEE	2005 FEE	DEPARTMENT COMMENTS	% CHANGE
21	CEMETERIES	CEMETERIES GRAVE PRICES (RESTLAWN-FLUSH MARKER)	ONE GRAVE	550.00	550.00	550.00	578.00	607.00		5.02%
22	CEMETERIES	CEMETERIES GRAVE PRICES (RESTLAWN-FLUSH MARKER)	TWO GRAVES	1,024.00	1,024.00	1,024.00	1,075.00	1,129.00		5.02%
23	CEMETERIES	CEMETERIES GRAVE PRICES (RESTLAWN-FLUSH MARKER) NR *	ONE GRAVE	650.00	650.00	650.00	683.00	717.00		4.98%
24	CEMETERIES	CEMETERIES GRAVE PRICES (RESTLAWN-FLUSH MARKER) NR *	TWO GRAVES	1,290.00	1,290.00	1,290.00	1,355.00	1,423.00		5.02%
25	CEMETERIES	CEMETERIES GRAVE PRICES (RESTLAWN-UPRIGHT MARKER)	ONE GRAVE	0.00	0.00	0.00	630.00	662.00		5.08%
26	CEMETERIES	CEMETERIES GRAVE PRICES (RESTLAWN-UPRIGHT MARKER)	TWO GRAVES	0.00	0.00	0.00	1,208.00	1,268.00		4.97%
27	CEMETERIES	CEMETERIES GRAVE PRICES (RESTLAWN-UPRIGHT MARKER) NR	ONE GRAVE	0.00	0.00	0.00	788.00	827.00		4.95%
28	CEMETERIES	CEMETERIES GRAVE PRICES (RESTLAWN-UPRIGHT MARKER) NR	TWO GRAVES	0.00	0.00	0.00	1,523.00	1,599.00		4.99%
29	CEMETERIES	CEMETERIES IN-GOUND CREMAINS (RESTLAWN)	EACH	0.00	0.00	250.00	275.00	289.00		5.09%
30	CEMETERIES	CEMETERIES IN-GOUND CREMAINS (RESTLAWN) NR*	EACH	0.00	0.00	300.00	330.00	347.00		5.15%
31	CEMETERIES	CEMETERIES OPENING (1/2 GRAVE)	EACH	200.00	200.00	200.00	220.00	260.00		18.18%
32	CEMETERIES	CEMETERIES OPENING (1/2 GRAVE) NR	EACH	250.00	250.00	250.00	275.00	318.00		15.64%
33	CEMETERIES	CEMETERIES OPENING (CREMATION)	EACH	220.00	220.00	220.00	242.00	254.00		4.96%
34	CEMETERIES	CEMETERIES OPENING (CREMATION) NR	EACH	270.00	270.00	270.00	297.00	312.00		5.05%
35	CEMETERIES	CEMETERIES OPENING (CREMATION, GRASS, CHAIRS)	EACH	270.00	270.00	270.00	297.00	312.00		5.05%
36	CEMETERIES	CEMETERIES OPENING (CREMATION, GRASS, CHAIRS) NR	EACH	320.00	320.00	320.00	352.00	370.00		5.11%
37	CEMETERIES	CEMETERIES OPENING (CREMATION, TENT, GRASS, CHAIRS)	EACH	300.00	300.00	300.00	330.00	347.00		5.15%
38	CEMETERIES	CEMETERIES OPENING (CREMATION, TENT, GRASS, CHAIRS) NR	EACH	350.00	350.00	350.00	385.00	404.00		4.94%
39	CEMETERIES	CEMETERIES SECOND CREMAINS (OPEN GRAVESITE)	EACH	50.00	50.00	50.00	55.00	58.00		5.45%
40	CEMETERIES	CEMETERIES OPENING (DEVICE)	EACH	425.00	425.00	425.00	468.00	491.00		4.91%

CITY OF MUSKEGON										
Master Fee Resolution - Schedule of Fees										
(Effective 1/1/2005)										
				2001	2002	2003	2004	2005	DEPARTMENT	%
LINE	DEPT	DESCRIPTION	UNIT	FEE	FEE	FEE	FEE	FEE	COMMENTS	CHANGE
41	CEMETERIES	CEMETERIES OPENING (DEVICE) NR	EACH	525.00	525.00	525.00	578.00	607.00		5.02%
42	CEMETERIES	CEMETERIES OPENING (SET UP AT GRAVE)	EACH	450.00	450.00	450.00	495.00	520.00		5.05%
43	CEMETERIES	CEMETERIES OPENING (SET UP AT GRAVE) NR	EACH	550.00	550.00	550.00	605.00	635.00		4.96%
44	CEMETERIES	CEMETERIES OPENING (STILLBORN IN BABYLAND)	EACH	125.00	125.00	125.00	138.00	145.00		5.07%
45	CEMETERIES	CEMETERIES OPENING (STILLBORN IN BABYLAND) NR	EACH	150.00	150.00	150.00	165.00	173.00		4.85%
46	CEMETERIES	CEMETERIES OPENING (STILLBORN NOT IN BABYLAND)	EACH	225.00	225.00	225.00	248.00	260.00		4.84%
47	CEMETERIES	CEMETERIES OPENING (STILLBORN NOT IN BABYLAND) NR	EACH	275.00	275.00	275.00	303.00	318.00		4.95%
48	CEMETERIES	CEMETERIES OPENING (TENT AT GRAVE)	EACH	500.00	500.00	500.00	550.00	578.00		5.09%
49	CEMETERIES	CEMETERIES OPENING (TENT AT GRAVE) NR	EACH	600.00	600.00	600.00	660.00	693.00		5.00%
50	CEMETERIES	CEMETERIES OVERTIME (MON-SAT AFTER 2:30PM)	EACH	150.00	150.00	150.00	165.00	173.00		4.85%
51	CEMETERIES	CEMETERIES OVERTIME (MON-SAT AFTER 2:30PM) NR	EACH	150.00	150.00	150.00	165.00	173.00		4.85%
52	CEMETERIES	CEMETERIES OVERTIME (SATURDAYS & HOLIDAYS)	EACH	250.00	250.00	250.00	275.00	289.00		5.09%
53	CEMETERIES	CEMETERIES OVERTIME (SATURDAYS & HOLIDAYS) NR	EACH	250.00	250.00	250.00	275.00	289.00		5.09%
54	CEMETERIES	CEMETERIES OVERTIME (SUNDAYS)	EACH	375.00	375.00	375.00	413.00	434.00		5.08%
55	CEMETERIES	CEMETERIES NICHES (2 UPPER ROWS)	EACH	1,325.00	1,325.00	1,000.00	1,000.00	1,050.00		5.00%
56	CEMETERIES	CEMETERIES NICHES (2 UPPER ROWS) NR	EACH	1,525.00	1,525.00	1,200.00	1,200.00	1,260.00		5.00%
57	CEMETERIES	CEMETERIES NICHES (2 LOWER ROWS)	EACH	1,275.00	1,275.00	900.00	900.00	945.00		5.00%
58	CEMETERIES	CEMETERIES NICHES (2 LOWER ROWS) NR	EACH	1,475.00	1,475.00	1,100.00	1,100.00	1,155.00		5.00%
59	CEMETERIES	CEMETERIES NICHES (OPEN/CLOSING)	EACH	125.00	125.00	125.00	138.00	145.00		5.07%
60	CEMETERIES	CEMETERIES NICHES (OPEN/CLOSING) NR	EACH	175.00	175.00	175.00	193.00	203.00		5.18%

CITY OF MUSKEGON										
Master Fee Resolution - Schedule of Fees										
(Effective 1/1/2005)										
LINE	DEPT	DESCRIPTION	UNIT	2001 FEE	2002 FEE	2003 FEE	2004 FEE	2005 FEE	DEPARTMENT COMMENTS	% CHANGE
61	CEMETERIES	CEMETERIES PRICES (1/2 GRAVE--ALL CEMETERIES)	EACH	350.00	350.00	400.00	440.00	462.00		5.00%
62	CEMETERIES	CEMETERIES PRICES (1/2 GRAVE--ALL CEMETERIES) NR *	EACH	450.00	450.00	500.00	550.00	578.00		5.09%
63	CEMETERIES	CEMETERIES PRICES (SPLITTING FULL GRAVE--ALL CEMETERIES) NR *	EACH	0.00	0.00	150.00	150.00	158.00		5.33%
64	CEMETERIES	CEMETERIES SERVICE	PER SQUARE INCH	0.40	0.40	0.40	0.50	0.55		10.00%
65	CEMETERIES	CEMETERIES SERVICE (GOVERNMENT MARKERS)	EACH	70.00	70.00	70.00	70.00	60.00		-14.29%
66	CEMETERIES	CEMETERIES SERVICE (MARKERS MINIMUM)	EACH	55.00	55.00	55.00	55.00	60.00		9.09%
67	CEMETERIES	CEMETERIES SERVICE (MAUSOLEUM VASES)	EACH	75.00	75.00	75.00	75.00	COST + 40%		0.00%
68	CEMETERIES	CEMETERIES SERVICE (PRE-NEED HANDLING CHARGE)	EACH	10.00	10.00	10.00	20.00	25.00		25.00%
69	CEMETERIES	CEMETERIES SERVICE (SMALL VASES) RESTLAWN	EACH	30.00	30.00	40.00	40.00	COST + 40%		0.00%
70	CEMETERIES	ENTOMBMENT - EVERGREEN MAUSOLEUM	EACH	150.00	150.00	150.00	165.00	173.00		4.85%
71	CEMETERIES	ENTOMBMENT NR - EVERGREEN MAUSOLEUM	EACH	200.00	200.00	200.00	220.00	231.00		5.00%
72	CEMETERIES	OPENING (SEAL VAULT LID)	EACH	32.00	32.00	32.00	32.00	35.00		9.38%
73	CEMETERIES	PERPETUAL CARE - OAKWOOD, EVERGREEN, & LAKESIDE	EACH	300.00	300.00	300.00	315.00	331.00		5.08%
74	CEMETERIES	PERPETUAL CARE - RESTLAWN	EACH	275.00	275.00	275.00	289.00	303.00		4.84%
75	CEMETERIES	PERPETUAL CARE - RESTLAWN (UPRIGHT MARKERS)	EACH	0.00	0.00	0.00	315.00	331.00		5.08%
76	CEMETERIES	TRANSFER & AFFIDAVIT FEE PER GRAVE SPACE	EACH	10.00	10.00	10.00	20.00	25.00		25.00%
77	CEMETERIES	CHAPEL FUNERAL SERVICE	EACH	0.00	0.00	0.00	0.00	50.00		***NEW FEE
78	CEMETERIES	FAMILY TREE SEARCH	SINGLE SEARCH	0.00	0.00	0.00	0.00	3.00		***NEW FEE
79	CEMETERIES	FAMILY TREE SEARCH	FIVE SEARCHES	0.00	0.00	0.00	0.00	10.00		***NEW FEE
80	CLERK	ADDRESS LABELS - VOTER REGISTRATION	EACH	0.05	0.05	0.05	0.05	0.05		

CITY OF MUSKEGON										
Master Fee Resolution - Schedule of Fees										
(Effective 1/1/2005)										
LINE	DEPT	DESCRIPTION	UNIT	2001 FEE	2002 FEE	2003 FEE	2004 FEE	2005 FEE	DEPARTMENT COMMENTS	% CHANGE
81	CLERK	BUSINESS REGISTRATION	EACH	25.00	25.00	25.00	30.00	30.00		
82	CLERK	BUSINESS TRANSIENT	PER DAY	25.00	25.00	25.00	25.00	25.00		
83	CLERK	BUSINESS PEDDLER	PER DAY	10.00	10.00	10.00	10.00	10.00		
84	CLERK	BUSINESS AUCTIONEER (INDIVIDUAL EVENT)	PER EVENT	10.00	10.00	10.00	10.00	10.00		
85	CLERK	BUSINESS AUCTIONEER (REGULAR)	PER YEAR	100.00	100.00	100.00	100.00	100.00		
86	CLERK	BUSINESS COMMERCIAL GARBAGE HAULER	PER YEAR	100.00	100.00	100.00	100.00	100.00		
87	CLERK	BUSINESS DANCE HALL (INDIVIDUAL EVENT)	PER EVENT	10.00	25.00	0.00	0.00	0.00		
88	CLERK	BUSINESS DANCE HALL (REGULAR)	PER YEAR	100.00	500.00	0.00	0.00	0.00		
89	CLERK	BUSINESS ENTERTAINMENT OCCUPANCY	PER YEAR	0.00	0.00	125.00	125.00	125.00	PENDING ORDINANCE APPROVAL	
90	CLERK	CHARITABLE GAMING LICENSE	EACH	0.00	0.00	0.00	5.00	5.00		
91	CLERK	CITY HALL CONFERENCE ROOM RENTAL	PER HOUR	25.00	25.00	25.00	25.00	25.00	CHARGED TO LAW FIRMS AND OTHER FOR PROFIT ORGANIZATIONS WISHING TO USE FACILITIES FOR NON-CITY RELATED BUSINESS	
92	CLERK	ENCROACHMENT PERMIT APPLICATION FEE	EACH	100.00	100.00	100.00	100.00	100.00		
93	CLERK	ENCROACHMENT PERMIT CERTIFICATE FEE	EACH	25.00	25.00	25.00	25.00	25.00		
94	CLERK	ENCROACHMENT/RENTAL FEE (BUS BENCHES)	PER BENCH/PERMONTH	5.00	5.00	5.00	5.00	5.00		
95	CLERK	ENCROACHMENT 1-YEAR RENEWAL	EACH	0.00	0.00	10.00	10.00	10.00		
96	CLERK	ENCROACHMENT 5 -YEAR RENEWAL	EACH	0.00	0.00	50.00	50.00	50.00		
97	CLERK	FIREWORKS DISPLAY PERMIT PROCESSING FEE (30 OR MORE DAYS ADVANCE NOTICE)	EACH	0.00	0.00	0.00	50.00	50.00		
98	CLERK	FIREWORKS DISPLAY PERMIT PROCESSING FEE (LESS THAN 30 DAYS ADVANCE NOTICE)	EACH	0.00	0.00	0.00	100.00	100.00		
99	CLERK	GAMING LICENSE REQUEST	EACH	0.00	0.00	10.00	25.00	25.00		
100	CLERK	LIQUOR LICENSE RENEWAL	EACH	100.00	100.00	100.00	100.00	100.00		

CITY OF MUSKEGON										
Master Fee Resolution - Schedule of Fees										
(Effective 1/1/2005)										
				2001	2002	2003	2004	2005	DEPARTMENT	%
LINE	DEPT	DESCRIPTION	UNIT	FEE	FEE	FEE	FEE	FEE	COMMENTS	CHANGE
101	CLERK	LIQUOR LICENSE TRANSFER OF OWNERSHIP OR LOCATION	EACH	250.00	250.00	250.00	250.00	250.00		
102	CLERK	LIQUOR LICENSE NEW CLASS C LICENSE	EACH	750.00	750.00	750.00	750.00	750.00	IF LICENSE AVAILABLE	
103	CLERK	LIQUOR LICENSE NEW SDD OR SDM	EACH	200.00	200.00	200.00	250.00	250.00		
104	CLERK	LIQUOR LICENSE (SPECIAL EVENT) APPLICATION FEE	EACH	100.00	100.00	100.00	100.00	100.00		
105	CLERK	ORDINANCE BOOK	EACH	250.00	250.00	250.00	250.00	250.00		
106	CLERK	ORDINANCE BOOK ON CD-ROM	EACH	250.00	250.00	250.00	250.00	250.00		
107	CLERK	ORDINANCE BOOK SUBSCRIPTION SERVICE (BI-ANNUAL UPDATES)	PER YEAR	50.00	50.00	50.00	50.00	50.00	IN ADDITION TO BASE FEE	
108	CLERK	PASSPORT APPLICATION FEE	EACH	0.00	0.00	30.00	30.00	30.00		
109	CLERK	PASSPORT PHOTO FEE	2 PHOTOS	0.00	0.00	10.00	10.00	10.00		
110	CLERK	PRECINCT MAPS	EACH	7.50	7.50	7.50	7.50	7.50		
111	CLERK	PUBLIC NOTARY FEE	EACH	1.00	1.00	2.00	2.00	2.00		
112	CLERK/LEISURE SV	SPECIAL EVENT PERMIT FEE	EACH	25.00	25.00	25.00	0.00	0.00	SEE "SPECIAL EVENTS" SECTION	
113	CLERK	TAXI CAB COMPANY	PER CAB	25.00	25.00	25.00	25.00	25.00		
114	CLERK	TAXI CAB DRIVER LICENSE	EACH	0.00	0.00	10.00	10.00	10.00		
115	CLERK	TAXI CAB DRIVER LICENSE PHOTO FEE	EACH	5.00	5.00	5.00	5.00	5.00		
116	CLERK	TELECOMMUNICATIONS ACT NEW PROVIDER FEE	EACH	0.00	0.00	500.00	500.00	500.00	PER NEW STATE TELECOMMUNICATIONS ACT	
117	CLERK	VOTER HISTORY - ON DISK	EACH	50.00	50.00	50.00	50.00	50.00		
118	CLERK	VOTER REGISTRATION - HARDCOPY LIST	EACH	0.01	0.01	0.01	0.01	0.01		
119	CNS	MORTGAGE REFINANCE FEE	EACH	50.00	50.00	50.00	50.00	50.00		
120	CNS	REHAB LOAN APPLICATION FEE	EACH	200.00	200.00	200.00	200.00	200.00		

CITY OF MUSKEGON										
Master Fee Resolution - Schedule of Fees										
(Effective 1/1/2005)										
LINE	DEPT	DESCRIPTION	UNIT	2001 FEE	2002 FEE	2003 FEE	2004 FEE	2005 FEE	DEPARTMENT COMMENTS	% CHANGE
121	CNS	RENTAL REHAB APPLICATION FEE FEE	PER LOAN	100.00	100.00	100.00	100.00	100.00		
122	DPW	ADDITIONAL GARBAGE SERVICE (1 TONER)	PER MONTH	10.00	12.00	12.00	12.00	12.00		
123	DPW	APPLIANCE STICKER	EACH	25.00	25.00	25.00	25.00	25.00		
124	DPW	GARBAGE CART REPLACEMENT - DAMAGED BY USER	EACH	50.00	50.00	50.00	50.00	50.00		
125	DPW	GARBAGE RECYCLING BIN	EACH	5.00	5.00	5.00	5.00	5.00		
126	DPW	GARBAGE SERVICE - SMALL BUSINESS	PER MONTH	10.00	12.00	12.00	15.00	15.00	INCLUDES CHURCHES AND NON-PROFITS	
127	DPW	GARBAGE SERVICE - UNAUTHORIZED USE OF CARTS	PER INCIDENT	20.00	30.00	30.00	30.00	30.00		
128	DPW	GARBAGE SERVICE - REPLACE LOST/STOLEN CART	EACH	15.00	25.00	25.00	25.00	25.00		
129	DPW	GARBAGE SERVICE - NEW SERVICE STARTUP	EACH	0.00	50.00	50.00	50.00	50.00		
130	DPW	GARBAGE SERVICE - MIXED REFUSE STICKER	EACH	1.50	1.50	1.50	2.00	2.00	BUY 6 FOR \$10.00 - UNIT PRICE \$1.67	
131	DPW	GARBAGE SERVICE - SECOND 35 GAL CART	PER MONTH	7.00	7.00	7.00	7.00	7.00		
132	DPW	FEE FOR SPECIAL COLLECTION OF ILLIEGAL MATERIALS	EACH	50.00	50.00	50.00	50.00	50.00	OR ACTUAL COSTS (WHICHEVER IS GREATER)	
133	DPW	FEE FOR BULK YARD WASTE DROP OFF (DURING REGULAR HOURS)	EACH	0.00	0.00	0.00	25.00	25.00		
134	DPW	SENIOR TRANSIT	PER RIDE	1.00	1.00	1.00	1.00	1.00		
135	DPW	REPLACE EMPLOYEE ID/ACCESS TKC CARD	PER LOST CARD	0.00	0.00	0.00	50.00	50.00	NO CHARGE FOR FIRST REPLACEMENT	
136	ENGINEERING	CHARGE FOR BLUEPRINTS (PLANS & UTILITY MAPS)	EACH	8.00	8.00	8.00	8.00	8.00		
137	ENGINEERING	CHARGE FOR BID DOCUMENTS (STANDARD)	EACH	0.00	0.00	0.00	0.00	40.00		***NEW FEE
138	ENGINEERING	CHARGE FOR BID DOCUMENTS (NON-STANDARD)	EACH					ACTUAL COSTS		
139	ENGINEERING	SOIL REMOVAL, STRIPPING, & DUMPING INSPECTION FEE	PER VISIT	50.00	50.00	50.00	50.00	50.00		
140	ENGINEERING	SOIL REMOVAL, STRIPPING, & DUMPING PERMIT	EACH	275.00	275.00	275.00	275.00	275.00		

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Master Fee Resolution - Schedule of Fees										
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LINE	DEPT	DESCRIPTION	UNIT	2001 FEE	2002 FEE	2003 FEE	2004 FEE	2005 FEE	DEPARTMENT COMMENTS	% CHANGE
141	ENGINEERING	STORM WATER MANAGEMENT BILLING FEE	PER BILL	5.00	5.00	5.00	5.00	5.00		
142	ENGINEERING	STORM WATER MANAGEMENT HOOKUP FEE FOR SYSTEM AVAILABILITY	EACH	175.00	175.00	175.00	175.00	175.00	5,000 GALLON PER DAY MAXIMUM	
143	ENGINEERING	STORM WATER MANAGEMENT PERMIT APPLICATION FEE	EACH	500.00	500.00	500.00	500.00	500.00		
144	ENGINEERING	STORM WATER MANAGEMENT SYSTEM USE FEE	PER 1,000 GALLONS	0.20	0.20	0.20	0.20	0.20		
145	ENGINEERING	R-O-W/SIDEWALK CUT APPLICATION FEE	EACH	15.00	15.00	15.00	15.00	20.00		33.33%
146	ENGINEERING	R-O-W/SIDEWALK CUT PERMIT FEE	APPROACH	15.00	15.00	15.00	15.00	20.00		33.33%
147	ENGINEERING	UTILITY ANNUAL PERMIT FEE	EACH	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00		
148	ENGINEERING	UTILITY CUT PERMIT APPLICATION FEE	EACH	50.00	50.00	50.00	50.00	50.00		
149	ENGINEERING	UTILITY CUT PERMIT FEE	UNIT	20.00	20.00	20.00	20.00	20.00		
150	ENGINEERING	UTILITY CUT (PAVEMENT REMOVAL-PAVEMENT <4 YEARSOLD)	SQUARE YARD	135.00	100.00	100.00	100.00	100.00	FEES ADJUSTED TO REFLECT RESIDUAL VALUE	
151	ENGINEERING	UTILITY CUT (PAVEMENT REMOVAL-PAVEMENT 4-9 YEARSOLD)	SQUARE YARD	100.00	75.00	75.00	75.00	75.00	FEES ADJUSTED TO REFLECT RESIDUAL VALUE	
152	ENGINEERING	UTILITY CUT (PAVEMENT REMOVAL-PAVEMENT >10 YEARSOLD)	SQUARE YARD	75.00	50.00	50.00	50.00	50.00	FEES ADJUSTED TO REFLECT RESIDUAL VALUE	
153	ENGINEERING	UTILITY CUT (PROJECT DURATION)	WEEK	27.50	27.50	27.50	27.50	27.50		
154	ENV SERVICES	ADMINISTRATIVE FEE	EACH OCCURRENCE	50.00	50.00	50.00	50.00	60.00		20.00%
155	ENV SERVICES	CAT CONTROL LICENSE FEE - NEUTERED CATS	ANNUAL	0.00	5.00	10.00	10.00	10.00		
156	ENV SERVICES	CAT CONTROL LICENSE FEE - UNNEUTERED CATS	ANNUAL	0.00	10.00	25.00	25.00	40.00		60.00%
157	ENV SERVICES	CAT CONTROL LICENSE FEE - UNNEUTERED CATS (SENIOR CITIZEN OWNER)	ANNUAL	0.00	10.00	25.00	25.00	20.00		-20.00%
158	ENV SERVICES	CAT CONTROL LICENSE FEE - LATE LICENSE (AFTER MARCH 1)	EACH OCCURRENCE	0.00	35.00	35.00	35.00	80.00		128.57%
159	ENV SERVICES	CAT CONTROL LICENSE FEE - IMPOUND	EACH OCCURRENCE	0.00	25.00	35.00	35.00	35.00		
160	ENV SERVICES	ALERT NOTIFICATION - FAX	ANNUAL - LOCAL	0.00	0.00	10.00	20.00	20.00		

CITY OF MUSKEGON										
Master Fee Resolution - Schedule of Fees										
(Effective 1/1/2005)										
LINE	DEPT	DESCRIPTION	UNIT	2001 FEE	2002 FEE	2003 FEE	2004 FEE	2005 FEE	DEPARTMENT COMMENTS	% CHANGE
161	ENV SERVICES	ALERT NOTIFICATION - FAX	ANNUAL - LONG DISTANCE	0.00	0.00	25.00	75.00	75.00		
162	FINANCE	REPLACEMENT OF LOST PAYROLL CHECK	EACH OCCURRENCE	25.00	25.00	25.00	25.00	25.00		
163	FINANCE	PROCESSING PENSION EDRO FOR DIVORCE CASES	EACH	400.00	400.00	400.00	400.00	600.00	COST SPLIT BETWEEN PARTIES	50.00%
164	FINANCE	COPIES OF CITY BUDGET OR CAFR (FOIA REQUESTS)	EACH	20.00	20.00	20.00	20.00	25.00		25.00%
165	FIRE	FIRE REPORT COPY (MAJOR FIRE)	EACH	15.00	15.00	15.00	15.00	15.00		
166	FIRE	FIRE REPORT COPY (REGULAR)	EACH	5.00	5.00	5.00	5.00	5.00		
167	FIRE	FIRE REPORT PHOTOGRAPHS	EACH	1.00	1.00	1.00	1.00	1.00		
168	FIRE	INSURANCE ADMINISTRATION ESCROW	EACH INCIDENT	15.00	15.00	15.00	15.00	15.00	PLUS RELATED COURT COSTS	
169	FIRE	FIRE INSPECTION ADDITIONAL VISIT	EACH INCIDENT	50.00	50.00	50.00	50.00	75.00		50.00%
170	FIRE	ARSON FIRE RESTITUTION FEE	PER HR ON CALL	655.00	655.00	655.00	655.00	720.00	PLUS RELATED COURT COSTS	9.92%
171	FIRE	FALSE ALARM FEE	PER HR ON CALL	655.00	655.00	655.00	655.00	720.00	AFTER 3RD FALSE ALARM IN ONE YEAR	9.92%
172	FIRE	WILLFUL NEGLIGENCE FIRE FEE	PER HR ON CALL	655.00	655.00	655.00	655.00	720.00		9.92%
173	FIRE	CONFINED SPACE RESCUE FEE	PER HR ON CALL	655.00	655.00	655.00	655.00	720.00		9.92%
174	FIRE	ICE RESCUE CALL	PER HR ON CALL	100.00	100.00	100.00	100.00	110.00		10.00%
175	FIRE	DOWNGED POWER LINE	PER HR	170.00	170.00	170.00	170.00	185.00	AFTER FIRST HOUR	8.82%
176	FIRE	SPECIAL USE PERMITS (PER UFC)	EACH PER YEAR	50.00	50.00	100.00	100.00	100.00		
177	FIRE	STRUCTURE FIRE RESPONSE	EACH	0.00	0.00	0.00	0.00	500.00	CHARGED TO HOMEOWNER'S INSURANCE COMPANY	***NEW FEE
178	FIRE	PI ACCIDENT RESPONSE	EACH	0.00	0.00	0.00	0.00	500.00	CHARGED TO AT FAULT DRIVER'S AUTO INSURANCE COMPANY	***NEW FEE
179	FARMERS' MARKET	FRONT CORNER	0-2 MONTHS	300.00	300.00	300.00	300.00	300.00		
180	FARMERS' MARKET	FRONT REGULAR	0-2 MONTHS	275.00	275.00	275.00	275.00	275.00		

CITY OF MUSKEGON										
Master Fee Resolution - Schedule of Fees										
(Effective 1/1/2005)										
LINE	DEPT	DESCRIPTION	UNIT	2001 FEE	2002 FEE	2003 FEE	2004 FEE	2005 FEE	DEPARTMENT COMMENTS	% CHANGE
181	FARMERS' MARKET	BACK CORNER	0-2 MONTHS	175.00	175.00	175.00	175.00	175.00		
182	FARMERS' MARKET	BACK REGULAR	0-2 MONTHS	150.00	150.00	150.00	150.00	150.00		
183	FARMERS' MARKET	FRONT CORNER	3 MONTHS	330.00	330.00	330.00	330.00	330.00		
184	FARMERS' MARKET	FRONT REGULAR	3 MONTHS	303.00	303.00	303.00	303.00	303.00		
185	FARMERS' MARKET	BACK CORNER	3 MONTHS	193.00	193.00	193.00	193.00	193.00		
186	FARMERS' MARKET	BACK REGULAR	3 MONTHS	165.00	165.00	165.00	165.00	165.00		
187	FARMERS' MARKET	FRONT CORNER	4 MONTHS	336.00	336.00	336.00	336.00	336.00		
188	FARMERS' MARKET	FRONT REGULAR	4 MONTHS	308.00	308.00	308.00	308.00	308.00		
189	FARMERS' MARKET	BACK CORNER	4 MONTHS	196.00	196.00	196.00	196.00	196.00		
190	FARMERS' MARKET	BACK REGULAR	4 MONTHS	168.00	168.00	168.00	168.00	168.00		
191	FARMERS' MARKET	FRONT CORNER	5 MONTHS	345.00	345.00	345.00	345.00	345.00		
192	FARMERS' MARKET	FRONT REGULAR	5 MONTHS	316.00	316.00	316.00	316.00	316.00		
193	FARMERS' MARKET	BACK CORNER	5 MONTHS	201.00	201.00	201.00	201.00	201.00		
194	FARMERS' MARKET	BACK REGULAR	5 MONTHS	173.00	173.00	173.00	173.00	173.00		
195	FARMERS' MARKET	FRONT CORNER	6 MONTHS	354.00	354.00	354.00	354.00	354.00		
196	FARMERS' MARKET	FRONT REGULAR	6 MONTHS	325.00	325.00	325.00	325.00	325.00		
197	FARMERS' MARKET	BACK CORNER	6 MONTHS	207.00	207.00	207.00	207.00	207.00		
198	FARMERS' MARKET	BACK REGULAR	6 MONTHS	177.00	177.00	177.00	177.00	177.00		
199	FARMERS' MARKET	FRONT CORNER	7 MONTHS	360.00	360.00	360.00	360.00	360.00		
200	FARMERS' MARKET	FRONT REGULAR	7 MONTHS	330.00	330.00	330.00	330.00	330.00		

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Master Fee Resolution - Schedule of Fees										
(Effective 1/1/2005)										
LINE	DEPT	DESCRIPTION	UNIT	2001 FEE	2002 FEE	2003 FEE	2004 FEE	2005 FEE	DEPARTMENT COMMENTS	% CHANGE
201	FARMERS' MARKET	BACK CORNER	7 MONTHS	210.00	210.00	210.00	210.00	210.00		
202	FARMERS' MARKET	BACK REGULAR	7 MONTHS	180.00	180.00	180.00	180.00	180.00		
203	FARMERS' MARKET	FRONT CORNER	8 MONTHS	375.00	375.00	375.00	375.00	375.00		
204	FARMERS' MARKET	FRONT REGULAR	8 MONTHS	344.00	344.00	344.00	344.00	344.00		
205	FARMERS' MARKET	BACK CORNER	8 MONTHS	219.00	219.00	219.00	219.00	219.00		
206	FARMERS' MARKET	BACK REGULAR	8 MONTHS	188.00	188.00	188.00	188.00	188.00		
207	FLEA MARKET	DEALERS SPACE - CORNER COVERED SPACE	DAILY	8.00	8.00	8.00	8.00	8.00		
208	FLEA MARKET	DEALERS SPACE - 10 x 15 COVERED SPACE	DAILY	7.00	7.00	7.00	7.00	7.00		
209	FLEA MARKET	DEALERS SPACE - 10 x 30 ASPHALT SPACE	DAILY	6.00	6.00	6.00	6.00	6.00		
210	FLEA MARKET	DEALERS SPACE - 10 x 40 FIELD SPACE	DAILY	5.00	5.00	5.00	5.00	5.00		
211	FORESTRY	TREE REPLACEMENT PLANTING FEE	EACH	200.00	200.00	200.00	200.00	200.00		
212	FORESTRY	TREE REMOVAL FEE (3" - 6" DIAMETER)	EACH	150.00	150.00	150.00	150.00	200.00	TREE MEASURED AT 4' ABOVE GRADE	33.33%
213	FORESTRY	TREE REMOVAL FEE (6" - 12" DIAMETER)	EACH	250.00	250.00	250.00	250.00	300.00	TREE MEASURED AT 4' ABOVE GRADE	20.00%
214	FORESTRY	TREE REMOVAL FEE (12" - 18" DIAMETER)	EACH	275.00	275.00	275.00	275.00	345.00	TREE MEASURED AT 4' ABOVE GRADE	25.45%
215	FORESTRY	TREE REMOVAL FEE (18" - 24" DIAMETER)	EACH	525.00	525.00	525.00	525.00	650.00	TREE MEASURED AT 4' ABOVE GRADE	23.81%
216	FORESTRY	TREE REMOVAL FEE (24" - 30" DIAMETER)	EACH	600.00	600.00	600.00	600.00	750.00	TREE MEASURED AT 4' ABOVE GRADE	25.00%
217	FORESTRY	TREE REMOVAL FEE (30" - 36" DIAMETER)	EACH	900.00	900.00	900.00	900.00	1,000.00	TREE MEASURED AT 4' ABOVE GRADE	11.11%
218	FORESTRY	TREE REMOVAL FEE (36" - 42" DIAMETER)	EACH	1,100.00	1,100.00	1,100.00	1,100.00	1,700.00	TREE MEASURED AT 4' ABOVE GRADE	54.55%
219	FORESTRY	TREE REMOVAL FEE (42" AND OVER DIAMETER)	EACH	1,300.00	1,300.00	1,300.00	1,300.00	1,900.00	TREE MEASURED AT 4' ABOVE GRADE	46.15%
220	FORESTRY	BANNER INSTALLATION	EACH	0.00	0.00	0.00	0.00	50.00		***NEW FEE

CITY OF MUSKEGON										
Master Fee Resolution - Schedule of Fees										
(Effective 1/1/2005)										
				2001	2002	2003	2004	2005	DEPARTMENT	%
LINE	DEPT	DESCRIPTION	UNIT	FEE	FEE	FEE	FEE	FEE	COMMENTS	CHANGE
221	INCOME TAX	DELINQUENT PAYMENT AGREEMENT ADMINISTRATION FEE	EACH	15.00	15.00	15.00	15.00	15.00	PLUS RELATED PENALTIES & INTEREST	
222	INSPECTION SERVICES	BUILDING CONTRACTOR REGISTRATION FEE	EACH	0.00	0.00	15.00	15.00	15.00		
223	INSPECTION SERVICES	BUILDING DEMOLITION PERMIT (COMMERCIAL)	EACH	25.00%	25.00%	25.00%	25.00%	25.00%	OF VALUE; \$40.00 MINIMUM FEE	
224	INSPECTION SERVICES	BUILDING DEMOLITION PERMIT (GARAGE)	EACH	15.00	15.00	15.00	15.00	15.00		
225	INSPECTION SERVICES	BUILDING DEMOLITION PERMIT (RESIDENTIAL)	EACH	45.00	45.00	45.00	45.00	45.00		
226	INSPECTION SERVICES	BUILDING PERMIT FEES (\$1-\$500 VALUE)	EACH	23.50	23.50	23.50	23.50	23.50	PER UNIFORM BUILDING CODE	
227	INSPECTION SERVICES	BUILDING PERMIT FEES (\$501-\$2,000 VALUE)	BASE	23.50	23.50	23.50	23.50	23.50	PER UNIFORM BUILDING CODE	
228	INSPECTION SERVICES	BUILDING PERMIT FEES (\$501-\$2,000 VALUE)	EACH ADDITIONAL \$100	3.05	3.05	3.05	3.05	3.05	PER UNIFORM BUILDING CODE	
229	INSPECTION SERVICES	BUILDING PERMIT FEES (\$2,001-\$25,000 VALUE)	BASE	69.25	69.25	69.25	69.25	69.25	PER UNIFORM BUILDING CODE	
230	INSPECTION SERVICES	BUILDING PERMIT FEES (\$2,001-\$25,000 VALUE)	EACH ADDITIONAL \$1,000	14.00	14.00	14.00	14.00	14.00	PER UNIFORM BUILDING CODE	
231	INSPECTION SERVICES	BUILDING PERMIT FEES (\$25,001-\$50,000 VALUE)	BASE	391.75	391.75	391.75	391.75	391.75	PER UNIFORM BUILDING CODE	
232	INSPECTION SERVICES	BUILDING PERMIT FEES (\$25,001-\$50,000 VALUE)	EACH ADDITIONAL \$1,000	10.10	10.10	10.10	10.10	10.10	PER UNIFORM BUILDING CODE	
233	INSPECTION SERVICES	BUILDING PERMIT FEES (\$50,001-\$100,000 VALUE)	BASE	643.75	643.75	643.75	643.75	643.75	PER UNIFORM BUILDING CODE	
234	INSPECTION SERVICES	BUILDING PERMIT FEES (\$50,001-\$100,000 VALUE)	EACH ADDITIONAL \$1,000	7.00	7.00	7.00	7.00	7.00	PER UNIFORM BUILDING CODE	
235	INSPECTION SERVICES	BUILDING PERMIT FEES (\$100,001-\$500,000 VALUE)	BASE	993.75	993.75	993.75	993.75	993.75	PER UNIFORM BUILDING CODE	
236	INSPECTION SERVICES	BUILDING PERMIT FEES (\$100,001-\$500,000 VALUE)	EACH ADDITIONAL \$1,000	5.60	5.60	5.60	5.60	5.60	PER UNIFORM BUILDING CODE	
237	INSPECTION SERVICES	BUILDING PERMIT FEES (\$500,001-\$1,000,000 VALUE)	BASE	3,233.75	3,233.75	3,233.75	3,233.75	3,233.75	PER UNIFORM BUILDING CODE	
238	INSPECTION SERVICES	BUILDING PERMIT FEES (\$500,001-\$1,000,000 VALUE)	EACH ADDITIONAL \$1,000	4.75	4.75	4.75	4.75	4.75	PER UNIFORM BUILDING CODE	
239	INSPECTION SERVICES	BUILDING PERMIT FEES (OVER \$1,000,000 VALUE)	BASE	5,608.75	5,608.75	5,608.75	5,608.75	5,608.75	PER UNIFORM BUILDING CODE	
240	INSPECTION SERVICES	BUILDING PERMIT FEES (OVER \$1,000,000 VALUE)	EACH ADDITIONAL \$1,000	3.65	3.65	3.65	3.65	3.65	PER UNIFORM BUILDING CODE	

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Master Fee Resolution - Schedule of Fees										
(Effective 1/1/2005)										
LINE	DEPT	DESCRIPTION	UNIT	2001 FEE	2002 FEE	2003 FEE	2004 FEE	2005 FEE	DEPARTMENT COMMENTS	% CHANGE
241	INSPECTION SERVICES	BUILDING PERMIT (INSPECTION-SPECIAL. REINSPECTION, ETC.)	PER HOUR	50.00	50.00	50.00	50.00	50.00	MINIMUM 2 HOURS	
242	INSPECTION SERVICES	BUILDING PERMIT (PRE-MANUFACTURED RESIDENTIAL STRUCTURE)	EACH	50.00%	50.00%	50.00%	50.00%	50.00%	OF REGULAR BUILDING PERMIT FEE	
243	INSPECTION SERVICES	BUILDING PLAN REVIEW FEE (INCL FIRE REVIEW)	PERMIT FEE	65.00%	65.00%	65.00%	65.00%	65.00%	OF APPLICABLE PERMIT FEE	
244	INSPECTION SERVICES	CONSTRUCTION BOARD OF APPEALS APPLICATION FEE	EACH	0.00	0.00	100.00	100.00	100.00		
245	INSPECTION SERVICES	ELECTRICAL PERMIT (BASE PERMIT)	BASE	35.00	35.00	35.00	35.00	35.00		
246	INSPECTION SERVICES	ELECTRICAL PERMIT (BASEBOARD HEAT UNITS)	EACH	8.00	8.00	8.00	8.00	8.00		
247	INSPECTION SERVICES	ELECTRICAL PERMIT (CIRCUITS)	EACH	5.00	5.00	5.00	5.00	5.00		
248	INSPECTION SERVICES	ELECTRICAL PERMIT (DISHWASHER)	EACH	8.00	8.00	8.00	8.00	8.00		
249	INSPECTION SERVICES	ELECTRICAL PERMIT (ENERGY RETROFIT/TEMP CONTROL)	EACH	45.00	45.00	45.00	45.00	45.00		
250	INSPECTION SERVICES	ELECTRICAL PERMIT (FEEDERS, BUS DUCTS, ETC.)	EACH 50'	9.00	9.00	9.00	9.00	9.00		
251	INSPECTION SERVICES	ELECTRICAL PERMIT (FIRE ALARM 1-10 DEVICES)	EACH	75.00	75.00	75.00	75.00	75.00		
252	INSPECTION SERVICES	ELECTRICAL PERMIT (FIRE ALARM 11-20 DEVICES)	EACH	150.00	150.00	150.00	150.00	150.00		
253	INSPECTION SERVICES	ELECTRICAL PERMIT (FIRE ALARM EA. STATION OVER 20 DEV)	EACH DEVICE	8.00	8.00	8.00	8.00	8.00		
254	INSPECTION SERVICES	ELECTRICAL PERMIT (FURNACE-UNIT HEATER)	EACH	8.00	8.00	8.00	8.00	8.00		
255	INSPECTION SERVICES	ELECTRICAL PERMIT (INSPECTION-ADDITIONAL)	PER HOUR	50.00	50.00	50.00	50.00	35.00	MINIMUM 1 HOUR	-30.00%
256	INSPECTION SERVICES	ELECTRICAL PERMIT (INSPECTION-FINAL)	EACH	35.00	35.00	35.00	35.00	35.00		
257	INSPECTION SERVICES	ELECTRICAL PERMIT (INSPECTION-HOURLY FEE)	HOURLY	50.00	50.00	50.00	50.00	50.00	MINIMUM 1 HOUR	
258	INSPECTION SERVICES	ELECTRICAL PERMIT (INSPECTION-SPECIAL/SAFETY)	HOURLY	50.00	50.00	50.00	50.00	50.00	MINIMUM 1 HOUR	
259	INSPECTION SERVICES	ELECTRICAL PERMIT (KVA OR HP UP TO 20)	EACH	9.00	9.00	9.00	9.00	9.00		
260	INSPECTION SERVICES	ELECTRICAL PERMIT (KVA & HP 21 TO 50)	EACH	15.00	15.00	15.00	15.00	15.00		

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Master Fee Resolution - Schedule of Fees										
(Effective 1/1/2005)										
LINE	DEPT	DESCRIPTION	UNIT	2001 FEE	2002 FEE	2003 FEE	2004 FEE	2005 FEE	DEPARTMENT COMMENTS	% CHANGE
261	INSPECTION SERVICES	ELECTRICAL PERMIT (KVA & HP 50 AND OVER)	EACH	18.00	18.00	18.00	18.00	18.00		
262	INSPECTION SERVICES	ELECTRICAL PERMIT (LIGHTING FIXTURES-PER 25)	EACH	9.00	9.00	9.00	9.00	9.00		
263	INSPECTION SERVICES	ELECTRICAL PERMIT (METER INSPECTION/POWER TURN-ON)	EACH	25.00	25.00	25.00	25.00	ACTUAL COSTS		
264	INSPECTION SERVICES	ELECTRICAL PERMIT (MOBILE HOME SITE)	EACH	9.00	9.00	9.00	9.00	9.00		
265	INSPECTION SERVICES	ELECTRICAL PERMIT (POWER OUTLETS-INC RANGES, DRYERS)	EACH	10.00	10.00	10.00	10.00	10.00		
266	INSPECTION SERVICES	ELECTRICAL PERMIT (RECREATIONAL VEHICLE SITE)	EACH	8.00	8.00	8.00	8.00	8.00		
267	INSPECTION SERVICES	ELECTRICAL PERMIT (SERVICES 0 TO 200 AMP)	EACH	15.00	15.00	15.00	15.00	15.00		
268	INSPECTION SERVICES	ELECTRICAL PERMIT (SERVICES 201 TO 600 AMP)	EACH	20.00	20.00	20.00	20.00	20.00		
269	INSPECTION SERVICES	ELECTRICAL PERMIT (SERVICES 601 TO 800 AMP)	EACH	23.00	23.00	23.00	23.00	23.00		
270	INSPECTION SERVICES	ELECTRICAL PERMIT (SERVICES 801 TO 1200 AMP)	EACH	30.00	30.00	30.00	30.00	30.00		
271	INSPECTION SERVICES	ELECTRICAL PERMIT (SERVICES OVER 1200 AMP/GFI ONLY)	EACH	50.00	50.00	50.00	50.00	50.00		
272	INSPECTION SERVICES	ELECTRICAL PERMIT (SIGNS LETTER)	EACH	15.00	15.00	15.00	15.00	15.00		
273	INSPECTION SERVICES	ELECTRICAL PERMIT (SIGNS NEON)	EACH 25'	2.00	2.00	2.00	2.00	2.00		
274	INSPECTION SERVICES	ELECTRICAL PERMIT (SIGNS UNIT)	EACH	10.00	10.00	10.00	10.00	10.00		
275	INSPECTION SERVICES	ELECTRICAL PERMIT (SPECIAL CONDUIT/GROUNDING)	EACH	45.00	45.00	45.00	45.00	45.00		
276	INSPECTION SERVICES	ELECTRICAL PLAN REVIEW FEE	EACH	25.00%	25.00%	25.00%	25.00%	25.00%	OF APPLICABLE PERMIT FEE	
277	INSPECTION SERVICES	FIRE ALARM PLAN REVIEW FEE		0.00	0.00	25.00%	25.00%	25.00%	OF PERMIT FEE FOR ANY SYSTEM OVER 10 DEVICES	
278	INSPECTION SERVICES	GARAGE MOVING FEE	EACH	200.00	200.00	200.00	200.00	200.00		
279	INSPECTION SERVICES	BUILDING MOVING FEE (EXCEPT GARAGE)	EACH	500.00	500.00	500.00	500.00	500.00		
280	INSPECTION SERVICES	HOUSING INSPECTION	EACH-BASE	60.00	60.00	75.00	75.00	75.00		

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Master Fee Resolution - Schedule of Fees										
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				2001	2002	2003	2004	2005	DEPARTMENT	%
LINE	DEPT	DESCRIPTION	UNIT	FEE	FEE	FEE	FEE	FEE	COMMENTS	CHANGE
281	INSPECTION SERVICES	HOUSING INSPECTION	PER UNIT OVER 1	10.00	10.00	15.00	15.00	15.00		
282	INSPECTION SERVICES	FIRST HOUSING RE-INSPECTION	EACH-BASE	0.00	0.00	50.00	50.00	50.00		
283	INSPECTION SERVICES	FIRST HOUSING RE-INSPECTION (MULTIPLE UNITS)	PER UNIT OVER 1	0.00	0.00	10.00	10.00	10.00		
284	INSPECTION SERVICES	SECOND HOUSING RE-INSPECTION	EACH-BASE	0.00	0.00	60.00	60.00	60.00		
285	INSPECTION SERVICES	SECOND HOUSING RE-INSPECTION (MULTIPLE UNITS)	PER UNIT OVER 1	0.00	0.00	15.00	15.00	15.00		
286	INSPECTION SERVICES	THIRD HOUSING RE-INSPECTION	EACH-BASE	0.00	0.00	75.00	75.00	75.00		
287	INSPECTION SERVICES	THIRD HOUSING RE-INSPECTION (MULTIPLE UNITS)	PER UNIT OVER 1	0.00	0.00	20.00	20.00	20.00		
288	INSPECTION SERVICES	FIRST HOUSING RE-INSPECTION - EXTERIOR	EACH-BASE	0.00	0.00	15.00	15.00	15.00	NO FEE IF ITEMS NOTED ARE CORRECTED	
289	INSPECTION SERVICES	SECOND HOUSING RE-INSPECTION - EXTERIOR	EACH-BASE	0.00	0.00	30.00	30.00	30.00		
290	INSPECTION SERVICES	HOUSING-RENTAL HOUSING REGISTRATION FEE (1 - 4 UNITS)		0.00	0.00	10.00	10.00	10.00		
291	INSPECTION SERVICES	HOUSING-RENTAL HOUSING REGISTRATION FEE (5 - 10 UNITS)		0.00	0.00	20.00	20.00	20.00		
292	INSPECTION SERVICES	HOUSING-RENTAL HOUSING REGISTRATION FEE (11 - 20 UNITS)		0.00	0.00	30.00	30.00	30.00		
293	INSPECTION SERVICES	HOUSING-RENTAL HOUSING REGISTRATION FEE (21 - 30 UNITS)		0.00	0.00	40.00	40.00	40.00		
294	INSPECTION SERVICES	HOUSING-RENTAL HOUSING REGISTRATION FEE (31 + UNITS)		0.00	0.00	50.00	50.00	50.00		
295	INSPECTION SERVICES	LATE FEE FOR RENTAL UNITS NOT REGISTERED BY MARCH 15	EACH VIOLATION	0.00	0.00	100.00	100.00	100.00		
296	INSPECTION SERVICES	HOUSING-WARRANT INSPECTION FEE	EACH	150.00	150.00	150.00	150.00	150.00		
297	INSPECTION SERVICES	LIQUOR LICENSE INSPECTION FEE	EACH	75.00	75.00	75.00	75.00	75.00		
298	INSPECTION SERVICES	LIQUOR LICENSE RE-INSPECTION FEE	EACH	45.00	45.00	45.00	45.00	45.00		
299	INSPECTION SERVICES	MECHANICAL PERMIT (AIR HANDLERS-COMMERCIAL HOODS)	EACH	15.00	15.00	15.00	15.00	15.00		
300	INSPECTION SERVICES	MECHANICAL PERMIT (AIR HANDLERS-OVER 10,000 CFM)	EACH	60.00	60.00	60.00	60.00	60.00		

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LINE	DEPT	DESCRIPTION	UNIT	2001 FEE	2002 FEE	2003 FEE	2004 FEE	2005 FEE	DEPARTMENT COMMENTS	% CHANGE
301	INSPECTION SERVICES	MECHANICAL PERMIT (AIR HANDLERS-RES BATH & KITCHEN)	EACH	5.00	5.00	5.00	5.00	5.00		
302	INSPECTION SERVICES	MECHANICAL PERMIT (AIR HANDLERS-UNDER 10,000 CFM)	EACH	20.00	20.00	20.00	20.00	20.00		
303	INSPECTION SERVICES	MECHANICAL PERMIT (A/C & REFRIG-CHILLER)	EACH	30.00	30.00	30.00	30.00	30.00		
304	INSPECTION SERVICES	MECHANICAL PERMIT (A/C & REFRIG-COMPRESSOR)	EACH	30.00	30.00	30.00	30.00	30.00		
305	INSPECTION SERVICES	MECHANICAL PERMIT (A/C & REFRIG-COOLING TOWERS)	EACH	30.00	30.00	30.00	30.00	30.00		
306	INSPECTION SERVICES	MECHANICAL PERMIT (A/C & REFRIG-EVAPORATOR COILS)	EACH	30.00	30.00	30.00	30.00	30.00		
307	INSPECTION SERVICES	MECHANICAL PERMIT (A/C & REFRIG-REFRIGERATION SPLIT SYSTEM)	EACH	30.00	30.00	30.00	30.00	30.00		
308	INSPECTION SERVICES	MECHANICAL PERMIT (BASE PERMIT)	EACH	35.00	35.00	35.00	35.00	35.00		
309	INSPECTION SERVICES	MECHANICAL PERMIT (FIRE SUPPRESSION/DUCT)	PER FOOT	0.10	0.10	0.10	0.10	0.10	\$25.00 MINIMUM FEE	
310	INSPECTION SERVICES	MECHANICAL PERMIT (FIRE SUPPRESSION/PIPING)	PER FOOT	0.10	0.10	0.10	0.10	0.10	\$25.00 MINIMUM FEE	
311	INSPECTION SERVICES	MECHANICAL PERMIT (FIRE SUPPRESSION/RESTAURANT HOODS)	EACH	50.00	50.00	150.00	150.00	150.00		
312	INSPECTION SERVICES	MECHANICAL PERMIT (FIRE SUPPRESSION/SPRINKLER HEADS)	PER HEAD	0.75	0.75	0.75	0.75	0.75	\$20.00 MINIMUM FEE	
313	INSPECTION SERVICES	MECHANICAL PERMIT (HEAT RECOVERY UNITS/THRU-WALL FAN COILS)	EACH	10.00	10.00	10.00	10.00	10.00		
314	INSPECTION SERVICES	MECHANICAL PERMIT (HEATING-BOILER CONTROLS, PUMPS)	EACH	10.00	10.00	10.00	10.00	10.00		
315	INSPECTION SERVICES	MECHANICAL PERMIT (HEATING-BOILERS)	EACH	30.00	30.00	30.00	30.00	30.00		
316	INSPECTION SERVICES	MECHANICAL PERMIT (HEATING-CHIMNEY, FACTORY BUILT)	EACH	25.00	25.00	25.00	25.00	25.00		
317	INSPECTION SERVICES	MECHANICAL PERMIT (HEATING-FLUE/VENT DAMPER)	EACH	8.00	8.00	8.00	8.00	8.00		
318	INSPECTION SERVICES	MECHANICAL PERMIT (HEATING-GAS FIRE PLACES)	EACH	20.00	20.00	20.00	20.00	20.00		
319	INSPECTION SERVICES	MECHANICAL PERMIT (HEATING-GAS PIPE TESTING NEW SERVICE)	EACH	20.00	20.00	20.00	20.00	20.00		
320	INSPECTION SERVICES	MECHANICAL PERMIT (HEATING-GAS PIPING EACH OPENING)	EACH	5.00	5.00	5.00	5.00	5.00		

CITY OF MUSKEGON										
Master Fee Resolution - Schedule of Fees										
(Effective 1/1/2005)										
				2001	2002	2003	2004	2005	DEPARTMENT	%
LINE	DEPT	DESCRIPTION	UNIT	FEE	FEE	FEE	FEE	FEE	COMMENTS	CHANGE
321	INSPECTION SERVICES	MECHANICAL PERMIT (HEATING-GAS/OIL BURNING EQUIPMENT)	EACH	30.00	30.00	30.00	30.00	30.00		
322	INSPECTION SERVICES	MECHANICAL PERMIT (HEATING-HEAT PUMPS COMMERCIAL)	EACH	30.00	30.00	30.00	30.00	30.00		
323	INSPECTION SERVICES	MECHANICAL PERMIT (HEATING-HEAT PUMPS, COMPLETE RESIDENT)	EACH	30.00	30.00	30.00	30.00	30.00		
324	INSPECTION SERVICES	MECHANICAL PERMIT (HEATING-HEAT PUMPS, COMPLETE RESIDENT)	EACH	30.00	30.00	30.00	30.00	30.00		
325	INSPECTION SERVICES	MECHANICAL PERMIT (HEATING-RESIDENTIAL A/C)	EACH	30.00	30.00	30.00	30.00	30.00		
326	INSPECTION SERVICES	MECHANICAL PERMIT (HEATING-RESIDENTIAL SYSTEM)	EACH	50.00	50.00	50.00	50.00	50.00		
327	INSPECTION SERVICES	MECHANICAL PERMIT (HEATING-SOLAR, SET OF 3 PANELS)	EACH	20.00	20.00	20.00	20.00	20.00		
328	INSPECTION SERVICES	MECHANICAL PERMIT (HEATING-SOLID FUEL EQUIPMENT COMPLETE)	EACH	30.00	30.00	30.00	30.00	30.00		
329	INSPECTION SERVICES	MECHANICAL PERMIT (HEATING-WATER HEATER)	EACH	10.00	10.00	10.00	10.00	10.00		
330	INSPECTION SERVICES	MECHANICAL PERMIT (HUMIDIFIERS)	EACH	10.00	10.00	10.00	10.00	10.00		
331	INSPECTION SERVICES	MECHANICAL PERMIT (INSPECTION-ADDITIONAL)	EACH	35.00	35.00	35.00	35.00	35.00		
332	INSPECTION SERVICES	MECHANICAL PERMIT (INSPECTION-FINAL)	EACH	35.00	35.00	35.00	35.00	35.00		
333	INSPECTION SERVICES	MECHANICAL PERMIT (INSPECTION-HOURLY RATE)	EACH	50.00	50.00	50.00	50.00	50.00		
334	INSPECTION SERVICES	MECHANICAL PERMIT (INSPECTION-SPECIAL/SAFETY)	EACH	50.00	50.00	50.00	50.00	50.00		
335	INSPECTION SERVICES	MECHANICAL PERMIT (INSPECTION-TURN ON GAS)	EACH	35.00	35.00	35.00	35.00	35.00		
336	INSPECTION SERVICES	MECHANICAL PERMIT (PROCESS PIPING/HAZARDOUS 1-4 OUTLETS)	EACH	5.00	5.00	5.00	5.00	5.00		
337	INSPECTION SERVICES	MECHANICAL PERMIT (PROCESS PIPING/HAZARDOUS 5+ MORE OUTLETS)	PER OUTLET	1.00	1.00	1.00	1.00	1.00		
338	INSPECTION SERVICES	MECHANICAL PERMIT (PROCESS PIPING/NON-HAZARDOUS 1-4 OUTLETS)	EACH	2.00	2.00	2.00	2.00	2.00		
339	INSPECTION SERVICES	MECHANICAL PERMIT (PROCESS PIPING/NON-HAZARDOUS 5+ OUTLETS)	PER OUTLET	0.50	0.50	0.50	0.50	0.50		
340	INSPECTION SERVICES	MECHANICAL PERMIT (ROOFTOP HVAC UNIT)	EACH	60.00	60.00	60.00	60.00	60.00		

CITY OF MUSKEGON										
Master Fee Resolution - Schedule of Fees										
(Effective 1/1/2005)										
LINE	DEPT	DESCRIPTION	UNIT	2001 FEE	2002 FEE	2003 FEE	2004 FEE	2005 FEE	DEPARTMENT COMMENTS	% CHANGE
341	INSPECTION SERVICES	MECHANICAL PERMIT (TANKS-ABOVEGROUND)	EACH	20.00	20.00	20.00	20.00	20.00		
342	INSPECTION SERVICES	MECHANICAL PERMIT (TANKS-UNDERGROUND)	EACH	25.00	25.00	25.00	25.00	25.00		
343	INSPECTION SERVICES	MECHANICAL PERMIT (UNIT HEATERS/TERMINAL UNITS)	EACH	15.00	15.00	15.00	15.00	15.00		
344	INSPECTION SERVICES	MECHANICAL PERMIT (UNIT VENTILATORS)	EACH	10.00	10.00	10.00	10.00	10.00		
345	INSPECTION SERVICES	MECHANICAL PLAN REVIEW FEE	EACH	25.00%	25.00%	25.00%	25.00%	25.00%	OF APPLICABLE PERMIT FEE	
346	INSPECTION SERVICES	PLUMBING PERMIT (BASE PERMIT)	EACH	35.00	35.00	35.00	35.00	35.00		
347	INSPECTION SERVICES	PLUMBING PERMIT (CONNECTION BLDG. DRAIN; SEWERS AT STREET)	EACH	8.00	8.00	8.00	8.00	8.00		
348	INSPECTION SERVICES	PLUMBING PERMIT (FIXTURES, FLOOR DRAINS, LAB DEVICES)	EACH	8.00	8.00	8.00	8.00	8.00		
349	INSPECTION SERVICES	PLUMBING PERMIT (INSPECTION ADDITIONAL)	EACH	35.00	35.00	35.00	35.00	35.00		
350	INSPECTION SERVICES	PLUMBING PERMIT (INSPECTION FINAL)	EACH	35.00	35.00	35.00	35.00	35.00		
351	INSPECTION SERVICES	PLUMBING PERMIT (INSPECTION HOURLY FEE)	EACH	50.00	50.00	50.00	50.00	50.00		
352	INSPECTION SERVICES	PLUMBING PERMIT (INSPECTION SPECIAL/SAFETY)	EACH	50.00	50.00	50.00	50.00	50.00		
353	INSPECTION SERVICES	PLUMBING PERMIT (MANHOLES-CATCHBASINS)	EACH	10.00	10.00	10.00	10.00	10.00		
354	INSPECTION SERVICES	PLUMBING PERMIT (MEDICAL GAS INSTALLATION)	PER OUTLET	0.00	0.00	8.00	8.00	8.00		
355	INSPECTION SERVICES	PLUMBING PERMIT (REDUCED PRESSURE BACKFLOW PREVENTER)	EACH	10.00	10.00	10.00	10.00	10.00		
356	INSPECTION SERVICES	PLUMBING PERMIT (SEWAGE SUMPS & EJECTORS)	EACH	10.00	10.00	10.00	10.00	10.00		
357	INSPECTION SERVICES	PLUMBING PERMIT (SEWERS-SANITARY OR STORM OVER 6")	EACH	25.00	25.00	25.00	25.00	25.00		
358	INSPECTION SERVICES	PLUMBING PERMIT (SEWERS-SANITARY OR STORM UNDER 6")	EACH	8.00	8.00	8.00	8.00	8.00		
359	INSPECTION SERVICES	PLUMBING PERMIT (STACKS, VENTS, CONDUCTORS)	EACH	5.00	5.00	5.00	5.00	5.00		
360	INSPECTION SERVICES	PLUMBING PERMIT (SUB-SOIL DRAINS)	EACH	8.00	8.00	8.00	8.00	8.00		

CITY OF MUSKEGON										
Master Fee Resolution - Schedule of Fees										
(Effective 1/1/2005)										
LINE	DEPT	DESCRIPTION	UNIT	2001 FEE	2002 FEE	2003 FEE	2004 FEE	2005 FEE	DEPARTMENT COMMENTS	% CHANGE
361	INSPECTION SERVICES	PLUMBING PERMIT (WATER DISTRIBUTION SYSTEM--1-1/2")	EACH	30.00	30.00	30.00	30.00	30.00		
362	INSPECTION SERVICES	PLUMBING PERMIT (WATER DISTRIBUTION SYSTEM--1-1/4")	EACH	23.00	23.00	23.00	23.00	23.00		
363	INSPECTION SERVICES	PLUMBING PERMIT (WATER DISTRIBUTION SYSTEM--1")	EACH	15.00	15.00	15.00	15.00	15.00		
364	INSPECTION SERVICES	PLUMBING PERMIT (WATER DISTRIBUTION SYSTEM--2")	EACH	38.00	38.00	38.00	38.00	38.00		
365	INSPECTION SERVICES	PLUMBING PERMIT (WATER DISTRIBUTION SYSTEM--3/4")	EACH	8.00	8.00	8.00	8.00	8.00		
366	INSPECTION SERVICES	PLUMBING PERMIT (WATER DISTRIBUTION SYSTEM--OVER 2")	EACH	45.00	45.00	45.00	45.00	45.00		
367	INSPECTION SERVICES	PLUMBING PERMIT (WATER SERVICE 2" TO 6")	EACH	25.00	25.00	25.00	25.00	25.00		
368	INSPECTION SERVICES	PLUMBING PERMIT (WATER SERVICE LESS THAN 2")	EACH	8.00	8.00	8.00	8.00	8.00		
369	INSPECTION SERVICES	PLUMBING PERMIT (WATER SERVICE OVER 6")	EACH	50.00	50.00	50.00	50.00	50.00		
370	INSPECTION SERVICES	PLUMBING PLAN REVIEW FEE	EACH	25.00%	25.00%	25.00%	25.00%	25.00%	OF APPLICABLE PERMIT FEE	
371	INSPECTION SERVICES	PROPERTY MAINTENANCE CODE APPEAL APPLICATION FEE	EACH	0.00	0.00	100.00	100.00	100.00		
372	INSPECTION SERVICES	ROOFING PERMIT (RE-ROOF OVER OLD ROOF/1LAYERS MAX)	\$100 PER SQUARE	0.00	0.00	APPLICABLE BLDG PERMIT FEE BASED ON VALUE OF SQUARES	APPLICABLE BLDG PERMIT FEE BASED ON VALUE OF SQUARES	APPLICABLE BLDG PERMIT FEE BASED ON VALUE OF SQUARES		
373	INSPECTION SERVICES	ROOFING PERMIT (STRIP THEN RE-ROOF)	\$200 PER SQUARE	0.00	0.00	APPLICABLE BLDG PERMIT FEE BASED ON VALUE OF SQUARES	APPLICABLE BLDG PERMIT FEE BASED ON VALUE OF SQUARES	APPLICABLE BLDG PERMIT FEE BASED ON VALUE OF SQUARES		
374	INSPECTION SERVICES	ROOFING PERMIT (STRIP, RE-SHEET, THEN RE-ROOF)	\$250 PER SQUARE	0.00	0.00	APPLICABLE BLDG PERMIT FEE BASED ON VALUE OF SQUARES	APPLICABLE BLDG PERMIT FEE BASED ON VALUE OF SQUARES	APPLICABLE BLDG PERMIT FEE BASED ON VALUE OF SQUARES		
375	MARINA	20 FOOT SLIP	EACH	1,300.00	1,300.00	1,300.00	1,300.00	1,328.00	5% DISCOUNT IS GIVEN IF FEE PAID IN FULL BY FEBRUARY 1, 2005	2.15%
376	MARINA	30 FOOT SLIP	EACH	1,585.00	1,804.00	1,804.00	1,804.00	1,894.00	5% DISCOUNT IS GIVEN IF FEE PAID IN FULL BY FEBRUARY 1, 2005	4.99%
377	MARINA	40 FOOT SLIP	EACH	2,605.00	2,784.00	2,784.00	2,784.00	2,923.00	5% DISCOUNT IS GIVEN IF FEE PAID IN FULL BY FEBRUARY 1, 2005	4.99%
378	MARINA	HARD ACCESS (SLIPS 37-46, 69) UNDER 27' ONLY	EACH	1,090.00	1,185.00	1,185.00	1,185.00	1,244.00		4.98%
379	MARINA	CLASS A MOORING	EACH	340.00	370.00	370.00	395.00	415.00	5% DISCOUNT IS GIVEN IF FEE PAID IN FULL BY FEBRUARY 1, 2005	5.06%
380	MARINA	CLASS B MOORING	EACH	290.00	315.00	315.00	335.00	352.00	5% DISCOUNT IS GIVEN IF FEE PAID IN FULL BY FEBRUARY 1, 2005	5.07%

CITY OF MUSKEGON										
Master Fee Resolution - Schedule of Fees										
(Effective 1/1/2005)										
LINE	DEPT	DESCRIPTION	UNIT	2001 FEE	2002 FEE	2003 FEE	2004 FEE	2005 FEE	DEPARTMENT COMMENTS	% CHANGE
381	MARINA	DAILY LAUNCH RAMP	EACH	5.00	5.00	5.00	5.00	10.00		100.00%
382	MARINA	PUMP OUT	EACH	4.00	5.00	5.00	5.00	5.00		
383	MARINA	SEASONAL LAUNCH RAMP STICKER	RESIDENT	35.00	35.00	40.00	40.00	40.00		
384	MARINA	SEASONAL LAUNCH RAMP STICKER	NON-RESIDENT	50.00	50.00	55.00	55.00	55.00		
385	MARINA	SEASONAL LAUNCH RAMP STICKER (SENIOR/HANDICAPPED)	EACH	15.00	15.00	25.00	25.00	25.00		
386	MARINA	SEASONAL LAUNCH RAMP STICKER (SENIOR/HANDICAPPED)	NON-RESIDENT	30.00	35.00	40.00	40.00	40.00		
387	MARINA	SMALL BOAT BASIN	EACH	710.00	775.00	775.00	775.00	814.00	5% DISCOUNT IS GIVEN IF FEE PAID IN FULL BY FEBRUARY 1, 2005	5.03%
388	MARINA	DRY STORAGE (RESIDENTS)	EACH	100.00	110.00	110.00	125.00	131.00		4.80%
389	MARINA	DRY STORAGE (NON-RESIDENTS)	EACH	155.00	165.00	165.00	185.00	194.00		4.86%
390	MARINA	TRAILER STORAGE	EACH	50.00	50.00	50.00	55.00	58.00		5.45%
391	PARKS	HACKLEY PARK PARTIES IN THE PARK	EACH EVENT	500.00	500.00	500.00	800.00	800.00	PLUS 5% OF EVENT PROFIT OVER \$5,000	
392	PARKS	MC GRAFT PARK BLDG. (CHURCH & NON-PROFIT GROUPS)	FIRST 4 HOURS	70.00	70.00	70.00	75.00	75.00		
393	PARKS	MC GRAFT PARK BLDG. (CHURCH & NON-PROFIT GROUPS)	PER ADDITIONAL HOUR	15.00	15.00	15.00	15.00	15.00		
394	PARKS	MC GRAFT PARK BLDG. (INSTRUCTIONAL PROGRAMS)	PER HOUR	15.00	15.00	15.00	25.00	25.00		
395	PARKS	MC GRAFT PARK BLDG. (WEEKDAYS NOT REGULAR GROUPS)	PER ADDITIONAL HOUR	20.00	20.00	20.00	20.00	20.00		
396	PARKS	MC GRAFT PARK BLDG. (WEEKDAYS NOT REGULAR GROUPS)	FIRST 4 HOURS	80.00	80.00	80.00	85.00	85.00		
397	PARKS	MC GRAFT PARK BLDG. (WEEKENDS NOT REGULAR GROUPS)	PER ADDITIONAL HOUR	25.00	25.00	25.00	25.00	25.00		
398	PARKS	MC GRAFT PARK BLDG. (WEEKENDS NOT REGULAR GROUPS)	FIRST 4 HOURS	100.00	100.00	100.00	105.00	105.00		
399	PARKS	MC GRAFT PARK MUSIC BOWL	HOURL	40.00	40.00	40.00	45.00	45.00		
400	PARKS	PARKS (LIGHT COSTS BALL DIAMONDS)	EACH	40.00	40.00	40.00	40.00	40.00		

CITY OF MUSKEGON											
Master Fee Resolution - Schedule of Fees											
(Effective 1/1/2005)											
LINE	DEPT	DESCRIPTION	UNIT	2001 FEE	2002 FEE	2003 FEE	2004 FEE	2005 FEE	DEPARTMENT COMMENTS	% CHANGE	
401	PARKS	PARKS (MOVE BENCHES)	EACH	ACTUAL COSTS	ACTUAL COSTS	ACTUAL COSTS	ACTUAL COSTS	ACTUAL COSTS			
402	PARKS	PARKS (MOVE BLEACHERS)	EACH	ACTUAL COSTS	ACTUAL COSTS	\$25 PLUS ACTUAL COSTS	\$25 PLUS ACTUAL COSTS	\$25 PLUS ACTUAL COSTS			
403	PARKS	PARKS (MOVE PICNIC TABLES)	EACH	ACTUAL COSTS	ACTUAL COSTS	\$10 PLUS ACTUAL COSTS	\$10 PLUS ACTUAL COSTS	\$10 PLUS ACTUAL COSTS			
404	PARKS	PARKS (MOVE STAGE)	EACH	ACTUAL COSTS	ACTUAL COSTS	\$100 PLUS ACTUAL COSTS	\$100 PLUS ACTUAL COSTS	\$100 PLUS ACTUAL COSTS			
405	PARKS	PARKS (SNOW FENCE)	EACH	ACTUAL COSTS	ACTUAL COSTS	\$15 PLUS ACTUAL COSTS	\$15 PLUS ACTUAL COSTS	\$15 PLUS ACTUAL COSTS			
406	PARKS	PARKS (SNOW FENCE RENTAL - NON-RESIDENTS)	PER ROLL	5.00	5.00	10.00	10.00	10.00			
407	PARKS	PARKS (USE OF GARBAGE CANS)	EACH	ACTUAL COSTS	ACTUAL COSTS	\$5 PLUS ACTUAL COSTS	\$5 PLUS ACTUAL COSTS	\$5 PLUS ACTUAL COSTS			
408	PARKS	PARKS (PLASTIC BAGS FOR GARBAGE CANS)	EACH BAG			0.10	0.10	0.10			
409	PARKS	WEDDING COORDINATION	PER EVENT			10.00	25.00	25.00			
410	PLANNING	MASTER PLAN COPY (CITY, DDA, LDFA) - COLOR	EACH	119.00	119.00	119.00	119.00	119.00			
411	PLANNING	MASTER PLAN COPY (CITY, DDA, LDFA) - B & W	EACH	25.00	25.00	25.00	25.00	35.00		40.00%	
412	PLANNING	DOWNTOWN PLAN COPY	EACH	30.00	30.00	30.00	30.00	30.00			
413	PLANNING	MYLAR COPIES OF AERIALS	EACH	0.00	0.00	0.00	0.00	10.00			***NEW FEE
414	ZONING	SPECIAL MEETING FEE (PLANNING, ZBA)	PER REQUEST	400.00	400.00	400.00	400.00	400.00			
415	PLANNING	OBSOLETE PROPERTY REHAB FILING & MONITORING FEE	EACH	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	OR 2% OF ABATED TAXES (WHICHEVER IS LESS)		
416	PLANNING	IFT/CFT APPLICATION FEE	EACH	1,722.00	1,722.00	1,722.00	1,722.00	1,722.00	OR 2% OF ABATED TAXES (WHICHEVER IS LESS)		
417	PLANNING	IFT/CFT APPLICATION FEE (BASE ADMINISTRATION FEE)	EACH	250.00	250.00	250.00	250.00	250.00			
418	PLANNING	GROUNDWATER ORDINANCE APPLICATION FEE	EACH	0.00	0.00	0.00	500.00	500.00			
419	PLANNING	BROWNFIELD DEVELOPMENT APPLICATION FEE	EACH	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	IF TAX CAPTURE FEE BASED ON ACTUAL COSTS		
420	POLICE	POLICE REPORTS - ACCIDENT & OFFENSE (EACH ADDITIONAL PAGE)	EACH	1.00	1.00	1.00	0.25	0.25			

CITY OF MUSKEGON										
Master Fee Resolution - Schedule of Fees										
(Effective 1/1/2005)										
LINE	DEPT	DESCRIPTION	UNIT	2001 FEE	2002 FEE	2003 FEE	2004 FEE	2005 FEE	DEPARTMENT COMMENTS	% CHANGE
421	POLICE	POLICE REPORTS - ACCIDENT & OFFENSE (FIRST PAGE)	EACH	5.50	5.50	5.50	5.50	5.50		
422	POLICE	BIKE REGISTRATION (CHANGE OWNERSHIP)	EACH	2.00	2.00	2.00	2.00	2.00		
423	POLICE	BIKE REGISTRATION (DUPLICATE)	EACH	1.00	1.00	1.00	1.00	1.00		
424	POLICE	BIKE REGISTRATION (ENGRAVING)	EACH	3.00	3.00	3.00	3.00	3.00		
425	POLICE	BIKE REGISTRATION (NEW)	EACH	2.00	2.00	2.00	2.00	2.00		
426	POLICE	CITATION COPY	EACH	3.00	3.00	3.00	5.50	5.50		
427	POLICE	CONCEALED WEAPON PERMIT (INCL. FINGERPRINT)	EACH	30.00	30.00	30.00	30.00	30.00		
428	POLICE	FALSE ALARM FEE (4TH IN YEAR)	EACH	25.00	25.00	25.00	30.00	30.00		
429	POLICE	FALSE ALARM FEE (5TH IN YEAR)	EACH	50.00	50.00	50.00	60.00	60.00		
430	POLICE	FALSE ALARM FEE (6TH OR MORE IN YEAR)	EACH	60.00	60.00	60.00	75.00	75.00		
431	POLICE	FINGERPRINTING (NON-CRIMINAL/NON-WEAPON)	EACH	10.00	10.00	10.00	15.00	15.00		
432	POLICE	QUIL COST RECOVERY FEE	EACH	ACTUAL COSTS	ACTUAL COSTS	ACTUAL COSTS	ACTUAL COSTS	ACTUAL COSTS		
433	POLICE	PHOTOGRAPH REPRODUCTION (ENLARGED)	EACH	15.00	15.00	15.00	15.00	15.00		
434	POLICE	PHOTOGRAPH REPRODUCTION (STD SIZE)	EACH	10.00	10.00	10.00	10.00	10.00		
435	POLICE	PHOTOGRAPH REPRODUCTION (CD-ROM)	EACH	0.00	0.00	0.00	5.00	5.00		
436	POLICE	SALVAGE INSPECTION	EACH	27.00	27.00	27.00	30.00	30.00		
437	POLICE	VEHICLE IMPOUND FEE (PRIVATE)	EACH	50.00	50.00	50.00	50.00	50.00		
438	POLICE	VEHICLE IMPOUND FEE (COURT-ORDERED)	EVERY 30 DAYS	50.00	50.00	50.00	50.00	50.00		
439	RECREATION	BASEBALL (ADULT)	TEAM	950.00	950.00	950.00	985.00	1,015.00		3.05%
440	RECREATION	BASEBALL (YOUTH)	TEAM	600.00	600.00	600.00	600.00	600.00		

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Master Fee Resolution - Schedule of Fees										
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LINE	DEPT	DESCRIPTION	UNIT	2001 FEE	2002 FEE	2003 FEE	2004 FEE	2005 FEE	DEPARTMENT COMMENTS	% CHANGE
441	RECREATION	BASKETBALL (MEN'S CITY LEAGUE MAJOR)	TEAM	565.00	565.00	565.00	565.00	565.00		
442	RECREATION	BASKETBALL (GRADE SCHOOL PLAYER FEE)	PLAYER	20.00	20.00	25.00	25.00	25.00		
443	RECREATION	CITY TOURNAMENT (GATE ENTRY FEE)	ADULTS	2.00	2.00	2.00	2.00	2.00		
444	RECREATION	CITY TOURNAMENT (GATE ENTRY FEE)	STUDENTS	1.00	1.00	1.00	1.00	1.00		
445	RECREATION	FALL LEAGUE SOFTBALL MINOR	TEAM	230.00	230.00	245.00	245.00	245.00		
446	RECREATION	FALL OPEN GYM (YOUTH)	PER PERSON	1.00	1.00	1.00	1.00	1.00		
447	RECREATION	FALL OPEN GYM (ADULT)	PER PERSON	2.00	2.00	2.00	2.00	2.00		
448	RECREATION	HIGH SCHOOL CITY TOURNAMENT (BASEBALL)	TEAM	120.00	120.00	120.00	135.00	135.00		
449	RECREATION	HIGH SCHOOL CITY TOURNAMENT (SOFTBALL)	TEAM	150.00	150.00	150.00	165.00	165.00		
450	RECREATION	JUNIOR SUMMER TENNIS LEAGUE	TEAM	75.00	75.00	75.00	75.00	95.00		26.67%
451	RECREATION	OUTDOOR SOCCER (ADULT)	TEAM	650.00	650.00	665.00	675.00	675.00		
452	RECREATION	PICNIC SHELTER RENTAL	RESIDENT	50.00	50.00	50.00	50.00	100.00		100.00%
453	RECREATION	PICNIC SHELTER RENTAL (200 PERSON SHELTER)	RESIDENT	65.00	65.00	65.00	65.00	125.00		92.31%
454	RECREATION	SOFTBALL CITY TOURNAMENT	TEAM	100.00	100.00	100.00	100.00	100.00		
455	RECREATION	SOFTBALL FIELD RESERVATIONS	EACH	10.00	10.00	10.00	10.00	10.00		
456	RECREATION	SOFTBALL FIELD TOURNAMENT FEES	EACH	50.00	50.00	50.00	50.00	50.00		
457	RECREATION	SOFTBALL MASA DISTRICT TOURNAMENT	TEAM	100.00	100.00	100.00	100.00	100.00		
458	RECREATION	SOFTBALL (MAJOR MEN'S SLOWPITCH)	TEAM	715.00	715.00	730.00	755.00	755.00		
459	RECREATION	SOFTBALL (SUMMER SLOWPITCH--1 UMPIRE)	TEAM	495.00	495.00	510.00	545.00	545.00		
460	RECREATION	SOFTBALL (FALL SLOWPITCH--1 UMPIRE)	TEAM	0.00	0.00	245.00	275.00	275.00		

CITY OF MUSKEGON										
Master Fee Resolution - Schedule of Fees										
(Effective 1/1/2005)										
LINE	DEPT	DESCRIPTION	UNIT	2001 FEE	2002 FEE	2003 FEE	2004 FEE	2005 FEE	DEPARTMENT COMMENTS	% CHANGE
461	RECREATION	SWIM (LEARN TO SWIM)	NON-RESIDENT	25.00	25.00	25.00	25.00	25.00		
462	RECREATION	SWIM (LEARN TO SWIM)	RESIDENT	10.00	10.00	10.00	10.00	10.00		
463	RECREATION	SWIM (OPEN SWIM YOUTH)	PER PERSON	1.00	1.00	1.00	1.00	2.00		100.00%
464	RECREATION	SWIM (OPEN SWIM ADULT)	PER PERSON	2.00	2.00	2.00	2.00	5.00		150.00%
465	RECREATION	WOMEN'S BASKETBALL	TEAM	395.00	395.00	395.00	395.00	395.00		
466	SPECIAL EVENTS	ADMINISTRATIVE FEE (FIRST TIME EVENTS ONLY)	EACH	0.00	0.00	0.00	50.00	50.00		
467	SPECIAL EVENTS	ADMINISTRATIVE FEE (AT LEAST 60 DAYS PRIOR TO EVENT)	EACH	0.00	0.00	0.00	50.00	50.00		
468	SPECIAL EVENTS	ADMINISTRATIVE FEE (59-45 DAYS PRIOR TO EVENT)	EACH	0.00	0.00	0.00	150.00	150.00		
469	SPECIAL EVENTS	ADMINISTRATIVE FEE (44-30 DAYS PRIOR TO EVENT)	EACH	0.00	0.00	0.00	250.00	250.00		
470	SPECIAL EVENTS	ADMINISTRATIVE FEE (29 DAYS OR LESS PRIOR TO EVENT)	EACH	0.00	0.00	0.00	450.00	450.00		
471	SPECIAL EVENTS	CITY SERVICES (PARK RANGERS)	EACH PER HOUR	0.00	0.00	0.00	15.00	15.00		
472	SPECIAL EVENTS	CITY SERVICES (55-GAL METAL TRASH CANS)	EACH	0.00	0.00	0.00	5.00	5.00		
473	SPECIAL EVENTS	CITY SERVICES (55-GAL RUBBERMAID TRASH CANS)	EACH	0.00	0.00	0.00	10.00	10.00		
474	SPECIAL EVENTS	CITY SERVICES (PLASTIC TRASH BAGS)	PER CASE	0.00	0.00	0.00	25.00	25.00		
475	SPECIAL EVENTS	CITY SERVICES (SNOWFENCE - WOOD)	PER ROLL	0.00	0.00	0.00	30.00	30.00		
476	SPECIAL EVENTS	CITY SERVICES (SNOWFENCE - PLASTIC)	PER ROLL	0.00	0.00	0.00	25.00	25.00		
477	SPECIAL EVENTS	CITY SERVICES (FENCE POSTS)	EACH POST	0.00	0.00	0.00	3.00	3.00		
478	SPECIAL EVENTS	CITY SERVICES (PARK BENCHES)	EACH	0.00	0.00	0.00	10.00	10.00		
479	SPECIAL EVENTS	CITY SERVICES (BLEACHERS)	EACH	0.00	0.00	0.00	125.00	125.00		
480	SPECIAL EVENTS	CITY SERVICES (HANG BANNERS)	EACH	0.00	0.00	0.00	50.00	50.00		

CITY OF MUSKEGON											
Master Fee Resolution - Schedule of Fees											
(Effective 1/1/2005)											
LINE	DEPT	DESCRIPTION	UNIT	2001 FEE	2002 FEE	2003 FEE	2004 FEE	2005 FEE	DEPARTMENT COMMENTS	% CHANGE	
481	SPECIAL EVENTS	CITY SERVICES (ADJUSTABLE PARK STAGE)	EACH 4 x 8 SECTION	0.00	0.00	0.00	50.00	50.00			
482	SPECIAL EVENTS	CITY SERVICES (PICNIC TABLES)	EACH	0.00	0.00	0.00	10.00	10.00			
483	SPECIAL EVENTS	CITY SERVICES (TRAILER)	PER HOUR	0.00	0.00	0.00	25.00	25.00			
484	SPECIAL EVENTS	CITY SERVICES (PORTABLE PA SYSTEM)	EACH	0.00	0.00	0.00	25.00	25.00			
485	SPECIAL EVENTS	CITY SERVICES (TURF TRUCK)	PER DAY	0.00	0.00	0.00	100.00	100.00			
486	SPECIAL EVENTS	CITY SERVICES (LABOR PARKS OR DPW STAFF)	PER HOUR	0.00	0.00	0.00	50.00	50.00			
487	SPECIAL EVENTS	CITY SERVICES (POLICE OFFICER - STRAIGHT TIME)	PER HOUR	0.00	0.00	0.00	40.00	40.00			
488	SPECIAL EVENTS	CITY SERVICES (POLICE OFFICER - 1.5 OVERTIME)	PER HOUR	0.00	0.00	0.00	60.00	60.00			
489	SPECIAL EVENTS	CITY SERVICES (POLICE OFFICER - TRIPLE OVERTIME)	PER HOUR	0.00	0.00	0.00	120.00	120.00			
490	TREASURER	DUPLICATE TAX BILL COPY (COMPUTER PRINTOUT)	EACH	0.50	0.50	1.00	1.00	1.00			
491	TREASURER	DUPLICATE TAX BILL COPY (TYPED BILL)	EACH	3.00	3.00	3.00	3.00	3.00			
492	TREASURER	NSF CHECK/NSF ACH HANDLING CHARGE	EACH	25.00	25.00	25.00	30.00	30.00			
493	TREASURER	TAX RECEIPT INQUIRY (LESS THAN 3 YEARS OLD)	EACH	5.00	5.00	5.00	5.00	5.00			
494	TREASURER	TAX RECEIPT INQUIRY (MORE THAN 3 YEARS OLD)	EACH	12.00	12.00	12.00	12.00	12.00			
495	TREASURER	TRANSACTION SERVICE FEE (PAYMENTS MADE AT WINDOW/W/O BILL)	EACH	0.00	0.00	0.00	1.00	1.00			
496	TREASURER	PETTY CASH NUISANCE FEE (FAILURE TO RETURN RECEIPTS IN TIMELY FASHION)	EACH	5.00	5.00	5.00	5.00	5.00			
497	TREASURER	PROPERTY TAX ROLL ON CD-ROM	EACH	100.00	100.00	100.00	100.00	100.00			
498	TREASURER	PROPERTY TAX LIEN INQUIRY/LOOKUP	EACH	15.00	15.00	15.00	15.00	15.00			
499	WATER-SEWER	DELINQUENT PAYMENT PENALTY	PAST DUE BALANCE	10.00%	10.00%	10.00%	10.00%	10.00%			
500	WATER-SEWER	DELINQUENT PAYMENT PENALTY (TAX LIEN FEE)	PAST DUE BALANCE	GREATER OF 20% OR \$25.00	GREATER OF 20% OR \$25.00	GREATER OF 20% OR \$25.00	GREATER OF 20% OR \$25.00	GREATER OF 20% OR \$25.00			

CITY OF MUSKEGON											
Master Fee Resolution - Schedule of Fees											
(Effective 1/1/2005)											
LINE	DEPT	DESCRIPTION	UNIT	2001 FEE	2002 FEE	2003 FEE	2004 FEE	2005 FEE	DEPARTMENT COMMENTS	% CHANGE	
501	WATER-SEWER	HYDRANT SERVICE (MAXIMUM 30 DAY) CONNECTION CHARGE	EACH	35.00	35.00	35.00	50.00	50.00	\$100.00 REFUNDABLE DEPOSIT ALSO REQUIRED		
502	WATER-SEWER	INSTALLATION OF STUB LINE TO PROPERTY LINE (SEWER)	EACH	600.00	600.00	600.00	800.00	800.00			
503	WATER-SEWER	INSTALLATION OF STUB LINE TO PROPERTY LINE (WATER)	EACH	600.00	600.00	600.00	800.00	800.00			
504	WATER-SEWER	METER REPLACEMENT AT OWNER'S REQUEST	EACH	ACTUAL COSTS	ACTUAL COSTS	ACTUAL COSTS	ACTUAL COSTS	ACTUAL COSTS			
505	WATER-SEWER	METER RESET AT OWNER'S REQUEST	EACH	25.00	25.00	25.00	35.00	35.00			
506	WATER-SEWER	METER TEST	EACH	35.00	35.00	35.00	35.00	35.00			
507	WATER-SEWER	MISSED METER APPOINTMENT	EACH	25.00	25.00	25.00	25.00	25.00			
508	WATER-SEWER	TEMPORARY (MINIMUM 30 DAY) SERVICE	EACH	25.00	25.00	25.00	25.00	25.00			
509	WATER-SEWER	TURN ON CHARGE (AFTER HOURS)	EACH	35.00	35.00	35.00	35.00	35.00			
510	WATER-SEWER	TURN ON CHARGE (REGULAR HOURS)	EACH	25.00	25.00	25.00	25.00	25.00			
511	WATER-SEWER	TURN ON CHARGE (SEASONAL USE)	EACH	12.50	12.50	12.50	12.50	12.50			
512	WATER-SEWER	UNAUTHORIZED WATER USE OR TAMPERING (MINIMUM CHARGE)	EACH	200.00	200.00	200.00	200.00	200.00			
513	WATER-SEWER	UNAUTHORIZED WATER USE (ADDITIONAL CHARGE FOR CONT'D USE)	PER DAY	20.00	20.00	20.00	20.00	20.00			
514	WATER-SEWER	WATER TEST SAMPLE	PER TEST	0.00	35.00	35.00	35.00	60.00	COVERS STAFF TIME AND LAB WORK	71.43%	
515	WATER-SEWER	BACKFLOW PREVENTER DEVICE REGISTRATION/AUDIT FEE	ANNUAL FEE-EACH DEVICE	0.00	0.00	0.00	10.00	10.00			
516	WATER-SEWER	WATER SERVICE CONNECTION CHARGE - 5/8" OR 3/4" (NON-SPEC ASSESS)	EACH	0.00	0.00	0.00	800.00	800.00			
517	WATER-SEWER	WATER SERVICE CONNECTION CHARGE - 1" (NON-SPEC ASSESS)	EACH	0.00	0.00	0.00	2,000.00	2,000.00			
518	WATER-SEWER	WATER SERVICE CONNECTION CHARGE - 1-1/4" OR 1-1/2" (NON- SPEC ASSESS)	EACH	0.00	0.00	0.00	4,000.00	4,000.00			
519	WATER-SEWER	WATER SERVICE CONNECTION CHARGE - 2" (NON-SPEC ASSESS)	EACH	0.00	0.00	0.00	6,800.00	6,800.00			
520	WATER-SEWER	WATER SERVICE CONNECTION CHARGE - 2" TURBO/ENDURO (NON-SPEC ASSESS)	EACH	0.00	0.00	0.00	8,000.00	8,000.00			

CITY OF MUSKEGON										
Master Fee Resolution - Schedule of Fees										
(Effective 1/1/2005)										
LINE	DEPT	DESCRIPTION	UNIT	2001 FEE	2002 FEE	2003 FEE	2004 FEE	2005 FEE	DEPARTMENT COMMENTS	% CHANGE
521	WATER-SEWER	WATER SERVICE CONNECTION CHARGE - 3" (NON-SPEC ASSESS)	EACH	0.00	0.00	0.00	12,800.00	12,800.00		
522	WATER-SEWER	WATER SERVICE CONNECTION CHARGE - 3" TURBO/ENDURO (NON-SPEC ASSESS)	EACH	0.00	0.00	0.00	14,000.00	14,000.00		
523	WATER-SEWER	WATER SERVICE CONNECTION CHARGE - 4" (NON-SPEC ASSESS)	EACH	0.00	0.00	0.00	20,000.00	20,000.00		
524	WATER-SEWER	WATER SERVICE CONNECTION CHARGE - 4" TURBO/ENDURO (NON-SPEC ASSESS)	EACH	0.00	0.00	0.00	40,000.00	40,000.00		
525	WATER-SEWER	WATER SERVICE CONNECTION CHARGE - 6" (NON-SPEC ASSESS)	EACH	0.00	0.00	0.00	40,000.00	40,000.00		
526	WATER-SEWER	WATER SERVICE CONNECTION CHARGE - 6" TURBO/ENDURO (NON-SPEC ASSESS)	EACH	0.00	0.00	0.00	80,000.00	80,000.00		
527	WATER-SEWER	WATER SERVICE CONNECTION CHARGE - GREATER THAN 6" (NON-SPEC ASSESS)	EACH	0.00	0.00	0.00	TBD	TBD	BASED ON CALCULATED CAPACITY	
528	ZONING	FENCE PERMIT FEE	EACH	25.00	25.00	25.00	25.00	25.00		
529	ZONING	LOT SPLIT REVIEW	EACH	25.00	25.00	25.00	25.00	25.00		
530	ZONING	ZONING, GIS MAPS (UP TO 17" x 24")	EACH	20.00	10.00	10.00	10.00	10.00		
531	ZONING	ZONING, GIS MAPS (17" x 24" TO 34" x 44")	EACH	20.00	20.00	20.00	20.00	20.00		
532	ZONING	PLANNED UNIT DEVELOPMENT (PUD)	EACH	500.00	500.00	500.00	500.00	500.00		
533	ZONING	SIDEWALK BENCH ENCROACHMENT	PER BENCH PER MONTH	5.00	5.00	5.00	5.00	5.00		
534	ZONING	SITE PLAN REVIEW FEE - MINOR	EACH	40.00	40.00	40.00	100.00	100.00		
535	ZONING	SITE PLAN REVIEW FEE - MAJOR	EACH	100.00	100.00	100.00	200.00	200.00		
536	ZONING	SPECIAL USE PERMIT	EACH	200.00	200.00	200.00	250.00	250.00		
537	ZONING	STREET VACATION	EACH	200.00	200.00	200.00	250.00	250.00		
538	ZONING	ZONING COMPLIANCE LETTER	EACH	25.00	25.00	25.00	25.00	25.00		
539	ZONING	ZONE CHANGE	EACH	200.00	200.00	200.00	250.00	250.00		
540	ZONING	ZONING BOARD OF APPEALS APPLICATION	EACH	200.00	200.00	200.00	300.00	300.00	COMMERCIAL/INDUSTRIAL ONLY	

[illegible]

Commission Meeting Date: December 14, 2004

Date: December 6, 2004
To: Honorable Mayor & City Commission
From: Planning & Economic Development Department *CBC*
RE: Approval for Consultants- Brownfield Site
Assessment Grant/Loan

SUMMARY OF REQUEST: There were eight proposals received from environmental consultants for the Brownfield Site Assessment Grant/Loan. It is necessary to choose one or more consultants; approved both by the City Commission and the State (MDEQ), that will conduct the environmental investigations. Anne Couture, Mohammed Al-Shatel and Cathy Brubaker-Clarke reviewed the applications and are recommending three consultants, based on the criteria contained in the attached table. The consultants are: Horizon Environmental (Grand Rapids), Prein & Newhof, P.S. (Muskegon/Grand Rapids), ERM, Inc. (Holland).

FINANCIAL IMPACT: The consultants site assessment work will be paid for from the MDEQ Site Assessment Grant/Loan.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: To approve Horizon Environmental, Prein & Newhoff, P.S. and ERM, Inc. as consultants for the site assessment work associated with the Brownfield Site Assessment Grant/Loan. Contracts with the individual consultants will be brought to the City Commission for approval in January. Individual sites will be assigned in a round-robin fashion.

COMMITTEE RECOMMENDATION: None.

LIST OF ENVIRONMENTAL CONSULTANTS
FOR INVITING A REQUEST FOR QUALIFICATIONS
MUSKEGON ENVIRONMENTAL ASSESSMENT PROGRAM

1. Edward Higuera, P.E.
Prein & Newhoff, P.S.
4910 Stariha Dr
Muskegon, MI 49441
2. Tom O'Connell
ERM, Inc.
3352 128th Ave.
Holland, MI 49424-9263
3. Bill Davidson
Horizon Environmental
4771 – 50th Street, S.E.
Suite One
Grand Rapids, MI 49512
4. Doug Brown
Applied Science & Technology, Inc.
PO Box 2160
Brighton, MI 48116-2160
5. Carrie Rivette
Fleis & Vandenbrink Engineering, Inc.
316 Morris Ave. Suite 230
Muskegon, MI 49440
6. Gerry Garman
Westshore Engineering
2534 Black Creek Rd.
Muskegon, MI 49442
7. Scott Miller
Superior Environmental
1128 Franklin St.
Marne, MI 49435
8. Christine Topley
Applied Environmental, Inc.
2890 Carpenter Road Ste. 1000
Ann Arbor, MI 48108

**CITY OF MUSKEGON
BROWNFIELD GRANT/LOAN PROGRAM
CONSULTANT QUALIFICATIONS**

Evaluation Criteria		ASTI	Prein & Newhof	F & V	Westshore	ERM	Superior	Applied Env.	Horizon
Qualifications/Experience	1-25 pts.	18	25	21	22	25	20	19	25
Brownfield Success	1-25 pts.	7	20	12	23	24	21	20	25
Report quality	1-25 pts.	5	21	13	11	21	20	14	25
Proximity	10 pts.	5	10	10	10	6	8	3	6
Fees/rates	5 pts.	5	4	5	5	4	5	4	4
Non-discrimination	5 pts.	5	5	5	5	5	5	4	5
AAI knowledge	5 pts.	0	5	4	2	5	5	3	5
TOTAL SCORE	100 pts.	45	90	70	78	90	85	67	95

AGENDA ITEM NO. _____

CITY COMMISSION MEETING 12/14/04

TO: Honorable Mayor and City Commissioners

FROM: Bryon L. Mazade, City Manager

DATE: December 7, 2004

RE: 2005 Salary Schedule and Fringe Benefits for Non-Represented Employees and the
2005 Salary Schedule for Part-Time and Limited-Term Employees

SUMMARY OF REQUEST:

- 1) To establish the 2005 salary ranges for part-time and limited-term employees;
- 2) To approve and adopt the proposed salary ranges and salary schedules for the non-represented administrative, technical, professional, and supervisory employees for 2005 (2.0% increase).
- 3) Increase the employee health insurance premium co-pay from \$9.23 per pay to \$20.00 per pay.
- 4) Increase the lifetime health insurance maximum from \$225,000 to \$300,000.
- 5) Allow up to 5 bereavement days (currently three) for immediate family members (parent, spouse or children) upon written approval of the City Manager.

FINANCIAL IMPACT:

- 1) None. The ranges are unchanged.
- 2) The salary increases will cost approximately \$51,327 plus approximately \$12,831 in added fringe benefit costs.
- 3) This will save the City approximately \$13,720 annually.
- 4) Exact cost is not available, but it is not substantial.
- 5) Cost will vary depending on use.

BUDGET ACTION REQUIRED:

To authorize the necessary 2005 budgetary amendments and transfer of money from the affected City funds (Contingency Account for General Fund) to the appropriate salary and fringe benefit accounts to accommodate the salary increases and fringe benefit adjustments.

STAFF RECOMMENDATION:

- 1) To approve the proposed 2005 salary ranges for part-time and limited-term employees;
- 2) To approve and adopt the proposed 2005 salary ranges, salary schedules, and fringe benefit changes for non-represented employees.

COMMITTEE RECOMMENDATION:

None

CITY OF MUSKEGON
2005 WAGE MATRIX FOR NON-UNION PART-TIME AND LIMITED-TERM EMPLOYEES

<u>JOB TITLE</u>	<u>GRADE 1</u>	<u>GRADE 2</u>	<u>GRADE 3</u>	<u>GRADE 4</u>	<u>GRADE 5</u>	<u>GRADE 6</u>	<u>GRADE 7</u>
STEP 1							
McGRAFT PARK CARETAKER	5.50	5.75	6.00	6.25	6.50	6.75	7.00
PARKING RAMP ATTENDANT	5.50	5.75	6.00	6.25	6.50	6.75	7.00
RECREATION AIDE	5.50	5.75	6.00	6.25	6.50	6.75	7.00
STEP 2							
BUILDING FACILITY CARETAKER	7.00	7.25	7.50	7.75	8.00	8.25	8.50
GYMNASIUM SUPERVISOR	7.00	7.25	7.50	7.75	8.00	8.25	8.50
SENIOR TRANSIT DRIVER	7.00	7.25	7.50	7.75	8.00	8.25	8.50
STEP 3							
JULIA E. HACKLEY INTERNS	7.00	7.50	8.00	8.50	9.00	9.50	10.00
STEP 4							
ASSISTANT PARK RANGER CAPTAIN	8.25	8.50	8.75	9.00	9.25	9.50	10.00
ASSISTANT PLAYGROUND SUPERVISOR	8.25	8.50	8.75	9.00	9.25	9.50	10.00
FACILITY SUPERVISOR I	8.25	8.50	8.75	9.00	9.25	9.50	10.00
LIFEGUARD	8.25	8.50	8.75	9.00	9.25	9.50	10.00
MARINA AIDE	8.25	8.50	8.75	9.00	9.25	9.50	10.00
PARK RANGER	8.25	8.50	8.75	9.00	9.25	9.50	10.00
PLAYGROUND LEADER	8.25	8.50	8.75	9.00	9.25	9.50	10.00
PROGRAM LEADER	8.25	8.50	8.75	9.00	9.25	9.50	10.00
STEP 5							
LIFEGUARD CAPTAIN	9.00	9.40	9.80	10.20	10.80	11.30	12.00
SCHOOL CROSSING GUARDS	9.00	9.40	9.80	10.20	10.80	11.30	12.00
STEP 6							
AQUATICS DIRECTOR	9.80	10.55	11.30	12.05	12.80	13.55	14.30
FACILITY SUPERVISOR II	9.80	10.55	11.30	12.05	12.80	13.55	14.30
FARMER'S MARKET MASTER	9.80	10.55	11.30	12.05	12.80	13.55	14.30
HARBOR MASTER	9.80	10.55	11.30	12.05	12.80	13.55	14.30
PARK INTERN	9.80	10.55	11.30	12.05	12.80	13.55	14.30
PARK RANGER CAPTAIN	9.80	10.55	11.30	12.05	12.80	13.55	14.30
PLAYGROUND SUPERVISOR	9.80	10.55	11.30	12.05	12.80	13.55	14.30
SOFTBALL SUPERVISOR	9.80	10.55	11.30	12.05	12.80	13.55	14.30
STEP 7							
BOARD OF CANVASSERS	\$65.00 per day						
BOARD OF REVIEW	\$75.00 per day						
ELECTION WORKERS	\$85 - \$95 per day						
ELECTION WORKER CHAIRPERSONS	\$90 - \$120 per day						

ADMINISTRATIVE/TECHNICAL/PROFESSIONAL/SUPERVISORY
SALARY RANGES
EFFECTIVE 1/1/2005

	<u>MINIMUM SALARY</u>	<u>MAXIMUM SALARY</u>
<u>RANGE I - A</u>	\$68,648	\$91,531
Assistant City Manager Director of Public Safety Finance Director Public Works Director		
<u>RANGE I - B</u>	\$64,168	\$85,559
Police Chief (Vacant)		
<u>RANGE II - A</u>	\$59,259	\$79,012
Community/Economic Development Director Fire Chief (Vacant) Leisure Services Director (Vacant)		
<u>RANGE II - B</u>	\$56,771	\$75,623
City Engineer/Deputy Director of Public Works		
<u>RANGE III</u>	\$54,284	\$70,817
Assistant Chief of Police (Vacant) City Clerk City Treasurer Civil Service/Personnel Director Deputy Director of Public Safety for Fire Services Information Systems Director		\$72,233
<u>RANGE IV</u>	\$46,761	\$62,346
Assistant City Engineer (Vacant) Assistant Finance Director Deputy Director of Community/Economic Development (Vacant) Director of Inspections (Vacant) Income Tax Director		
<u>RANGE V</u>	\$44,756	\$59,677
Affirmative Action Director Community & Neighborhood Services Director Water Filtration Plant Supervisor		

	<u>MINIMUM SALARY</u>	<u>MAXIMUM SALARY</u>
<u>RANGE VI</u>	\$41,945	\$55,926
Building Official (Vacant)		
Project Engineer (Vacant)		
Superintendent of Public Works		
Superintendent of Public Utilities		
<u>RANGE VII-A</u>	\$38,822	\$51,766
Business Development Specialist (Vacant)		
Cemetery/Forestry Supervisor		
Database Administrator		
Equipment Supervisor		
Highway Supervisor		
Parks Supervisor		
Planner III/Zoning Administrator		
Public Utilities Supervisor		
Recreation/Marina Supervisor		
Safety/Services Supervisor (Vacant)		
Special Operations Supervisor		
<u>RANGE VII-B</u>	\$36,433	\$48,582
Computer Technician (Vacant)		
Network Technician		
<u>RANGE VIII</u>	\$34,372	\$45,832
Administrative Services Supervisor - DPW (Vacant)		
Code Coordinator (Vacant)		
Communications & Public Affairs Administrator (Vacant)		
Income Tax Auditor		
Pension & Benefits Coordinator (Part-Time) (Vacant)		
Personnel Analyst (Vacant)		
Planner II (Vacant)		
Police Community Coordinator		
Police Records Supervisor		
Resource Recovery Coordinator		
Revenue Collections Administrator		
Risk Manager - (Vacant)		
<u>RANGE IX</u>	\$30,288	\$40,382
Building Maintenance Supervisor		
Planner I (Vacant)		
Secretary to the City Manager		

	<u>MINIMUM SALARY</u>	<u>MAXIMUM SALARY</u>
<u>RANGE X</u>	\$28,089	\$37,454
Administrative Aide - Police (Vacant)		
Administrative Secretary		
Deputy City Clerk		
Finance Clerk		
Personnel Clerk (Part-Time) (Vacant)		
Youth Recreation Coordinator (Vacant)		
<u>RANGE XI</u>	\$25,578	\$34,105
City Hall Building Maintenance Worker		

EXCEL 2005 SALARY RANGES

2005
NON-REPRESENTED EMPLOYEES SALARY SCHEDULE

SALARY SCHEDULE
11 STEPS

<u>CLASSIFICATION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>	<u>STEP 8</u>	<u>STEP 9</u>	<u>STEP 10</u>	<u>STEP 11</u>
RANGE I-A	68,648	70,936	73,225	75,513	77,801	80,090	82,378	84,666	86,954	89,243	91,531
RANGE I-B	64,168	66,307	68,446	70,585	72,724	74,864	77,003	79,142	81,281	83,420	85,559
RANGE II-A	59,259	61,234	63,210	65,185	67,160	69,136	71,111	73,086	75,061	77,037	79,012
RANGE II-B	56,771	58,656	60,541	62,427	64,312	66,197	68,082	69,967	71,853	73,738	75,623
RANGE III	54,284	56,079	57,874	59,669	61,464	63,259	65,053	66,848	68,643	70,438	72,233
RANGE IV	46,761	48,320	49,878	51,437	52,995	54,554	56,112	57,671	59,229	60,788	62,346
RANGE V	44,756	46,248	47,740	49,232	50,724	52,217	53,709	55,201	56,693	58,185	59,677
RANGE VI	41,945	43,343	44,741	46,139	47,537	48,936	50,334	51,732	53,130	54,528	55,926
RANGE VII-A	38,822	40,116	41,411	42,705	44,000	45,294	46,588	47,883	49,177	50,472	51,766
RANGE VII-B	36,433	37,648	38,863	40,078	41,293	42,508	43,722	44,937	46,152	47,367	48,582
RANGE VIII	34,372	35,518	36,664	37,810	38,956	40,102	41,248	42,394	43,540	44,686	45,832
RANGE IX	30,288	31,298	32,307	33,317	34,326	35,336	36,346	37,355	38,365	39,374	40,384
RANGE X	28,089	29,026	29,962	30,899	31,835	32,772	33,708	34,645	35,581	36,518	37,454
RANGE XI	25,578	26,431	27,283	28,136	28,989	29,842	30,694	31,547	32,400	33,252	34,105

AGENDA ITEM NO. _____

CITY COMMISSION MEETING December 14, 2004

TO: Honorable Mayor and City Commissioners
FROM: Bryon L. Mazade, City Manager
DATE: December 7, 2004
RE: Amendment to L.C. Walker Arena Management Agreement

SUMMARY OF REQUEST:

To approve an amendment to the L.C. Walker Arena management contract with Arena Management Group, L.L.C. This is necessary to accommodate the additional expenses for set-up and security incurred due to the Michigan Mayhem use of the arena.

FINANCIAL IMPACT:

Increased costs for the AMG contract. These costs are expected to be covered by the additional arena revenue generated by the Mayhem.

BUDGET ACTION REQUIRED:

None. The increases were anticipated in the 2004 budget reforecast and the in the 2005 arena budget.

STAFF RECOMMENDATION:

To approve the attached contract amendment.

COMMITTEE RECOMMENDATION:

None

CITY OF MUSKEGON
FIRST AMENDMENT TO OPERATIONS MANAGEMENT CONTRACT
L.C. WALKER ARENA AND CONFERENCE CENTER

This is a Contract, effective December 11, 2004, to amend the contract dated June 11, 2001 made between the City of Muskegon, 933 Terrace Street, Muskegon, Michigan 49440 ("City") and Arena Management Group, L.L.C., 955 Fourth Street, Muskegon, Michigan 49440 ("Manager").

Background

A. The Muskegon County Building Authority (MCBA) is the owner of the L.C. Walker Arena and Conference Center (Arena), and leases the premises to the County of Muskegon (County). The County subleases the Arena to the City, by which the City is responsible for the operation, maintenance, and improvements for the Arena.

B. Effective June 11, 2001 City contracted with Manager to provide complete management, promotion and maintenance of Arena, in accordance and compliance with the requirements of the City, as well as the Muskegon County Building Authority and the County of Muskegon, who are the owner and primary lessee, respectively, of the Arena, and particularly in accordance with Internal Revenue Procedure 97-13, a federal tax procedure which must be complied with for the reason that tax exempt bonds were issued for certain improvements in the Arena.

C. City and Manager have been approached relating to having professional basketball at the Arena. A lease has been executed between Manager and Lakeshore Basketball LLC. The rent to be paid by Lakeshore Basketball LLC will not cover the Manager's expenses related to allowing professional basketball at the Arena.

D. Estimated costs to Manager relating to the professional basketball is \$2,940, per game, for laying and removing the basketball floor and setting up and taking down seating and protective glass around the sheet of ice. In addition, Manager will incur approximately \$2,769, per game, relating to staffing and security at the Arena.

Therefore, the parties agree as follows:

1. **Management Fee.** In addition to the amounts owed pursuant to paragraph 8 of the June 11, 2001 contract, Manager shall be paid actual costs attributable to Lakeshore Basketball LLC, not to exceed \$4000 per game. To the extent that actual costs to Manager are less than \$4000 per game, the maximum amount owed pursuant to this paragraph shall be reduced.

2. **Contract Re-opener.** The contract dated June 11, 2001 expires on June 11, 2006. The introduction of professional basketball has raised issues not foreseen at the time the original agreement was prepared. Accordingly, the parties agree that a new agreement is needed to address such issues. If a new agreement is not reached by July 1, 2005, the agreement dated June 11, 2001 (as amended) shall remain in effect until its normal expiration.

3. **Remainder of Agreement.** The remainder of the Operations and Management Contract, dated June 11, 2001 shall remain in full force and effect, unless specifically modified by this First Amendment.

WITNESSES:

Linda Potter
Linda Potter

Irene Dempsey
Irene Dempsey

JoAnn Krukowski
JOAnn Krukowski

ARENA MANAGEMENT GROUP, L.L.C.

By: Tony Lisman
Tony Lisman, President
Dated: 12-15-04, 2004

CITY OF MUSKEGON

By: Stephen J. Warmington
Stephen J. Warmington, Mayor
Dated: 12-15, 2004

By: Gail A. Kunding
Gail A. Kunding, Clerk
Dated: 12-15, 2004

Date: December 14, 2004
To: The Honorable Mayor and City Commissioners
From: City Treasurer
RE: Write-off of Uncollectible Accounts Receivable

SUMMARY OF REQUEST:

Periodically it is necessary to purge from the City's general accounts receivable records items that are deemed uncollectible. In most cases these items have gone through the entire collection process without success. In some other cases, further collections efforts, such as using the outside collection agency, have resulted in limited success. However, at this time, it is requested that the City Commission authorize staff to write-off these receivables from the City's books.

FINANCIAL IMPACT:

Reduce the City's accounts receivable by \$36,077.03. The impact would be a decrease in the fund balance/retained earnings of several City funds as follows:

101	General Fund	\$ 14,770.12
472	CDBG Fund	11,641.25
590 & 591	Sewer Fund & Water Fund	9,665.66
Total		<u>\$ 36,077.03</u>

BUDGET ACTION REQUIRED:

For the General, Sewer and Water Funds, there are sufficient funds for bad debt expense included in the 2004 budget, so no further action is required.

STAFF RECOMMENDATION:

Approval of the 2004 write-offs effective for the fiscal year ending December 31, 2004 for the various funds as shown above.

COMMITTEE RECOMMENDATION

N/A

CITY OF MUSKEGON

MISCELLANEOUS INVOICES TO BE WRITTEN-OFF OF AIR SYSTEM FOR FISCAL YEAR 2004

INVOICE NO.	DATE	CUSTOMER NAME	REASON	AMOUNT	FUND #	DESCRIPTION
9809093	2/25/1999	RICHARD D JOHNSON	DECEASED, NO ESTATE	\$ 30.00	101	INSPECTION FEE
9809379	3/12/1999	RICHARD D JOHNSON	DECEASED, NO ESTATE	\$ 198.00	101	LOT CLEAN UP
9810003	5/14/1999	RICHARD D JOHNSON	DECEASED, NO ESTATE	\$ 30.00	101	INSPECTION FEE
9810393	6/11/1999	RICHARD D JOHNSON	DECEASED, NO ESTATE	\$ 30.00	101	INSPECTION FEE
9810529	6/25/1999	RICHARD D JOHNSON	DECEASED, NO ESTATE	\$ 30.00	101	INSPECTION FEE
9812442	10/15/1999	RICHARD D JOHNSON	DECEASED, NO ESTATE	\$ 86.00	101	LOT MOWING
9812694	11/19/1999	RICHARD D JOHNSON	DECEASED, NO ESTATE	\$ 159.00	101	LOT CLEAN UP
9813979	3/24/2000	RICHARD D JOHNSON	DECEASED, NO ESTATE	\$ 215.83	101	LOT CLEAN UP
9815465	7/14/2000	RICHARD D JOHNSON	DECEASED, NO ESTATE	\$ 122.00	101	LOT MOWING
9818121	12/31/2000	RICHARD D JOHNSON	DECEASED, NO ESTATE	\$ 3,396.00	472	DEMOS & BOARD-UPS
9819412	5/25/2001	RICHARD D JOHNSON	DECEASED, NO ESTATE	\$ 116.40	101	LOT CLEAN UP
9819763	6/15/2001	RICHARD D JOHNSON	DECEASED, NO ESTATE	\$ 104.00	101	LOT MOWING
9820399	7/13/2001	RICHARD D JOHNSON	DECEASED, NO ESTATE	\$ 86.00	101	LOT MOWING
9821470	9/14/2001	RICHARD D JOHNSON	DECEASED, NO ESTATE	\$ 86.00	101	LOT MOWING
9822032	10/12/2001	RICHARD D JOHNSON	DECEASED, NO ESTATE	\$ 100.66	101	LOT CLEAN UP
9822004	10/12/2001	RICHARD D JOHNSON	DECEASED, NO ESTATE	\$ 104.00	101	LOT MOWING
9822983	12/21/2001	RICHARD D JOHNSON	DECEASED, NO ESTATE	\$ 164.00	101	LOT CLEAN UP
9824453	5/17/2002	RICHARD D JOHNSON	DECEASED, NO ESTATE	\$ 104.00	101	LOT MOWING
9825721	7/26/2002	RICHARD D JOHNSON	DECEASED, NO ESTATE	\$ 86.00	101	LOT MOWING
9827100	9/27/2002	RICHARD D JOHNSON	DECEASED, NO ESTATE	\$ 86.00	101	LOT MOWING
9806514	8/28/1998	EDWIN BACKING	DECEASED, NO ESTATE	\$ 86.00	101	LOT MOWING
9807950	11/6/1998	EDWIN BACKING	DECEASED, NO ESTATE	\$ 5,347.50	101	DEMOS & BOARD-UPS
9812101	9/17/1999	EDWIN BACKING	DECEASED, NO ESTATE	\$ 104.00	101	LOT MOWING
9816364	8/25/2000	EDWIN BACKING	TAX FORECLOSURE	\$ 92.00	101	LOT MOWING
9819760	6/15/2001	EDWIN BACKING	TAX FORECLOSURE	\$ 86.00	101	LOT MOWING
9820396	7/13/2001	EDWIN BACKING	TAX FORECLOSURE	\$ 122.00	101	LOT MOWING
9806515	8/28/1998	EDWIN BACKING	DECEASED, NO ESTATE	\$ 86.00	101	LOT MOWING
9810667	6/25/1999	EDWIN BACKING	DECEASED, NO ESTATE	\$ 86.00	101	LOT MOWING
9811558	8/27/1999	EDWIN BACKING	DECEASED, NO ESTATE	\$ 88.00	101	LOT CLEAN UP

CITY OF MUSKEGON

MISCELLANEOUS INVOICES TO BE WRITTEN-OFF OF A/R SYSTEM FOR FISCAL YEAR 2004

INVOICE NO.	DATE	CUSTOMER NAME	REASON	AMOUNT	FUND #	DESCRIPTION
9811915	9/10/1999	EDWIN BACKING	DECEASED, NO ESTATE	\$ 86.00	101	LOT MOWING
9814280	4/28/2000	EDWIN BACKING	DECEASED, NO ESTATE	\$ 93.30	101	LOT CLEAN UP
9815474	7/14/2000	EDWIN BACKING	DECEASED, NO ESTATE	\$ 122.00	101	LOT MOWING
9816174	8/16/2000	EDWIN BACKING	DECEASED, NO ESTATE	\$ 191.45	101	LOT CLEAN UP
9816741	9/22/2000	EDWIN BACKING	DECEASED, NO ESTATE	\$ 122.00	101	LOT MOWING
9817521	11/10/2000	EDWIN BACKING	DECEASED, NO ESTATE	\$ 173.08	101	LOT CLEAN UP
9818136	12/31/2000	EDWIN BACKING	DECEASED, NO ESTATE	\$ 3,598.00	472	DEMOS & BOARD-UPS
9819759	6/15/2001	EDWIN BACKING	TAX FORECLOSURE	\$ 86.00	101	LOT MOWING
9820695	7/27/2001	EDWIN BACKING	TAX FORECLOSURE	\$ 125.32	101	LOT CLEAN UP
9821061	8/17/2001	EDWIN BACKING	TAX FORECLOSURE	\$ 86.00	101	LOT MOWING
9821744	9/28/2001	EDWIN BACKING	TAX FORECLOSURE	\$ 116.50	101	LOT CLEAN UP
9821930	10/12/2001	EDWIN BACKING	TAX FORECLOSURE	\$ 104.00	101	LOT MOWING
9823096	12/31/2001	EDWIN BACKING	TAX FORECLOSURE	\$ 75.00	101	LOT CLEAN UP
9813427	1/21/2000	EDWIN BACKING	DECEASED, NO ESTATE	\$ 1,380.00	101	DEMOS & BOARD-UPS
9814967	6/23/2000	EDWIN BACKING	DECEASED, NO ESTATE	\$ 122.00	101	LOT MOWING
9815416	7/14/2000	EDWIN BACKING	DECEASED, NO ESTATE	\$ 92.00	101	LOT MOWING
9816307	8/25/2000	EDWIN BACKING	DECEASED, NO ESTATE	\$ 92.00	101	LOT MOWING
9817043	10/13/2000	EDWIN BACKING	DECEASED, NO ESTATE	\$ 92.00	101	LOT MOWING
9819685	6/8/2001	EDWIN BACKING	DECEASED, NO ESTATE	\$ 122.00	101	LOT MOWING
9820542	7/27/2001	EDWIN BACKING	DECEASED, NO ESTATE	\$ 86.00	101	LOT MOWING
9821613	9/14/2001	EDWIN BACKING	DECEASED, NO ESTATE	\$ 86.00	101	LOT MOWING
9824833	6/7/2002	EDWIN BACKING	TAX FORECLOSURE	\$ 122.00	101	LOT MOWING
9827248	10/4/2002	EDWIN BACKING	TAX FORECLOSURE	\$ 140.00	101	LOT MOWING
9809939	5/7/1999	EDWIN BACKING	TAX FORECLOSURE	\$ 75.00	101	LOT CLEAN UP
9813287	12/31/1999	EDWIN BACKING	TAX FORECLOSURE	\$ 75.00	101	LOT CLEAN UP
9814778	6/9/2000	EDWIN BACKING	TAX FORECLOSURE	\$ 197.00	101	LOT CLEAN UP
9818127	12/31/2000	JOSEPH F HERSHEY	BANKRUPTCY DISCHARGE	\$ 402.25	472	DEMOS & BOARD-UPS
9819384	5/18/2001	JOSEPH F HERSHEY	BANKRUPTCY DISCHARGE	\$ 248.65	101	LOT CLEAN UP
9819667	6/8/2001	JOSEPH F HERSHEY	BANKRUPTCY DISCHARGE	\$ 86.00	101	LOT MOWING

CITY OF MUSKEGON

MISCELLANEOUS INVOICES TO BE WRITTEN-OFF OF A/R SYSTEM FOR FISCAL YEAR 2004

INVOICE NO.	DATE	CUSTOMER NAME	REASON	AMOUNT	FUND #	DESCRIPTION
9820983	8/17/2001	JOSEPH F HERSHEY	BANKRUPTCY DISCHARGE	\$ 4,245.00	472	DEMOS & BOARD-UPS
9820525	7/27/2001	JOSEPH F HERSHEY	BANKRUPTCY DISCHARGE	\$ 86.00	101	LOT MOWING
9821866	10/5/2001	JOSEPH F HERSHEY	BANKRUPTCY DISCHARGE	\$ 104.00	101	LOT MOWING
9808708	1/8/1999	JEANETTE CARTER	TAX FORECLOSURE	\$ 98.86	101	LOT CLEAN UP
9815554	7/14/2000	PENINSULA LANDS LC	TAX FORECLOSURE	\$ 122.00	101	LOT MOWING
9823173	12/31/2001	PENINSULA LANDS LC	TAX FORECLOSURE	\$ 132.88	101	LOT CLEAN UP
9819920	8/22/2001	MARK ANDERSON	TAX FORECLOSURE	\$ 86.00	101	LOT MOWING
9813986	3/24/2000	AGAPITO SUAREZ, JR.	TAX FORECLOSURE	\$ 164.00	101	LOT CLEAN UP
9813493	1/28/2000	AGAPITO SUAREZ, JR.	TAX FORECLOSURE	\$ 60.00	101	HOUSING LICENSES
9824747	6/7/2002	SCOTT L. FLASKA	TAX FORECLOSURE	\$ 92.00	101	LOT MOWING
9825281	7/5/2002	SCOTT L. FLASKA	TAX FORECLOSURE	\$ 86.00	101	LOT MOWING
9826864	9/20/2002	SCOTT L. FLASKA	TAX FORECLOSURE	\$ 86.00	101	LOT MOWING
9829253	3/21/2003	SCOTT L. FLASKA	TAX FORECLOSURE	\$ 127.00	101	LOT CLEAN UP
9806124	7/31/1998	A & E INVESTMENTS	TAX FORECLOSURE	\$ 408.52	101	LOT CLEAN UP
9806131	7/31/1998	A & E INVESTMENTS	TAX FORECLOSURE	\$ 122.00	101	LOT MOWING
9822690	12/7/2001	BERTHA HARRISON	NEGOTIATED SETTLEMENT	\$ 63.49	101	LOT CLEAN UP
9826451	8/23/2002	DDD PROPERTIES	TAX FORECLOSURE	\$ 86.00	101	LOT MOWING
9824755	6/7/2002	DDD PROPERTIES	TAX FORECLOSURE	\$ 86.00	101	LOT MOWING
9824779	6/7/2002	EQ PROPERTIES INC	TAX FORECLOSURE	\$ 92.00	101	LOT MOWING
9826387	8/23/2002	EQ PROPERTIES INC	TAX FORECLOSURE	\$ 104.00	101	LOT MOWING
9826742	9/13/2002	EQ PROPERTIES INC	TAX FORECLOSURE	\$ 131.68	101	LOT CLEAN UP
TOTAL				<u>\$26,411.37</u>		

CITY OF MUSKEGON

WATER/SEWER FINALIZED ACCOUNT BALANCES PROPOSED FOR WRITE-OFF FISCAL YEAR 2004

ACCOUNT NO.	SERVICE ADDRESS	CUSTOMER NAME	DESCRIPTION	AMOUNT
101085004	575 ADAMS AVE	MARSHALL REDDER	UNCOLLECT SMALL BALANCE	\$ 39.42
101182502	546 LEONARD AVE	ANNIE JORDAN	UNCOLLECT SMALL BALANCE	\$ 2.07
101335101	428 MARQUETTE AVE	CLARENCE RICHMOND	UNCOLLECT SMALL BALANCE	\$ 3.66
101477503	695 MARQUETTE AVE	JOHN L DUEBER	UNCOLLECT SMALL BALANCE	\$ 32.00
102452503	769 WESLEY AVE	BRIAN BURRELL	UNCOLLECT SMALL BALANCE	\$ 45.52
102467503	629 MULDER ST	BRIAN PARKER	UNCOLLECT SMALL BALANCE	\$ 22.44
102505103	768 MARCOUX AVE	DAN HELLER	UNCOLLECT SMALL BALANCE	\$ 32.25
103070003	317 MEEKING ST	FEDERAL HOME LOAN MORTGAGE	UNCOLLECT SMALL BALANCE	\$ 14.92
104402502	1356 DUCEY AVE	MARK PICKETT	UNCOLLECT SMALL BALANCE	\$ 9.79
105142903	1352 ALBERT AVE	HELEN R HAYES	UNCOLLECT SMALL BALANCE	\$ 3.79
107104203	1512 WESLEY AVE	SHEILA KENNEDY	UNCOLLECT SMALL BALANCE	\$ 16.02
107157504	1301 MARCOUX AVE	ROBERT HATHAWAY	UNCOLLECT SMALL BALANCE	\$ 3.79
107159103	1308 MARCOUX AVE	TONI HASKINS	UNCOLLECT SMALL BALANCE	\$ 21.83
107203003	1542 MARCOUX AVE	JOSE GABRIEL PRIETO	UNCOLLECT SMALL BALANCE	\$ 5.32
108045002	827 OAK AVE	MICHAEL ICKES	UNCOLLECT SMALL BALANCE	\$ 20.79
108132503	821 STEVENS ST	CENTURY 21 LUMBERTOWN	UNCOLLECT SMALL BALANCE	\$ 5.00
108327504	1292 AMITY AVE	ANTONIO EDWARDS	UNCOLLECT SMALL BALANCE	\$ 8.00
109045102	514 WHITE AVE	GUS BUCHHOLZ	UNCOLLECT SMALL BALANCE	\$ 8.32
109135002	501 OAK AVE	BARBARA MAYS	UNCOLLECT SMALL BALANCE	\$ 1.78
109205001	594 OAK AVE	T. SEALS	UNCOLLECT SMALL BALANCE	\$ 40.07
109295001	749 OAK AVE	MARY DAVENPORT	UNCOLLECT SMALL BALANCE	\$ 20.50
109492603	709 ORCHARD AVE	LATRICE WADE	UNCOLLECT SMALL BALANCE	\$ 44.56
109515102	741 ORCHARD AVE	BEULAH OWENS	UNCOLLECT SMALL BALANCE	\$ 10.62
109530002	758 ORCHARD AVE	PAUL VICKERS	UNCOLLECT SMALL BALANCE	\$ 38.12
110005102	420 ALLEN AVE	ERICK REED	UNCOLLECT SMALL BALANCE	\$ 11.16
110295102	500 AMITY AVE	OCCUPANT	UNCOLLECT SMALL BALANCE	\$ 35.15
110355105	598 AMITY AVE	FREDRICK WOODS III	UNCOLLECT SMALL BALANCE	\$ 34.62
110425101	726 AMITY AVE	ORLANDO BROWN	UNCOLLECT SMALL BALANCE	\$ 7.06
110462601	784 AMITY AVE	CAROLYN LEWIS	UNCOLLECT SMALL BALANCE	\$ 32.77
111030001	873 ALLEN AVE	CHRISTINE A REED	UNCOLLECT SMALL BALANCE	\$ 59.28
111040102	892 ALLEN AVE	JOSE GARZA	UNCOLLECT SMALL BALANCE	\$ 4.03
111130001	1153 ALLEN AVE	HELEN JORDAN	UNCOLLECT SMALL BALANCE	\$ 22.55
111305001	1000 E APPLE AVE	LUCINDA JONES	UNCOLLECTABLE SMALL BAL	\$ 10.31
111365201	1057 GREEN ST	RUSS VANDERMOLLEN	UNCOLLECT SMALL BALANCE	\$ 17.32
112092503	594 E APPLE AVE	VICTOR J ROCKAFELLOW	UNCOLLECT SMALL BALANCE	\$ 9.93

CITY OF MUSKEGON

WATER/SEWER FINALIZED ACCOUNT BALANCES PROPOSED FOR WRITE-OFF FISCAL YEAR 2004

ACCOUNT NO.	SERVICE ADDRESS	CUSTOMER NAME	DESCRIPTION	AMOUNT
112297507	1022 KENNETH ST	CHRISTOPHER J HARRIS	UNCOLLECTABLE SMALL BAL	\$ 32.08
112307601	1045 KENNETH ST	KELVIN BIBBS	UNCOLLECT SMALL BALANCE	\$ 40.50
113030001	497 E ISABELLA AVE	BERT D SHEPHERD	UNCOLLECT SMALL BALANCE	\$ 23.46
113155001	787 E ISABELLA AVE	SANDRA MOORE	UNCOLLECT SMALL BALANCE	\$ 5.68
113187603	438 CATHERINE AVE	SONAE STACY	UNCOLLECT SMALL BALANCE	\$ 13.40
113187605	438 CATHERINE AVE	DEMETRIA BURKS/ERIC REED	UNCOLLECT SMALL BALANCE	\$ 45.02
113212603	1113 WILLIAMS ST	TERESA LONDON	UNCOLLECT SMALL BALANCE	\$ 48.16
113292503	1178 CHESTNUT ST	DENNIS A OLSON	UNCOLLECT SMALL BALANCE	\$ 18.08
113345001	615 CATHERINE AVE	CALVIN LAMBOUTHS	UNCOLLECT SMALL BALANCE	\$ 17.57
113382502	1177 KENNETH ST	CHRIS WEST	UNCOLLECT SMALL BALANCE	\$ 48.32
113382504	1177 KENNETH ST	MATTHEW PRATT	UNCOLLECT SMALL BALANCE	\$ 2.58
114205002	1067 ADA AVE	ROBERT PUTNAM	UNCOLLECT SMALL BALANCE	\$ 28.13
114210103	1073 ADA AVE	JEREMY SCHIPMA	UNCOLLECT SMALL BALANCE	\$ 8.22
114232501	834 E ISABELLA AVE	JEFF JACOBS	UNCOLLECT SMALL BALANCE	\$ 4.60
114432501	915 CATHERINE AVE	J. KNOLLINGER SR.	UNCOLLECT SMALL BALANCE	\$ 24.85
114497502	1011 CATHERINE AVE	GLEN PERSONS	UNCOLLECTABLE SMALL BAL	\$ 21.34
115165006	1131 GREEN ST	LAQUITTA WILLIAMS	UNCOLLECT SMALL BALANCE	\$ 9.13
115257504	1166 BURTON RD	NANCY METZ	UNCOLLECT SMALL BALANCE	\$ 44.85
115265002	1190 BURTON RD	TERESA MUNROE	UNCOLLECT SMALL BALANCE	\$ 14.37
115347501	1314 ISABELLA AVE	JOSEPHINE MENDHAM	UNCOLLECT SMALL BALANCE	\$ 25.00
115375503	1331 ADA AVE	ROBERT HICKEL	UNCOLLECT SMALL BALANCE	\$ 4.34
117027501	1086 FRANCIS AVE	OTTO J VANDERLEY	UNCOLLECT SMALL BALANCE	\$ 18.84
117092701	1277 FRANCIS AVE	L H BLANCHETTE	UNCOLLECT SMALL BALANCE	\$ 5.55
117107505	1360 FRANCIS AVE	JAMES HARRIS	UNCOLLECT SMALL BALANCE	\$ 32.55
117236201	1288 LANGE LAND AVE	DONALD SPENCER	UNCOLLECT SMALL BALANCE	\$ 39.45
117355103	1277 FLOWER AVE	DANIEL L LAWTON	UNCOLLECT SMALL BALANCE	\$ 4.16
118092505	604 MCLAUGHLIN AVE	SANDRA JENKINS-JORDAN	UNCOLLECT SMALL BALANCE	\$ 37.18
118120002	1244 KENNETH ST	OCCUPANT	UNCOLLECT SMALL BALANCE	\$ 6.00
118160102	844 MCLAUGHLIN AVE	KAREN HALE	UNCOLLECT SMALL BALANCE	\$ 5.82
118180101	655 EVANSTON AVE	JAMES YOUNG	UNCOLLECT SMALL BALANCE	\$ 7.40
118235101	768 EVANSTON AVE	PORTER WIMBLEY	UNCOLLECT SMALL BALANCE	\$ 9.33
118332502	731 HILL AVE	JOANN NEAR	UNCOLLECT SMALL BALANCE	\$ 3.79
119085001	1312 CHESTNUT ST	ROBERT SAUNDERS	UNCOLLECT SMALL BALANCE	\$ 2.68
119102604	1357 CHESTNUT ST	MICHAEL BURR	UNCOLLECT SMALL BALANCE	\$ 11.84
119102605	1357 CHESTNUT ST	OCCUPANT	UNCOLLECT SMALL BALANCE	\$ 36.66

CITY OF MUSKEGON

WATER/SEWER FINALIZED ACCOUNT BALANCES PROPOSED FOR WRITE-OFF FISCAL YEAR 2004

ACCOUNT NO.	SERVICE ADDRESS	CUSTOMER NAME	DESCRIPTION	AMOUNT
119175102	745 CATAWBA AVE	BRIAN JONES	UNCOLLECT SMALL BALANCE	\$ 15.00
119177501	751 CATAWBA AVE	EVA MORNINGSTAR	UNCOLLECT SMALL BALANCE	\$ 10.37
119297502	1452 S GETTY ST	J WHITMAN	UNCOLLECT SMALL BALANCE	\$ 27.52
120060104	1111 EVANSTON AVE	SHEAR PLEASURES	UNCOLLECT SMALL BALANCE	\$ 38.82
120477502	1483 MADISON ST	REMAX	UNCOLLECT SMALL BALANCE	\$ 7.08
121040102	907 FLEMING AVE	STEVEN JACOBSEN	UNCOLLECT SMALL BALANCE	\$ 6.20
121235002	871 EMERSON AVE	KATINA BAILEY	UNCOLLECT SMALL BALANCE	\$ 9.65
121340001	1527 MADISON ST	JOEL P WYRICK	DECEASED - TAX FORECLOSURE	\$ 15.50
121435101	1177 EMERSON AVE	PAUL SHOEMAKER	UNCOLLECT SMALL BALANCE	\$ 36.09
122007502	821 E FOREST AVE	ROBERT KIMBLE	UNCOLLECT SMALL BALANCE	\$ 10.33
122032601	872 E FOREST AVE	JOAN GARVEY	UNCOLLECT SMALL BALANCE	\$ 6.84
122127501	1045 E FOREST AVE	MILLIE ORTIZ	UNCOLLECT SMALL BALANCE	\$ 15.85
122340004	1641 HUIZENGA ST	LIN NELSON	UNCOLLECT SMALL BALANCE	\$ 5.85
122375004	1692 MADISON ST	OCCUPANT	UNCOLLECT SMALL BALANCE	\$ 27.43
123147602	1748 MADISON ST	DARRYN NICHOLS	UNCOLLECT SMALL BALANCE	\$ 48.57
123168002	1783 HUIZENGA ST	MELODIE CARR	UNCOLLECT SMALL BALANCE	\$ 41.96
124002701	1676 RAY ST	WAYNE POTHOFF	UNCOLLECT SMALL BALANCE	\$ 16.39
124115003	1692 SUPERIOR ST	MARY CASTANEDA	UNCOLLECT SMALL BALANCE	\$ 39.66
124247502	1698 ELWOOD ST	KELVIN BIBBS	UNCOLLECT SMALL BALANCE	\$ 15.50
124262502	1724 ELWOOD ST	MICHAEL SOMERS	UNCOLLECT SMALL BALANCE	\$ 26.80
124262504	1724 ELWOOD ST	PEGGY DOBB	UNCOLLECT SMALL BALANCE	\$ 8.95
124372502	1704 DYSON ST	WILLIAM GRAY	UNCOLLECT SMALL BALANCE	\$ 14.89
125225003	1653 MCILWRAITH ST	SAQUITA COLEMAN	UNCOLLECT SMALL BALANCE	\$ 49.05
125342503	431 E LAKETON AVE	MELTING POT	UNCOLLECT SMALL BALANCE	\$ 27.59
125362501	1682 JARMAN ST	OCCUPANT	UNCOLLECT SMALL BALANCE	\$ 46.29
125390002	1733 JARMAN ST	ROBERT JORGENSEN	UNCOLLECT SMALL BALANCE	\$ 14.85
125412501	1769 JARMAN ST	STEPHEN PASTUCHA	UNCOLLECT SMALL BALANCE	\$ 15.00
126040004	1874 MANZ ST	CAROL WRIGHT	UNCOLLECT SMALL BALANCE	\$ 4.65
126085103	1938 MANZ ST	LEE E EGGERSON III	UNCOLLECT SMALL BALANCE	\$ 15.67
126130103	1826 MCILWRAITH ST	H & F HOLDINGS LLC	UNCOLLECT SMALL BALANCE	\$ 32.26
126162603	1869 MCILWRAITH ST	DEQUARIUS LONG	UNCOLLECT SMALL BALANCE	\$ 4.65
126172501	1885 MCILWRAITH ST	MICHELLE FACCHIN	UNCOLLECT SMALL BALANCE	\$ 15.50
126177503	1893 MCILWRAITH ST	STATE OF MICHIGAN	UNCOLLECT SMALL BALANCE	\$ 34.87
126355003	1875 DYSON ST	TERSON GERMONE BETHEA	UNCOLLECT SMALL BALANCE	\$ 35.78
126380005	1937 DYSON ST	FATIMA GUY	UNCOLLECT SMALL BALANCE	\$ 6.44

CITY OF MUSKEGON

WATER/SEWER FINALIZED ACCOUNT BALANCES PROPOSED FOR WRITE-OFF FISCAL YEAR 2004

ACCOUNT NO.	SERVICE ADDRESS	CUSTOMER NAME	DESCRIPTION	AMOUNT
127055001	1907 ELWOOD ST	FRED P SCHOLL	UNCOLLECT SMALL BALANCE	\$ 11.34
127297502	1832 S GETTY ST	RAY KITTEL	UNCOLLECT SMALL BALANCE	\$ 31.66
127297502	1836 SMITH ST	MONICA ROMERO	UNCOLLECT SMALL BALANCE	\$ 49.31
128060002	1842 CONTINENTAL ST	CHRISTINE SCHWING	UNCOLLECT SMALL BALANCE	\$ 9.99
128170002	1937 AUSTIN ST	LODAYNIA WISEMAN	UNCOLLECT SMALL BALANCE	\$ 47.34
203032801	370 WOOD ST	RANDY LOCKE	UNCOLLECT SMALL BALANCE	\$ 29.33
203122502	308 JACKSON AVE	FAITH LEFEAR	UNCOLLECT SMALL BALANCE	\$ 31.82
203192503	510 OCTAVIUS ST	DONNA AUSTIN	UNCOLLECT SMALL BALANCE	\$ 49.83
203205001	496 OCTAVIUS ST	PATE L ARDIS	UNCOLLECT SMALL BALANCE	\$ 46.39
204147604	808 EMERALD ST	ADRIENE ELLIOTT	UNCOLLECT SMALL BALANCE	\$ 13.65
204242601	266 MYRTLE AVE	BERTHA RILEY	UNCOLLECT SMALL BALANCE	\$ 15.50
204260001	295 MYRTLE AVE	CORA RODGERS	UNCOLLECT SMALL BALANCE	\$ 9.65
204290101	332 MYRTLE AVE	LODIS MITCHELL	UNCOLLECT SMALL BALANCE	\$ 41.85
204422608	301 ORCHARD AVE	LORRAINE HALL	UNCOLLECTABLE-DECEASED	\$ 112.40
205040101	274 E APPLE AVE	DOBBEN ENTERPRISES	UNCOLLECT SMALL BALANCE	\$ 22.28
205335002	171 ALLEN AVE	WILLIAM HOWELL III	UNCOLLECT SMALL BALANCE	\$ 33.29
206015104	1032 WOOD ST	MARIA GARCIA	UNCOLLECT SMALL BALANCE	\$ 30.10
206352601	318 CATHERINE AVE	JERRY D CARTER	UNCOLLECT SMALL BALANCE	\$ 31.42
206372501	370 CATHERINE AVE	ARTHUR JACKSON	UNCOLLECT SMALL BALANCE	\$ 8.00
207292602	297 MCLAUGHLIN AVE	JASON OUTLEY	UNCOLLECT SMALL BALANCE	\$ 39.38
209005005	1316 ARTHUR ST	CHAD STORY	UNCOLLECT SMALL BALANCE	\$ 22.69
209022603	1350 ARTHUR ST	JACK & LAURA SCHWITTERS	UNCOLLECT SMALL BALANCE	\$ 48.62
209065001	1187 RANSOM ST	A SCHWEIFLER	UNCOLLECT SMALL BALANCE	\$ 24.17
209185102	22 E ISABELLA AVE	JOY ALLEN	UNCOLLECT SMALL BALANCE	\$ 23.22
209465101	1306 TERRACE ST	TINA AGUILAR	UNCOLLECT SMALL BALANCE	\$ 18.95
209468002	1315 TERRACE ST	CHARLES ROBINSON	UNCOLLECT SMALL BALANCE	\$ 49.77
209487601	1347 TERRACE ST	WILLIAM HOWELL	UNCOLLECT SMALL BALANCE	\$ 20.86
211230003	820 TERRACE ST	MUSKEGON LAW BLD LLC	UNCOLLECT SMALL BALANCE	\$ 35.17
214272501	80 HAMILTON AVE	OCCUPANT	UNCOLLECT SMALL BALANCE	\$ 32.08
214407604	1095 1ST ST	KIMBERLY LEIKER	UNCOLLECT SMALL BALANCE	\$ 23.73
215015002	291 HOUSTON AVE	BRASS TACKS CONSTRUCTION	UNCOLLECT SMALL BALANCE	\$ 14.39
215150001	211 MERRILL AVE	EUGENE D HARVEY	DECEASED - TAX FORECLOSURE	\$ 439.38
215317505	189 STRONG AVE	KINDOL MCQUIRTER	UNCOLLECT SMALL BALANCE	\$ 45.09
215420003	1251 5TH ST	REAL ESTATE SOLUTION LLC	UNCOLLECT SMALL BALANCE	\$ 1.20
215467603	1345 5TH ST	CHARLES JONES	UNCOLLECT SMALL BALANCE	\$ 49.35

CITY OF MUSKEGON

WATER/SEWER FINALIZED ACCOUNT BALANCES PROPOSED FOR WRITE-OFF FISCAL YEAR 2004

ACCOUNT NO.	SERVICE ADDRESS	CUSTOMER NAME	DESCRIPTION	AMOUNT
216030001	1535 5TH ST	SCHARLENE ANDERSON	UNCOLLECT SMALL BALANCE	\$ 29.05
216322602	77 W LARCH AVE	BRENDA JOHNSON	UNCOLLECT SMALL BALANCE	\$ 45.35
218472402	1975 CLINTON ST	DELORES WYNN HENDRICKS	UNCOLLECT SMALL BALANCE	\$ 15.50
218472403	1975 CLINTON ST	CENTURY 21 LUMBERTOWN	UNCOLLECT SMALL BALANCE	\$ 18.80
219450001	1465 JIROCH ST	STACEY BOUWMAN	UNCOLLECT SMALL BALANCE	\$ 40.82
220367505	1930 LEAHY ST	KIMBERLY COLEMAN	UNCOLLECT SMALL BALANCE	\$ 4.82
220372503	1937 LEAHY ST	IDELLA WALTON	UNCOLLECT SMALL BALANCE	\$ 10.84
220432502	1890 JIROCH ST	COLEMAN HALE JR	UNCOLLECT SMALL BALANCE	\$ 17.49
220457502	1938 JIROCH ST	DONNA GRANT	UNCOLLECT SMALL BALANCE	\$ 22.34
221125016	1527 TERRACE ST	MICHAEL WILDER	UNCOLLECT SMALL BALANCE	\$ 18.76
221155105	1581 TERRACE ST	ANGELA MARTZ	UNCOLLECT SMALL BALANCE	\$ 18.26
221195004	1609 TERRACE ST	ROSEMARIE MICHAELS	UNCOLLECT SMALL BALANCE	\$ 205.81
221222502	1660 TERRACE ST	MANDY MARIE HUDSON	UNCOLLECT SMALL BALANCE	\$ 8.00
221227502	282 E DALE AVE	KATHY MOLINE	UNCOLLECT SMALL BALANCE	\$ 6.03
221242602	1688 TERRACE ST	BRASS TACKS CONSTRUCTION	UNCOLLECT SMALL BALANCE	\$ 23.46
221370001	1912 TERRACE ST	M L HARVEY	UNCOLLECT SMALL BALANCE	\$ 11.13
221372605	1915 TERRACE ST	DARWIN COATES	UNCOLLECT SMALL BALANCE	\$ 46.54
222050104	332 E FOREST AVE	EARL PALMER	UNCOLLECT SMALL BALANCE	\$ 1.75
222067503	387 E FOREST AVE	DOUGLAS BRUMFIELD	UNCOLLECT SMALL BALANCE	\$ 15.00
223037601	1643 WOOD ST	CATHIE VIVIAN	UNCOLLECT SMALL BALANCE	\$ 48.44
223160007	1868 WOOD ST	VIRGIL BADOUR	UNCOLLECT SMALL BALANCE	\$ 25.45
223217502	1942 WOOD ST	ZABULOINA KIRKLAND	UNCOLLECT SMALL BALANCE	\$ 3.79
223222502	1947 WOOD ST	MICHELLE L MAHAN	UNCOLLECT SMALL BALANCE	\$ 33.29
224140002	1541 SIXTH ST	BERNADETTE BROWN	UNCOLLECT SMALL BALANCE	\$ 1.66
224182503	1568 6TH ST	MARIA BROWN	UNCOLLECT SMALL BALANCE	\$ 40.71
224255001	1647 6TH ST	MARIA MCNAIR	UNCOLLECT SMALL BALANCE	\$ 10.68
225022501	321 WASHINGTON AVE	JOSEPH GOODEN	UNCOLLECT SMALL BALANCE	\$ 6.58
225062604	1440 7TH ST	LINDA SCHAFER	UNCOLLECT SMALL BALANCE	\$ 3.11
225070102	1448 7TH ST	MARY VEENSTRA	UNCOLLECT SMALL BALANCE	\$ 31.50
225132502	373 W GRAND AVE	STATE OF MICHIGAN	TAX FORECLOSURE	\$ 3,598.88
225150001	1505 7TH ST	ALVIN KILGORE	UNCOLLECT SMALL BALANCE	\$ 20.49
225210003	402 W SOUTHERN AVE	JEWEL FOX WILLIAMS	UNCOLLECT SMALL BALANCE	\$ 23.09
225212501	412 W SOUTHERN AVE	ABRAHAM WHEELER	UNCOLLECT SMALL BALANCE	\$ 15.00
225237501	316 W FOREST AVE	JACQUELINE LOUISE RAULIN	UNCOLLECT SMALL BALANCE	\$ 20.37
226172602	391 HOUSTON AVE	TELENA WILLIAMS	UNCOLLECT SMALL BALANCE	\$ 20.23

CITY OF MUSKEGON

WATER/SEWER FINALIZED ACCOUNT BALANCES PROPOSED FOR WRITE-OFF FISCAL YEAR 2004

ACCOUNT NO.	SERVICE ADDRESS	CUSTOMER NAME	DESCRIPTION	AMOUNT
227065001	1184 SEVENTH ST	CAPITAL CONCEPTS	UNCOLLECTABLE SMALL BAL	\$ 13.32
227067502	1185 SEVENTH ST	GREGORY KIRKSEY	UNCOLLECTABLE SMALL BAL	\$ 5.51
227182503	483 W MUSKEGON AVE	CHARLES BOOKER	UNCOLLECTABLE SMALL BAL	\$ 35.13
227260001	439 HOUSTON AVE	LONNIE MINOR	UNCOLLECT SMALL BALANCE	\$ 38.50
227260002	439 HOUSTON AVE	TROY JOHNSON	UNCOLLECT SMALL BALANCE	\$ 24.32
227372906	427 MONROE AVE	PRISCILLA PRICE	UNCOLLECT SMALL BALANCE	\$ 16.20
228092502	1575 PARK ST	JEFFERY PARKS	UNCOLLECT SMALL BALANCE	\$ 15.50
228122601	1656 PARK ST	MARIANNE PLAMONDON	UNCOLLECT SMALL BALANCE	\$ 1.55
228222503	523 W GRAND AVE	MARSHALL REDDER	UNCOLLECT SMALL BALANCE	\$ 40.02
228285001	475 W SOUTHERN AVE	U J WALKER	UNCOLLECT SMALL BALANCE	\$ 8.00
228297504	515 W SOUTHERN AVE	LAKETOWN INVESTMENTS	UNCOLLECT SMALL BALANCE	\$ 13.42
228357606	579 W FOREST AVE	JEFFERY MICHAEL STOWERS	UNCOLLECT SMALL BALANCE	\$ 20.37
298073003	889 2ND ST	MALL ASSOCIATE	UNCOLLECT SMALL BALANCE	\$ 8.28
299017501	359 MUSKEGON MALL	MUSKEGON MALL	UNCOLLECT SMALL BALANCE	\$ 24.97
299039501	161 MUSKEGON MALL	COMERICA	UNCOLLECT SMALL BALANCE	\$ 13.24
299045001	180 MUSKEGON MALL	MR. PRICE	UNCOLLECT SMALL BALANCE	\$ 17.27
299052501	MUSKEGON MALL	MR PRICE	UNCOLLECT SMALL BALANCE	\$ 24.97
299055001	MUSKEGON MALL	MUSKEGON MALL STA#3	UNCOLLECT SMALL BALANCE	\$ 24.97
299058001	258 MUSKEGON MALL	MUSKEGON MALL	UNCOLLECT SMALL BALANCE	\$ 24.97
299064504	305 MUSKEGON MALL	FOOT ACTION - MUSKEGON MALL	UNCOLLECT SMALL BALANCE	\$ 24.97
299066001	MUSKEGON MALL	FIRST ST SVC BLDG	UNCOLLECT SMALL BALANCE	\$ 29.63
299066501	2ND ST SER BLDG	MUSKEGON MALL	UNCOLLECT SMALL BALANCE	\$ 24.97
299070001	371 MORRIS AVE	MUSKEGON MALL	UNCOLLECT SMALL BALANCE	\$ 24.97
299075001	MUSKEGON MALL 1430 WOODCREEK AVE	MUSKEGON MANAGEMENT	UNCOLLECT SMALL BALANCE	\$ 24.97
305053010	APT C	LAURIE GLAVICH	BANKRUPTCY DISCHARGE	\$ 38.70
305092008	1680 WOODCREEK, APT E	LAKHVINDE SINGH	UNCOLLECT SMALL BALANCE	\$ 35.55
306395002	1727 BEIDLER ST	INDEPENDENT BANK	UNCOLLECT SMALL BALANCE	\$ 12.14
307247604	809 W FOREST AVE	PABLO FIERRO	UNCOLLECT SMALL BALANCE	\$ 21.47
307415002	747 W LARCH AVE	MICHAEL POLLACK	BANKRUPTCY DISCHARGE	\$ 34.30
307475103	1752 DIVISION ST	JOHNNIE VANDENBOSCH	UNCOLLECT SMALL BALANCE	\$ 46.16
308017504	901 W GRAND AVE	JOHN STOKER	UNCOLLECT SMALL BALANCE	\$ 1.33
308222601	905 W FOREST AVE	CONNIE STOUT	UNCOLLECT SMALL BALANCE	\$ 6.96
308317504	915 IRELAND AVE	MARY HERBERT	UNCOLLECT SMALL BALANCE	\$ 8.71
309205104	1101 WASHINGTON AVE	BRENT VANDERSTELT	UNCOLLECT SMALL BALANCE	\$ 26.10
310385002	1172 W DALE AVE	DEREK WILSON	UNCOLLECT SMALL BALANCE	\$ 26.47

CITY OF MUSKEGON

WATER/SEWER FINALIZED ACCOUNT BALANCES PROPOSED FOR WRITE-OFF FISCAL YEAR 2004

ACCOUNT NO.	SERVICE ADDRESS	CUSTOMER NAME	DESCRIPTION	AMOUNT
311002502	1224 MONTGOMERY AVE	SUSAN TALBOT-STANAWAY	UNCOLLECT SMALL BALANCE	\$ 49.46
312305103	1315 PALMER AVE	TIMOTHY VANDENBOSCH	UNCOLLECT SMALL BALANCE	\$ 49.14
313105005	1848 ROBINSON ST	MIRLDA PENA	UNCOLLECT SMALL BALANCE	\$ 24.00
313190102	1487 PALMER AVE	RANDY KENNEY	UNCOLLECT SMALL BALANCE	\$ 38.26
315345001	2125 ESTES ST	RICHARD HOWARD	UNCOLLECT SMALL BALANCE	\$ 31.58
315387501	2214 ESTES ST	CHARLOTTE MILLER	UNCOLLECT SMALL BALANCE	\$ 21.45
317187601	2142 HARRISON AVE	RUTH E KING	UNCOLLECT SMALL BALANCE	\$ 45.34
318525004	2130 W SHERMAN BLVD	SUNSET GLOBAL INVEST LLC	UNCOLLECT SMALL BALANCE	\$ 44.04
320282501	2569 HARDING AVE	LEANN MARTINEZ	UNCOLLECT SMALL BALANCE	\$ 4.39
321127303	2208 HARRISON AVE	DARCY WELSH	UNCOLLECT SMALL BALANCE	\$ 15.29
321157504	2266 HARRISON AVE	WARD WAITE	UNCOLLECT SMALL BALANCE	\$ 43.56
321332602	2283 MEURER CT	ELWOOD SKUSE	UNCOLLECT SMALL BALANCE	\$ 8.00
321365102	2207 LINCOLN ST	DAWN S HARRIS	UNCOLLECT SMALL BALANCE	\$ 4.33
321465002	2207 MORTON AVE	CHARLES BAUMFLEK	UNCOLLECT SMALL BALANCE	\$ 36.60
321480003	2228 MORTON AVE	TAMMI L BUCHER	UNCOLLECT SMALL BALANCE	\$ 26.84
322042501	3171 LAKESHORE DR	RICHARD M FREYE	UNCOLLECT SMALL BALANCE	\$ 9.07
322240001	3296 THOMPSON AVE	DAN CARLSON	UNCOLLECT SMALL BALANCE	\$ 24.16
324190202	3108 COUNTRY CLUB DR	RAMOND LEITER	UNCOLLECT SMALL BALANCE	\$ 31.89
325268404	2552 CUMBERLAND ST	DONALD CARLSTON	UNCOLLECT SMALL BALANCE	\$ 31.37
325269604	2573 CUMBERLAND ST	MARYANNE VANDERLAAN	UNCOLLECT SMALL BALANCE	\$ 25.96
327018702	1925 NEVADA ST	EARL CRANSTON	UNCOLLECT SMALL BALANCE	\$ 43.30
327069004	2130 DOWD ST	VERNEDA PETERS	UNCOLLECT SMALL BALANCE	\$ 8.61
327107004	2044 HUDSON ST	SHIRLEY ZAVITZ	UNCOLLECT SMALL BALANCE	\$ 34.98
328059203	866 WILSON AVE	OCCUPANT	UNCOLLECT SMALL BALANCE	\$ 45.73
329010505	861 W LAKETON AVE	OCCUPANT	UNCOLLECT SMALL BALANCE	\$ 27.23
329098002	1974 KINSEY ST	AMY CHRISTION	UNCOLLECT SMALL BALANCE	\$ 11.02
329103005	2037 KINSEY ST	HARRY L JOURDEN	UNCOLLECT SMALL BALANCE	\$ 5.34
390087502	3703 WATSON AVE	CAROLYN SEBESTYEN	UNCOLLECT SMALL BALANCE	\$ 34.65
399371101	1148 W WESTERN AVE	WEST MI STEEL FDRY	BANKRUPTCY DISCHARGE	\$ 8.14
399372501	1148 W WESTERN AVE	WEST MI STEEL FDRY	BANKRUPTCY DISCHARGE	\$ 4.26
TOTAL				\$ 9,665.66

Commission Meeting Date: December 14, 2004

Date: December 8, 2004
To: Honorable Mayor and City Commissioners
From: City Treasurer
RE: Amend Policy for Adjusting Uncollectible Accounts and
Set Up Allowance for Doubtful Accounts

SUMMARY OF REQUEST: To write-off \$266,357 of A/R balances from the period 1998 through 2000, and increase the reserve for doubtful accounts from the current level of \$240,000 to \$254,951.

This is also a request to amend the "Policy for Adjusting Uncollectible Accounts" to be made consistent with the policy used for delinquent personal property taxes. This involves 100% write-off of A/R balances more than 5 years old and 50% write-off of balances less than 5 years.

FINANCIAL IMPACT: To record \$266,357 as bad debt expense in the general fund for open balances from 1998, 1999 and 2000 years. Additionally, to record \$254,951 as an allowance for uncollectible accounts in the general fund for 50% of open balances from 2001, 2002, 2003 and 2004 years. \$240,000 was previously set up as a reserve and \$300,000 was budgeted as a contingency in the fiscal year 2004 budget

BUDGET ACTION REQUIRED: None at this time. The contingency account is adequate to handle these adjustments.

STAFF RECOMMENDATION: To approve the requested changes.

COMMITTEE RECOMMENDATION: N/A

2004-107(f)

Memorandum

To: Honorable Mayor and City Commissioners
From: City Treasurer
cc: City Manager
Finance Director
Date: December 8, 2004
Re: Uncollectible Accounts Receivable

As you know, the City has been faced with numerous budget challenges during the 2004 year. At the July City Commission work session, the Finance Director noted that one of the budget challenges we are faced with in 2004 is a tightening of accounting standards related to accounts receivable. The tighter standard allows us to book as year-end receivables in the general fund only those accounts receivable estimated to be collectable within a brief period of year-end.

For 2004, there are two classes of A/R write-offs being brought to you:

1. Routine Write-Offs (\$36,077- Under Separate Agenda Item)
2. One-Time Accounting Adjustment to the City's Historical A/R Balance (\$521,307)

The routine write-offs are covered under a separate agenda item. These represent accounts deemed uncollectible due to death, tax foreclosure, administrative error or similar reason.

The second class of write-offs is the one-time accounting adjustment and is discussed more fully below:

Follow-up to Previous Information Presented to Commission – The one-time adjustment to the city's A/R balance is the final step in the A/R strategy originally presented to the Commission in July. Other efforts that have been implemented this year to reduce outstanding receivables include; 1) the A/R Amnesty Program, 2) outsourced billing for the Environmental Program, 3) policy changes to limit the timeframe for environmental appeals to 30 days from the date of the original invoice, and 4) 20% discount incentive put in place to promote timely payment of environmental and demolition invoices within thirty days.

Impact to the Bottom Line of City's Financial Statements – In July it was noted that the required accounting change could negatively impact the city's fund balance by "as much as \$400,000." Fortunately, prior preparations will help soften the impact. The calculated amount to be adjusted from the city's books is \$521,308, of which \$240,000 is covered by reserves set up in prior years. The remaining balance will be adjusted in two steps:

1. Write-off \$266,357 of A/R balances from the period 1998 through 2000 and,
2. Increase the reserve for doubtful accounts from the current level of \$240,000 to \$254,951.

The total net adjustment \$281,308 (\$266,357 plus \$14,951) will be taken from the general fund contingency account. The fiscal year 2004 unused contingency balance is currently estimated to be over \$300,000. It should also be noted that the city will continue to pursue any available means of further collection efforts (i.e., use of the outside collection agency), even after these accounts are written off the city's books.

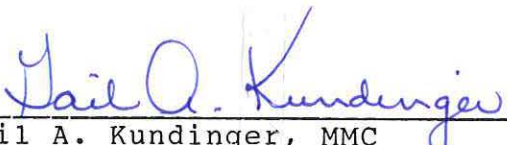
Policy Change/Independent Auditor Consulted – In conjunction with approval of this write off, staff also recommends that the general accounts receivable write-off policy be made consistent with the policy used for delinquent personal property taxes. This involves 100% write-off of A/R balances more than 5 years old and 50% write-off of balances less than 5 years. Staff has discussed the proposed approach with the city's independent auditors who agree with and approve of the procedure and method to be used to bring the city's books in line with the tougher standards.

Types of Bills Outstanding – During the normal course of conducting its business, the city invoices parties for a variety of reasons ranging from fines, or penalties to the provision of city services or sale of goods. Many billings are paid promptly and the majority of those that are not are ultimately collected through discontinuance of service, use of third-party collection services, or other means. Following is a summary of the open general fund invoices. Over 86% of the total general fund invoices outstanding are related to the city's efforts to improve the quality of life for the citizens of Muskegon by fighting blight and maintaining and enhancing neighborhoods. These efforts include, lot clean ups (31.3% of outstanding balance), lot mowings (26.9% of outstanding balance), demos and board-ups (18.3% of outstanding balance), and vehicle impounds (9.8% of outstanding balance).

The very nature of many of the outstanding invoices render them as difficult items to collect on since the vast majority of them are for services provided by the city as a result of a code violation or enforcement action. In addition, many of the associated properties make their way through the state's tax foreclosure process due to unpaid property taxes. For the long-range, the city may desire to conduct a thorough study of the costs of providing certain services versus the benefits derived along with analyzing the delivery of those services.

Please feel free to contact me should you have any questions. Thank you.

Adopted 12-14-04


Gail A. Kunderger, MMC
City Clerk

CITY OF MUSKEGON
BREAKDOWN OF OPEN GENERAL FUND INVOICES AS OF NOVEMBER 2004

SUMMARY BY YEAR BILLED

Year Billed	Number of Invoices	Open Balance
1998	528	\$ 63,384.39
1999	631	80,954.86
2000	973	122,016.73
2001	1,208	118,889.72
2002	1,251	134,824.22
2003	1,728	163,622.39
2004	902	92,564.78
Total	<u>7,221</u>	<u>\$ 776,257.09</u>

Under the proposed policy change, 50% of delinquent accounts for years 1 through 4 and 100% of delinquent accounts for years 5 and after would be written off. This method would be in line with the policy for adjusting delinquent personal property taxes off of the City's books.

Calculation of Amount to Adjust From City's Books	
50% of 2004 outstanding balances	\$ 46,282.39
50% of 2003 outstanding balances	81,811.20
50% of 2002 outstanding balances	67,412.11
50% of 2001 outstanding balances	59,444.86
100% of 2000 outstanding balances	122,016.73
100% of 1999 outstanding balances	80,954.86
100% of 1998 outstanding balances	63,384.39
Total for all years combined	<u>\$ 521,306.54</u>

CITY OF MUSKEGON
BREAKDOWN OF OPEN GENERAL FUND INVOICES AS OF NOVEMBER 2004

SUMMARY BY TYPE OF BILL AND YEAR (IN DOLLARS OUTSTANDING)

DESCRIPTION	2004 YEAR	2003 YEAR	2002 YEAR	2001 YEAR	2000 YEAR	1999 YEAR	1998 YEAR	TOTAL FOR ALL YEARS	PERCENT OF TOTAL
BUSINESS LICENSES & PERMITS	80.00		95.00		30.00			205.00	0.0%
HOUSING LICENSES	16,050.00	15,090.00	5,580.00	5,650.00	3,905.00	4,875.00	4,484.90	55,634.90	7.2%
INSPECTION FEE	745.00	3,390.00	360.00	460.00	540.00	1,470.00	1,230.30	8,195.30	1.1%
BUILDING PERMITS	1,934.20	15.00	83.25					2,032.45	0.3%
ELECTRICAL PERMITS	281.00	35.00		50.00	44.00			410.00	0.1%
PLUMBING PERMITS	164.00	70.00	43.00			43.00		320.00	0.0%
HEATING PERMITS	100.00	97.50	305.00		35.00			537.50	0.1%
RENTAL PROPERTY REGISTRATION	1,990.00	10.00						2,000.00	0.3%
SPECIAL EVENTS REIMBURSEMENT	1,881.23							1,881.23	0.2%
LOT CLEAN UP	21,338.00	63,977.32	45,028.73	42,014.73	29,053.24	29,513.96	11,784.33	242,710.31	31.3%
POLICE DEPT INCOME	6,984.16				825.00			7,809.16	1.0%
FIRE DEPT INCOME	5,280.00	1,310.00			2,620.00	40.00	397.94	9,647.94	1.2%
ZONING & ENCROACHMENT FEES	190.00							190.00	0.0%
MISC. TREAS. FEES	2,495.60	210.00	275.00	1,175.00	200.00	175.00	241.80	4,772.40	0.6%
START UP CHARGE/REFUSE	40.00				50.00			90.00	0.0%
REFUSE BAG & BULK SALES	40.00							40.00	0.0%
BASEBALL							800.00	800.00	0.1%
BASKETBALL			45.00	88.00			275.00	408.00	0.1%
SOCCER							450.00	450.00	0.1%
PLAYER FEES							712.60	712.60	0.1%
TOURNAMENT FEES	255.00							255.00	0.0%
FALSE ALARM FEES/POLICE	2,235.00	800.00	1,205.00	1,295.00	405.00	363.00	131.00	6,434.00	0.8%
LOT MOWING	12,071.00	44,153.00	43,531.25	40,882.66	35,677.00	20,765.00	11,488.57	208,568.48	26.9%
VEHICLE IMPOUND FEES	13,850.00	22,765.00	14,750.00	13,850.00	10,825.00			76,040.00	9.8%
MISC. RECREATION INCOME	200.00							200.00	0.0%
FLEA MARKET AT FARMERS MARKET	15.00							15.00	0.0%
FARMERS MARKET		5.00						5.00	0.0%
PARKING LOT RENTAL	233.33							233.33	0.0%
PICNIC SHELTER							100.00	100.00	0.0%
DELINQUENT FEES	150.00							150.00	0.0%
INTEREST/LATE INVOICES			234.00				486.30	720.30	0.1%
PROPERTY TRANSFER AFFIDAVIT FINES				2,200.00				2,200.00	0.3%
TRAFFIC FINES & FEES		55.00	90.00	85.00				230.00	0.0%
MISC. & SUNDRY FEES	24.13	35.00	20.00			24.87		104.00	0.0%
DEMOS AND BOARD-UPS	3,938.13	11,604.57	23,178.99	11,139.33	37,807.49	23,685.03	30,801.65	142,155.19	18.3%
TOTAL	92,564.78	163,622.39	134,824.22	118,889.72	122,016.73	80,954.86	63,384.39	776,257.09	100.0%

Date: December 14, 2004
To: Honorable Mayor and City Commissioners
From: Engineering
RE: Consideration of Bids
Shoreline Dr. Phase II (First to Webster)

SUMMARY OF REQUEST:

Consideration of the bids received to reconstruct, resurface and signal & bridge work be on the second and final phase of Shoreline Dr. Jackson Merkey out of Muskegon is the lowest responsible bidder with a bid price of \$1,788,462.74.

FINANCIAL IMPACT:

The construction cost of \$1,788,462.74 plus engineering cost which is estimated at an additional 15%.

BUDGET ACTION REQUIRED:

None, all costs are expected to be eligible for the MDOT's grant the City had received two years ago.

STAFF RECOMMENDATION:

Staff recommendation will be presented at the work session to allow for time to evaluate the bids in more details.

COMMITTEE RECOMMENDATION:

**H-1566 SHORELINE DRIVE, WEBSTER AVE TO FIRST STREET
BID TABULATION
DECEMBER 7, 2004**

		CONTRACTOR NAME STREET ADDRESS CITY/ST/ZIP			ENGINEER'S ESTIMATE		KAMMINGA & ROODVOETS 3435 BROADMOOR AVE. SE GRAND RAPIDS, MI 49512		JACKSON-MERKEY 555 E. WESTERN AVE. MUSKEGON, MI 49442-1039		MILBOCKER & SONS 1256 29TH ST. ALLEGAN, MI 49019		WADEL STABILIZATION 2500 N. OCEANA DR. HART, MI 49420		DIVERSCO CONSTRUCTION 675 CLYDE CT. SW BYRON CENTER, MI 49315		C & D HUGHES 3097 LANSING RD. CHARLOTTE, MI 48813	
Line #	Item #				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
0005	1000001	Mobilization, Max. \$50,000	1	LS	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 49,950.00	\$ 49,950.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
0010	1040001	Contractor Staking	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 25,000.00	\$ 25,000.00	\$ 6,215.00	\$ 6,215.00	\$ 25,000.00	\$ 25,000.00	\$ 10,000.00	\$ 10,000.00	\$ 26,000.00	\$ 26,000.00	\$ 25,176.00	\$ 25,176.00
0015	1040020	Staking Plan Errors and Extras, One Person	20	Hr	\$ 25.00	\$ 500.00	\$ 1.00	\$ 20.00	\$ 100.00	\$ 2,000.00	\$ 0.01	\$ 0.20	\$ 100.00	\$ 2,000.00	\$ 75.00	\$ 1,500.00	\$ 75.00	\$ 1,500.00
0020	1040021	Staking Plan Errors and Extras, Two Person	20	Hr	\$ 25.00	\$ 500.00	\$ 100.00	\$ 2,000.00	\$ 120.00	\$ 2,400.00	\$ 0.01	\$ 0.20	\$ 120.00	\$ 2,400.00	\$ 100.00	\$ 2,000.00	\$ 100.00	\$ 2,000.00
0025	1040022	Staking Plan Errors and Extras, Three Person	20	Hr	\$ 25.00	\$ 500.00	\$ 1.00	\$ 20.00	\$ 150.00	\$ 3,000.00	\$ 0.01	\$ 0.20	\$ 150.00	\$ 3,000.00	\$ 125.00	\$ 2,500.00	\$ 125.00	\$ 2,500.00
0030	2020004	Tree, Rem, 6 inch to 18 inch	27	Ea	\$ 200.00	\$ 5,400.00	\$ 140.00	\$ 3,780.00	\$ 140.00	\$ 3,780.00	\$ 140.00	\$ 3,780.00	\$ 200.00	\$ 5,400.00	\$ 200.00	\$ 5,400.00	\$ 200.00	\$ 5,400.00
0035	2030011	Dr Structure, Rem	2	Ea	\$ 300.00	\$ 600.00	\$ 295.00	\$ 590.00	\$ 420.00	\$ 840.00	\$ 350.00	\$ 700.00	\$ 1,500.00	\$ 3,000.00	\$ 300.00	\$ 600.00	\$ 1,000.00	\$ 2,000.00
0040	2040005	Curb and Gutter, Rem	5850	Ft	\$ 4.00	\$ 23,400.00	\$ 2.50	\$ 14,625.00	\$ 2.50	\$ 14,625.00	\$ 6.10	\$ 35,685.00	\$ 7.00	\$ 40,950.00	\$ 5.00	\$ 29,250.00	\$ 5.00	\$ 29,250.00
0045	2040008	Guardrail, Rem	338	Ft	\$ 2.00	\$ 676.00	\$ 1.35	\$ 456.30	\$ 2.00	\$ 676.00	\$ 2.00	\$ 676.00	\$ 1.50	\$ 507.00	\$ 1.00	\$ 338.00	\$ 1.00	\$ 338.00
0050	2040011	Pavt, Rem	12004	Syd	\$ 2.00	\$ 24,008.00	\$ 2.00	\$ 24,008.00	\$ 2.05	\$ 24,608.20	\$ 6.00	\$ 72,024.00	\$ 10.00	\$ 120,040.00	\$ 12.00	\$ 144,048.00	\$ 5.00	\$ 60,020.00
0055	2040013	Sidewalk, Rem	238	Syd	\$ 5.00	\$ 1,190.00	\$ 5.00	\$ 1,190.00	\$ 5.00	\$ 1,190.00	\$ 4.00	\$ 952.00	\$ 20.00	\$ 4,760.00	\$ 10.00	\$ 2,380.00	\$ 5.00	\$ 1,190.00
0060	2050010	Embankment, CIP Class II (MDOT Spec.)	853	Cyd	\$ 5.00	\$ 4,265.00	\$ 5.00	\$ 4,265.00	\$ 4.50	\$ 3,838.50	\$ 12.00	\$ 10,236.00	\$ 15.00	\$ 12,795.00	\$ 10.00	\$ 8,530.00	\$ 10.00	\$ 8,530.00
0065	2050015	Excavation, Earth	1389	Cyd	\$ 7.00	\$ 9,723.00	\$ 5.00	\$ 6,945.00	\$ 5.50	\$ 7,639.50	\$ 10.00	\$ 13,890.00	\$ 20.00	\$ 27,780.00	\$ 10.00	\$ 13,890.00	\$ 6.00	\$ 8,334.00
0070	2050050	Non Haz Contaminated Material Handling and Disposal, LM	140	Cyd	\$ 50.00	\$ 7,000.00	\$ 35.00	\$ 4,900.00	\$ 28.50	\$ 3,990.00	\$ 65.00	\$ 9,100.00	\$ 50.00	\$ 7,000.00	\$ 50.00	\$ 7,000.00	\$ 75.00	\$ 10,500.00
0075	2057011	_ Grade and Compact Existing Material	11791	Syd	\$ 2.00	\$ 23,582.00	\$ 2.00	\$ 23,582.00	\$ 0.55	\$ 6,485.05	\$ 1.50	\$ 17,686.50	\$ 2.25	\$ 26,529.75	\$ 2.50	\$ 29,477.50	\$ 1.00	\$ 11,791.00
0080	2060002	Backfill, Structure, CIP	124	Cyd	\$ 20.00	\$ 2,480.00	\$ 10.00	\$ 1,240.00	\$ 8.00	\$ 992.00	\$ 14.00	\$ 1,736.00	\$ 50.00	\$ 6,200.00	\$ 20.00	\$ 2,480.00	\$ 15.00	\$ 1,860.00
0085	2060003	Erosion Control, Gravel Access Approach	2	Ea	\$ 1,200.00	\$ 2,400.00	\$ 1,500.00	\$ 3,000.00	\$ 580.00	\$ 1,160.00	\$ 450.00	\$ 900.00	\$ 2,000.00	\$ 4,000.00	\$ 100.00	\$ 200.00	\$ 1,200.00	\$ 2,400.00
0090	2060005	Erosion Control, Inlet Protection, Fabric Drop	80	Ea	\$ 100.00	\$ 8,000.00	\$ 100.00	\$ 8,000.00	\$ 90.00	\$ 7,200.00	\$ 130.00	\$ 10,400.00	\$ 140.00	\$ 11,200.00	\$ 100.00	\$ 8,000.00	\$ 150.00	\$ 12,000.00
0095	2060025	Erosion Control, Silt Fence	400	Ft	\$ 2.50	\$ 1,000.00	\$ 1.50	\$ 600.00	\$ 1.60	\$ 640.00	\$ 3.00	\$ 1,200.00	\$ 2.00	\$ 800.00	\$ 2.00	\$ 800.00	\$ 2.00	\$ 800.00
0100	2060001	Project Cleanup	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 1.00	\$ 1.00	\$ 3,675.00	\$ 3,675.00	\$ 2,500.00	\$ 2,500.00	\$ 40,000.00	\$ 40,000.00	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00
0105	3020001	Aggregate Base	1200	Ton	\$ 10.00	\$ 12,000.00	\$ 13.25	\$ 15,900.00	\$ 13.25	\$ 15,900.00	\$ 12.50	\$ 15,000.00	\$ 24.00	\$ 28,800.00	\$ 15.00	\$ 18,000.00	\$ 16.00	\$ 19,200.00
0110	3020050	Aggregate Base, Conditioning	21438	Syd	\$ 0.90	\$ 19,294.20	\$ 1.00	\$ 21,438.00	\$ 0.55	\$ 11,790.90	\$ 1.00	\$ 21,438.00	\$ 2.50	\$ 53,595.00	\$ 1.50	\$ 32,157.00	\$ 1.00	\$ 21,438.00
0115	3027011	_ Aggregate Base, 6 inch, Special	302	Syd	\$ 5.00	\$ 1,510.00	\$ 7.00	\$ 2,114.00	\$ 8.50	\$ 2,567.00	\$ 12.50	\$ 3,775.00	\$ 12.00	\$ 3,624.00	\$ 10.00	\$ 3,020.00	\$ 25.00	\$ 7,550.00
0120	3030025	Geotextile Stabilization	14744	Syd	\$ 2.00	\$ 29,488.00	\$ 1.00	\$ 14,744.00	\$ 1.00	\$ 14,744.00	\$ 1.50	\$ 22,116.00	\$ 3.00	\$ 44,232.00	\$ 1.25	\$ 18,430.00	\$ 3.00	\$ 44,232.00
0125	3037011	_ Open-Graded Dr Cse, 6 inch, Modified	14393	Syd	\$ 7.50	\$ 107,947.50	\$ 5.50	\$ 79,161.50	\$ 5.05	\$ 72,684.65	\$ 8.50	\$ 122,340.50	\$ 7.25	\$ 104,348.25	\$ 5.00	\$ 71,965.00	\$ 10.00	\$ 143,930.00

**H-1566 SHORELINE DRIVE, WEBSTER AVE TO FIRST STREET
BID TABULATION
DECEMBER 7, 2004**

CONTRACTOR NAME STREET ADDRESS CITY/ST/ZIP					ENGINEER'S ESTIMATE		KAMMINGA & ROODVOETS 3435 BROADMOOR AVE. SE GRAND RAPIDS, MI 49512		JACKSON-MERKEY 555 E. WESTERN AVE. MUSKEGON, MI 49442-1039		MILBOCKER & SONS 1256 29TH ST. ALLEGAN, MI 49010		WADEL STABILIZATION 2500 N. OCEANA DR. HART, MI 49420		DIVERSCO CONSTRUCTION 675 CLYDE CT. SW BYRON CENTER, MI 49315		C & D HUGHES 3097 LANSING RD. CHARLOTTE, MI 48813	
Line #	Item #	Standard Item Description	Qty.	Units	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
0130	3060015	Maintenance Gravel, LM	100	Cyd	\$ 20.00	\$ 2,000.00	\$ 14.00	\$ 1,400.00	\$ 19.00	\$ 1,900.00	\$ 9.00	\$ 900.00	\$ 25.00	\$ 2,500.00	\$ 20.00	\$ 2,000.00	\$ 25.00	\$ 2,500.00
0135	4021112	Sewer, CI V, 18 inch, Tr Det B	25	Ft	\$ 50.00	\$ 1,250.00	\$ 35.00	\$ 875.00	\$ 30.00	\$ 750.00	\$ 50.00	\$ 1,250.00	\$ 100.00	\$ 2,500.00	\$ 100.00	\$ 2,500.00	\$ 60.00	\$ 1,500.00
0140	4021270	Video Taping Sewer and Culv Pipe, 12 inch	235	Ft	\$ 1.00	\$ 235.00	\$ 1.00	\$ 235.00	\$ 1.00	\$ 235.00	\$ 1.00	\$ 235.00	\$ 7.00	\$ 1,645.00	\$ 5.00	\$ 1,175.00	\$ 10.00	\$ 2,350.00
0145	4027001	Sewer, Ductile Iron CI 52, 12 inch, Tr Det B, Modified	422	Ft	\$ 30.00	\$ 12,660.00	\$ 44.00	\$ 18,568.00	\$ 38.00	\$ 16,036.00	\$ 50.00	\$ 21,100.00	\$ 55.00	\$ 23,210.00	\$ 75.00	\$ 31,650.00	\$ 35.00	\$ 15,192.00
0150	4030000	Dr Structure, 24 inch dia	13	Ea	\$ 800.00	\$ 10,400.00	\$ 1,050.00	\$ 13,650.00	\$ 1,435.00	\$ 18,655.00	\$ 815.00	\$ 10,595.00	\$ 900.00	\$ 11,700.00	\$ 1,000.00	\$ 13,000.00	\$ 1,000.00	\$ 13,000.00
0155	4030005	Dr Structure, 48 inch dia	2	Ea	\$ 1,500.00	\$ 3,000.00	\$ 1,500.00	\$ 3,000.00	\$ 1,675.00	\$ 3,350.00	\$ 1,500.00	\$ 3,000.00	\$ 1,400.00	\$ 2,800.00	\$ 2,000.00	\$ 4,000.00	\$ 1,200.00	\$ 2,400.00
0160	4030015	Dr Structure, 72 inch dia	1	Ea	\$ 2,500.00	\$ 2,500.00	\$ 3,400.00	\$ 3,400.00	\$ 2,545.00	\$ 2,545.00	\$ 2,500.00	\$ 2,500.00	\$ 3,500.00	\$ 3,500.00	\$ 4,000.00	\$ 4,000.00	\$ 1,500.00	\$ 1,500.00
0165	4030050	Dr Structure, Adj, Add Depth	4	Ft	\$ 140.00	\$ 560.00	\$ 150.00	\$ 600.00	\$ 135.00	\$ 540.00	\$ 250.00	\$ 1,000.00	\$ 750.00	\$ 3,000.00	\$ 200.00	\$ 800.00	\$ 500.00	\$ 2,000.00
0170	4030051	Dr Structure Cover	9450	Lb	\$ 1.50	\$ 14,175.00	\$ 0.75	\$ 7,087.50	\$ 1.90	\$ 17,955.00	\$ 1.30	\$ 12,285.00	\$ 1.50	\$ 14,175.00	\$ 1.50	\$ 14,175.00	\$ 1.50	\$ 14,175.00
0175	4030052	Dr Structure Cover, Adj, Case 1	21	Ea	\$ 400.00	\$ 8,400.00	\$ 275.00	\$ 5,775.00	\$ 365.00	\$ 7,665.00	\$ 395.00	\$ 8,295.00	\$ 550.00	\$ 11,550.00	\$ 400.00	\$ 8,400.00	\$ 400.00	\$ 8,400.00
0180	4030053	Dr Structure Cover, Adj, Case 2	2	Ea	\$ 300.00	\$ 600.00	\$ 275.00	\$ 550.00	\$ 290.00	\$ 580.00	\$ 280.00	\$ 560.00	\$ 350.00	\$ 700.00	\$ 400.00	\$ 800.00	\$ 400.00	\$ 800.00
0185	4030064	Dr Structure, Tap, 12 inch	11	Ea	\$ 150.00	\$ 1,650.00	\$ 265.00	\$ 2,915.00	\$ 375.00	\$ 4,125.00	\$ 250.00	\$ 2,750.00	\$ 500.00	\$ 5,500.00	\$ 250.00	\$ 2,750.00	\$ 150.00	\$ 1,650.00
0190	4030080	Drop Inlet, Type 1	1	Ea	\$ 1,000.00	\$ 1,000.00	\$ 1,050.00	\$ 1,050.00	\$ 1,150.00	\$ 1,150.00	\$ 1,200.00	\$ 1,200.00	\$ 500.00	\$ 500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00
0195	4037050	Dr Structure Cover, Adj, Case 1, Modified	2	Ea	\$ 400.00	\$ 800.00	\$ 650.00	\$ 1,300.00	\$ 440.00	\$ 880.00	\$ 650.00	\$ 1,300.00	\$ 500.00	\$ 1,000.00	\$ 400.00	\$ 800.00	\$ 1,000.00	\$ 2,000.00
0200	4037050	Membrane Sealant	4	Ea	\$ 100.00	\$ 400.00	\$ 110.00	\$ 440.00	\$ 80.00	\$ 320.00	\$ 150.00	\$ 600.00	\$ 100.00	\$ 400.00	\$ 300.00	\$ 1,200.00	\$ 300.00	\$ 1,200.00
0205	5020005	HMA Surface, Rem	21338	Syd	\$ 1.50	\$ 32,007.00	\$ 1.00	\$ 21,338.00	\$ 1.95	\$ 41,609.10	\$ 4.00	\$ 85,352.00	\$ 5.50	\$ 117,359.00	\$ 2.00	\$ 42,676.00	\$ 1.00	\$ 21,338.00
0210	5020008	Pavt for Butt Joints, Rem	58	Syd	\$ 8.00	\$ 464.00	\$ 25.00	\$ 1,460.00	\$ 28.00	\$ 1,624.00	\$ 5.00	\$ 290.00	\$ 50.00	\$ 2,900.00	\$ 25.00	\$ 1,450.00	\$ 30.00	\$ 1,740.00
0215	5020046	HMA, 3E10	3871	Ton	\$ 40.00	\$ 154,840.00	\$ 38.24	\$ 148,027.04	\$ 38.40	\$ 148,646.40	\$ 38.40	\$ 148,646.40	\$ 38.50	\$ 148,033.50	\$ 39.00	\$ 150,999.00	\$ 38.24	\$ 148,027.04
0220	5020510	HMA, 4E10, High Stress	2584	Ton	\$ 48.00	\$ 124,032.00	\$ 46.22	\$ 119,432.48	\$ 40.50	\$ 104,652.00	\$ 40.50	\$ 104,652.00	\$ 46.50	\$ 120,156.00	\$ 47.00	\$ 121,448.00	\$ 46.22	\$ 119,432.48
0225	5020516	HMA, 5E10, High Stress	2584	Ton	\$ 48.00	\$ 124,032.00	\$ 51.22	\$ 132,352.48	\$ 41.35	\$ 106,848.40	\$ 41.35	\$ 106,848.40	\$ 51.50	\$ 133,076.00	\$ 52.00	\$ 134,368.00	\$ 51.22	\$ 132,352.48
0230	5040005	HMA Quality Initiative	9069	Dir	\$ 1.00	\$ 9,069.00	\$ 1.00	\$ 9,069.00	\$ 1.00	\$ 9,069.00	\$ 1.00	\$ 9,069.00	\$ 1.00	\$ 9,069.00	\$ 1.00	\$ 9,069.00	\$ 1.00	\$ 9,069.00
0235	5040005	HMA Quality Assurance Testing	9069	Ton	\$ 1.00	\$ 9,069.00	\$ 0.70	\$ 6,348.30	\$ 0.01	\$ 90.69	\$ 0.01	\$ 90.69	\$ 1.00	\$ 9,069.00	\$ 1.00	\$ 9,069.00	\$ 0.70	\$ 6,348.30
0240	6020078	Conc Pavt, Misc, Reinf, 10 inch	205	Syd	\$ 40.00	\$ 8,200.00	\$ 41.00	\$ 8,405.00	\$ 36.60	\$ 7,913.00	\$ 36.55	\$ 7,602.75	\$ 41.00	\$ 8,405.00	\$ 38.25	\$ 7,841.25	\$ 41.00	\$ 8,405.00
0245	6020128	Conc Pavt, Reinf, 10 inch	12948	Syd	\$ 40.00	\$ 517,920.00	\$ 37.60	\$ 486,844.80	\$ 37.35	\$ 483,607.80	\$ 36.75	\$ 475,839.00	\$ 40.50	\$ 524,394.00	\$ 38.25	\$ 495,261.00	\$ 37.60	\$ 486,844.80
0250	6020202	Joint, Contraction, C	2200	Ft	\$ 9.00	\$ 19,800.00	\$ 8.40	\$ 18,480.00	\$ 10.00	\$ 22,000.00	\$ 10.00	\$ 22,000.00	\$ 10.00	\$ 22,000.00	\$ 10.00	\$ 22,000.00	\$ 8.40	\$ 18,480.00
0255	6020207	Joint, Expansion, E2	325	Ft	\$ 12.00	\$ 3,900.00	\$ 9.60	\$ 3,120.00	\$ 10.00	\$ 3,250.00	\$ 10.00	\$ 3,250.00	\$ 10.00	\$ 3,250.00	\$ 10.00	\$ 3,250.00	\$ 9.60	\$ 3,120.00

**H-1566 SHORELINE DRIVE, WEBSTER AVE TO FIRST STREET
BID TABULATION
DECEMBER 7, 2004**

CONTRACTOR NAME STREET ADDRESS CITY/ST/ZIP					ENGINEER'S ESTIMATE		KAMMING & ROODVOETS 3435 BROADMOOR AVE. SE GRAND RAPIDS, MI 49512		JACKSON-MERKEY 555 E. WESTERN AVE. MUSKEGON, MI 49442-1039		MILBOCKER & SONS 1256 28TH ST. ALLEGAN, MI 49010		WADEL STABILIZATION 2500 N. OCEANA DR. HART, MI 49420		DIVERSCO CONSTRUCTION 675 CLYDE CT. SW BYRON CENTER, MI 49315		C & D HUGHES 3097 LANSING RD. CHARLOTTE, MI 48813	
Line #	Item #	Standard Item Description	Qty.	Units	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
0290	6020211	Joint, Plane-of-Weakness, D1	840	Ft	\$ 2.25	\$ 1,890.00	\$ 0.50	\$ 420.00	\$ 4.00	\$ 3,360.00	\$ 4.00	\$ 3,360.00	\$ 4.00	\$ 3,360.00	\$ 4.00	\$ 3,360.00	\$ 0.50	\$ 420.00
0295	6050100	Conc Quality Assurance	3629	Cyd	\$ 1.20	\$ 4,354.80	\$ 2.00	\$ 7,258.00	\$ 1.00	\$ 3,629.00	\$ 1.00	\$ 3,629.00	\$ 1.00	\$ 3,629.00	\$ 2.50	\$ 9,072.50	\$ 2.00	\$ 7,258.00
0270	6050101	Conc Quality Initiative	2900	Dlr	\$ 1.00	\$ 2,900.00	\$ 1.00	\$ 2,900.00	\$ 1.00	\$ 2,900.00	\$ 1.00	\$ 2,900.00	\$ 1.00	\$ 2,900.00	\$ 1.00	\$ 2,900.00	\$ 1.00	\$ 2,900.00
0275	7060001	Conc, Grade D	39	Cyd	\$ 700.00	\$ 27,300.00	\$ 90.00	\$ 3,510.00	\$ 25.00	\$ 975.00	\$ 90.00	\$ 3,510.00	\$ 90.00	\$ 3,510.00	\$ 90.00	\$ 3,510.00	\$ 90.00	\$ 3,510.00
0280	7060031	Expansion Joint Device	113	Ft	\$ 150.00	\$ 16,950.00	\$ 155.00	\$ 17,515.00	\$ 125.00	\$ 14,125.00	\$ 155.00	\$ 17,515.00	\$ 180.00	\$ 18,080.00	\$ 155.00	\$ 17,515.00	\$ 115.00	\$ 12,995.00
0285	7060032	False Decking	1800	Sft	\$ 1.30	\$ 2,340.00	\$ 0.01	\$ 18.00	\$ 0.01	\$ 18.00	\$ 0.01	\$ 18.00	\$ 1.00	\$ 1,800.00	\$ 0.01	\$ 18.00	\$ 0.01	\$ 18.00
0290	7060035	Reinforcement, Steel, Epoxy Coated	4072	Lb	\$ 0.80	\$ 3,257.60	\$ 1.00	\$ 4,072.00	\$ 1.00	\$ 4,072.00	\$ 1.00	\$ 4,072.00	\$ 1.00	\$ 4,072.00	\$ 1.00	\$ 4,072.00	\$ 1.00	\$ 4,072.00
0295	7067011	Conc Surface Sealer	2560	Syd	\$ 12.00	\$ 30,720.00	\$ 8.00	\$ 20,480.00	\$ 8.25	\$ 21,120.00	\$ 8.00	\$ 20,480.00	\$ 8.00	\$ 20,480.00	\$ 8.00	\$ 20,480.00	\$ 8.00	\$ 20,480.00
0300	7067011	Substructure Horizontal Surface Sealer	50	Syd	\$ 20.00	\$ 1,000.00	\$ 7.00	\$ 350.00	\$ 14.00	\$ 700.00	\$ 7.00	\$ 350.00	\$ 7.00	\$ 350.00	\$ 7.00	\$ 350.00	\$ 7.00	\$ 350.00
0305	7100001	Joint Waterproofing	648	Sft	\$ 4.70	\$ 3,045.60	\$ 4.00	\$ 2,592.00	\$ 7.00	\$ 4,536.00	\$ 4.00	\$ 2,592.00	\$ 4.00	\$ 2,592.00	\$ 4.00	\$ 2,592.00	\$ 4.00	\$ 2,592.00
0310	7120003	Hand Chipping, Shallow	1	Syd	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 30.00	\$ 30.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
0315	7120004	Hand Chipping, Deep	1	Syd	\$ 155.00	\$ 155.00	\$ 200.00	\$ 200.00	\$ 90.00	\$ 90.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
0320	7120007	Hand Chipping, Other Than Deck	5	Cft	\$ 35.00	\$ 175.00	\$ 90.00	\$ 450.00	\$ 20.00	\$ 100.00	\$ 90.00	\$ 450.00	\$ 90.00	\$ 450.00	\$ 90.00	\$ 450.00	\$ 90.00	\$ 450.00
0325	7120017	Patch, Forming	9	Sft	\$ 13.00	\$ 117.00	\$ 80.00	\$ 720.00	\$ 20.00	\$ 180.00	\$ 80.00	\$ 720.00	\$ 80.00	\$ 720.00	\$ 80.00	\$ 720.00	\$ 80.00	\$ 720.00
0330	7120028	Adhesive Anchoring of Horizontal Bar, 3/4 inch	204	Ea	\$ 11.10	\$ 2,264.40	\$ 18.00	\$ 3,672.00	\$ 14.00	\$ 2,856.00	\$ 18.00	\$ 3,672.00	\$ 18.00	\$ 3,672.00	\$ 18.00	\$ 3,672.00	\$ 18.00	\$ 3,672.00
0335	7120071	Deck Joint, Rem	113	Ft	\$ 85.00	\$ 9,605.00	\$ 150.00	\$ 16,950.00	\$ 120.00	\$ 13,560.00	\$ 150.00	\$ 16,950.00	\$ 150.00	\$ 16,950.00	\$ 150.00	\$ 16,950.00	\$ 150.00	\$ 16,950.00
0340	7120112	Patching Conc, C-L	1	Cyd	\$ 650.00	\$ 650.00	\$ 500.00	\$ 500.00	\$ 180.00	\$ 180.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
0345	8020010	Curb and Gutter, Bridge Approach	146	Ft	\$ 15.00	\$ 2,190.00	\$ 17.00	\$ 2,482.00	\$ 20.00	\$ 2,920.00	\$ 20.00	\$ 2,920.00	\$ 22.00	\$ 3,212.00	\$ 20.00	\$ 2,920.00	\$ 15.00	\$ 2,190.00
0350	8020038	Curb and Gutter, Conc, Det F4	6010	Ft	\$ 10.00	\$ 60,100.00	\$ 7.00	\$ 42,070.00	\$ 7.50	\$ 45,075.00	\$ 7.50	\$ 45,075.00	\$ 9.50	\$ 57,095.00	\$ 7.50	\$ 45,075.00	\$ 8.40	\$ 50,484.00
0355	8030002	Sidewalk, Conc, 4 inch	1750	Sft	\$ 2.50	\$ 4,375.00	\$ 2.50	\$ 4,375.00	\$ 1.90	\$ 3,325.00	\$ 1.90	\$ 3,325.00	\$ 2.40	\$ 4,200.00	\$ 2.00	\$ 3,500.00	\$ 2.00	\$ 3,500.00
0360	8030011	Sidewalk Ramp, ADA	650	Sft	\$ 3.00	\$ 1,950.00	\$ 5.00	\$ 3,250.00	\$ 2.25	\$ 1,462.50	\$ 2.25	\$ 1,462.50	\$ 2.75	\$ 1,797.50	\$ 2.00	\$ 1,300.00	\$ 2.50	\$ 1,625.00
0365	8070000	Guardrail, Type B	125	Ft	\$ 15.00	\$ 1,875.00	\$ 15.90	\$ 1,987.50	\$ 18.00	\$ 2,250.00	\$ 15.90	\$ 1,987.50	\$ 16.00	\$ 2,000.00	\$ 16.00	\$ 2,000.00	\$ 15.90	\$ 1,987.50
0370	8070022	Guardrail Anch, Bridge, Det T1	4	Ea	\$ 1,000.00	\$ 4,000.00	\$ 800.00	\$ 3,200.00	\$ 1,100.00	\$ 4,400.00	\$ 800.00	\$ 3,200.00	\$ 800.00	\$ 3,200.00	\$ 800.00	\$ 3,200.00	\$ 800.00	\$ 3,200.00
0375	8070040	Guardrail Approach Terminal, Type 1B	2	Ea	\$ 1,300.00	\$ 2,600.00	\$ 1,890.00	\$ 3,780.00	\$ 1,800.00	\$ 3,600.00	\$ 1,890.00	\$ 3,780.00	\$ 1,890.00	\$ 3,780.00	\$ 2,000.00	\$ 4,000.00	\$ 1,890.00	\$ 3,780.00
0380	8070050	Guardrail Departing Terminal, Type B	2	Ea	\$ 450.00	\$ 900.00	\$ 690.00	\$ 1,380.00	\$ 600.00	\$ 1,200.00	\$ 690.00	\$ 1,380.00	\$ 690.00	\$ 1,380.00	\$ 700.00	\$ 1,400.00	\$ 690.00	\$ 1,380.00
0385	8070080	Guardrail Reflector	22	Ea	\$ 6.00	\$ 132.00	\$ 4.50	\$ 99.00	\$ 4.00	\$ 88.00	\$ 4.50	\$ 99.00	\$ 5.00	\$ 110.00	\$ 5.00	\$ 110.00	\$ 4.50	\$ 99.00

**H-1566 SHORELINE DRIVE, WEBSTER AVE TO FIRST STREET
BID TABULATION
DECEMBER 7, 2004**

CONTRACTOR NAME STREET ADDRESS CITY/ST/ZIP			ENGINEER'S ESTIMATE		KAMMINGA & ROODVOETS 3435 BROADMOOR AVE. SE GRAND RAPIDS, MI 49512		JACKSON-MERKEY 555 E. WESTERN AVE. MUSKEGON, MI 49442-1039		MILBOCKER & SONS 1258 29TH ST. ALLEGAN, MI 49010		WADEL STABILIZATION 2500 N. OCEANA DR. HART, MI 49420		DIVERSCO CONSTRUCTION 675 CLYDE CT. SW BYRON CENTER, MI 49315		C & D HUGHES 3097 LANSING RD. CHARLOTTE, MI 48813	
Line #	Item #	Standard Item Description	Qty.	Units	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
0390	8110035	Pavt Mrkg, Ovly Cold Plastic, 6 inch, Crosswalk	1800	Fl	\$ 1.75	\$ 3,150.00	\$ 1.95	\$ 3,510.00	\$ 1.95	\$ 3,510.00	\$ 1.95	\$ 3,510.00	\$ 1.95	\$ 3,510.00	\$ 2.00	\$ 3,600.00
0395	8110040	Pavt Mrkg, Ovly Cold Plastic, 24 inch, Stop Bar	550	Fl	\$ 5.00	\$ 2,750.00	\$ 7.75	\$ 4,262.50	\$ 7.75	\$ 4,262.50	\$ 7.75	\$ 4,262.50	\$ 7.75	\$ 4,262.50	\$ 7.00	\$ 3,850.00
0400	8110045	Pavt Mrkg, Ovly Cold Plastic, Lt Turn Arrow Sym	12	Ea	\$ 80.00	\$ 960.00	\$ 80.00	\$ 960.00	\$ 80.00	\$ 960.00	\$ 80.00	\$ 960.00	\$ 80.00	\$ 960.00	\$ 80.00	\$ 960.00
0405	8110050	Pavt Mrkg, Ovly Cold Plastic, Only	12	Ea	\$ 80.00	\$ 960.00	\$ 85.00	\$ 1,020.00	\$ 85.00	\$ 1,020.00	\$ 90.00	\$ 1,080.00	\$ 85.00	\$ 1,020.00	\$ 90.00	\$ 1,080.00
0410	8110052	Pavt Mrkg, Ovly Cold Plastic, Rt Turn Arrow Sym	3	Ea	\$ 80.00	\$ 240.00	\$ 80.00	\$ 240.00	\$ 80.00	\$ 240.00	\$ 80.00	\$ 240.00	\$ 80.00	\$ 240.00	\$ 80.00	\$ 240.00
0415	8110110	Pavt Mrkg, Waterborne, 4 inch, White	4310	Fl	\$ 0.30	\$ 1,293.00	\$ 0.40	\$ 1,724.00	\$ 0.40	\$ 1,724.00	\$ 0.40	\$ 1,724.00	\$ 0.40	\$ 1,724.00	\$ 0.30	\$ 1,293.00
0420	8110111	Pavt Mrkg, Waterborne, 4 inch, Yellow	240	Fl	\$ 0.30	\$ 72.00	\$ 0.40	\$ 96.00	\$ 0.40	\$ 96.00	\$ 0.40	\$ 96.00	\$ 0.40	\$ 96.00	\$ 1.00	\$ 240.00
0425	8110120	Pavt Mrkg, Waterborne, 2nd Application, 4 inch, White	4310	Fl	\$ 0.30	\$ 1,293.00	\$ 0.10	\$ 431.00	\$ 0.10	\$ 431.00	\$ 0.10	\$ 431.00	\$ 0.10	\$ 431.00	\$ 0.30	\$ 1,293.00
0430	8110121	Pavt Mrkg, Waterborne, 2nd Application, 4 inch, Yellow	240	Fl	\$ 0.30	\$ 72.00	\$ 0.10	\$ 24.00	\$ 0.10	\$ 24.00	\$ 0.10	\$ 24.00	\$ 0.10	\$ 24.00	\$ 1.00	\$ 240.00
0435	8110140	Rem Curing Compound, for Longit Mrkg	2600	Fl	\$ 1.00	\$ 2,600.00	\$ 0.35	\$ 910.00	\$ 0.35	\$ 910.00	\$ 0.35	\$ 910.00	\$ 0.35	\$ 910.00	\$ 0.50	\$ 1,300.00
0440	8110141	Rem Curing Compound, for Spec Mrkg	300	Sft	\$ 1.00	\$ 300.00	\$ 1.50	\$ 450.00	\$ 1.50	\$ 450.00	\$ 1.50	\$ 450.00	\$ 1.50	\$ 450.00	\$ 2.00	\$ 600.00
0445	8120005	Barricade, Type III, High Intensity, Lighted, Furn	46	Ea	\$ 80.00	\$ 3,680.00	\$ 75.00	\$ 3,450.00	\$ 110.00	\$ 5,060.00	\$ 110.00	\$ 5,060.00	\$ 120.00	\$ 5,520.00	\$ 132.00	\$ 6,072.00
0450	8120006	Barricade, Type III, High Intensity, Lighted, Oper	46	Ea	\$ 10.00	\$ 460.00	\$ 1.00	\$ 46.00	\$ 1.00	\$ 46.00	\$ 0.01	\$ 0.46	\$ 1.00	\$ 46.00	\$ 0.01	\$ 0.46
0455	8120025	Dust Palliative, Applied	80	Ton	\$ 100.00	\$ 8,000.00	\$ 150.00	\$ 12,000.00	\$ 345.00	\$ 27,600.00	\$ 300.00	\$ 24,000.00	\$ 67.50	\$ 5,400.00	\$ 10.00	\$ 800.00
0460	8120030	Flag Control	1	LS	\$ 6,000.00	\$ 6,000.00	\$ 2,500.00	\$ 2,500.00	\$ 1,250.00	\$ 1,250.00	\$ 1,500.00	\$ 1,500.00	\$ 15,000.00	\$ 15,000.00	\$ 2,500.00	\$ 2,500.00
0465	8120042	Lighted Arrow, Type C, Furn	1	Ea	\$ 400.00	\$ 400.00	\$ 1,200.00	\$ 1,200.00	\$ 900.00	\$ 900.00	\$ 975.00	\$ 975.00	\$ 975.00	\$ 975.00	\$ 1,510.00	\$ 1,510.00
0470	8120043	Lighted Arrow, Type C, Oper	1	Ea	\$ 160.00	\$ 160.00	\$ 1.00	\$ 1.00	\$ 75.00	\$ 75.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 0.01	\$ 0.01
0475	8120050	Minor Traf Devices	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 121,500.00	\$ 121,500.00	\$ 15,900.00	\$ 15,900.00	\$ 5,000.00	\$ 5,000.00	\$ 21,500.00	\$ 21,500.00	\$ 1,600.00	\$ 1,600.00
0480	8120055	Part Width Intersection Construction	2	Ea	\$ 2,000.00	\$ 4,000.00	\$ 6,000.00	\$ 12,000.00	\$ 2,475.00	\$ 4,950.00	\$ 1,000.00	\$ 2,000.00	\$ 17,000.00	\$ 34,000.00	\$ 7,500.00	\$ 15,000.00
0485	8120102	Plastic Drum, High Intensity, Lighted, Furn	316	Ea	\$ 20.00	\$ 6,320.00	\$ 20.00	\$ 6,320.00	\$ 24.00	\$ 7,584.00	\$ 24.00	\$ 7,584.00	\$ 24.00	\$ 7,584.00	\$ 34.00	\$ 10,744.00
0490	8120103	Plastic Drum, High Intensity, Lighted, Oper	316	Ea	\$ 10.00	\$ 3,160.00	\$ 1.00	\$ 316.00	\$ 1.00	\$ 316.00	\$ 0.01	\$ 3.16	\$ 1.00	\$ 316.00	\$ 0.01	\$ 3.16
0495	8120120	Sign, Type B, Temp, Furn	1983	Sft	\$ 2.00	\$ 3,966.00	\$ 2.00	\$ 3,966.00	\$ 2.75	\$ 5,453.25	\$ 2.75	\$ 5,453.25	\$ 2.75	\$ 5,453.25	\$ 2.00	\$ 3,966.00
0500	8120121	Sign, Type B, Temp, Oper	1983	Sft	\$ 1.00	\$ 1,983.00	\$ 1.00	\$ 1,983.00	\$ 0.50	\$ 991.50	\$ 0.25	\$ 495.75	\$ 0.25	\$ 495.75	\$ 0.10	\$ 198.30
0505	8150001	Site Preparation, Max, \$6,718	1	LS	\$ 6,718.00	\$ 6,718.00	\$ 6,718.00	\$ 6,718.00	\$ 6,715.00	\$ 6,715.00	\$ 6,720.00	\$ 6,720.00	\$ 4,670.00	\$ 4,670.00	\$ 5,200.00	\$ 5,200.00
0510	8150002	Watering and Cultivating, First Season, Min, \$1,500	1	LS	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 4,265.00	\$ 4,265.00	\$ 1,500.00	\$ 1,500.00
0515	8150003	Watering and Cultivating, Second Season, Min, \$5,218	1	LS	\$ 5,218.00	\$ 5,218.00	\$ 5,218.00	\$ 5,218.00	\$ 5,220.00	\$ 5,220.00	\$ 5,218.00	\$ 5,218.00	\$ 7,324.00	\$ 7,324.00	\$ 5,300.00	\$ 5,300.00

**H-1566 SHORELINE DRIVE, WEBSTER AVE TO FIRST STREET
 BID TABULATION
 DECEMBER 7, 2004**

CONTRACTOR NAME STREET ADDRESS CITY/ST/ZIP						ENGINEER'S ESTIMATE		KAMMINGA & ROODVOETS 3435 BROADMOOR AVE. SE GRAND RAPIDS, MI 49512		JACKSON-MERKEY 555 E. WESTERN AVE. MUSKEGON, MI 49442-1039		MILBOCKER & SONS 1255 29TH ST. ALLEGAN, MI 49010		WADEL STABILIZATION 2500 N. OCEANA DR. HART, MI 49420		DIVERSCO CONSTRUCTION 675 CLYDE CT. SW BYRON CENTER, MI 49315		C & D HUGHES 3097 LANSING RD. CHARLOTTE, MI 48813	
Line #	Item #	Standard Item Description	Qty.	Units	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
0520	8157050	Caryopteris Clardensis, 24 Inch	120	Ea	\$ 18.00	\$ 2,160.00	\$ 26.00	\$ 3,120.00	\$ 26.00	\$ 3,120.00	\$ 26.00	\$ 3,120.00	\$ 19.30	\$ 2,316.00	\$ 21.00	\$ 2,520.00	\$ 8.40	\$ 1,008.00	
0525	8157050	Echinacea-Purpurea, 1 Year No. 1 Container	2900	Ea	\$ 1.00	\$ 2,900.00	\$ 6.78	\$ 19,662.00	\$ 6.80	\$ 19,720.00	\$ 6.78	\$ 19,662.00	\$ 4.80	\$ 13,920.00	\$ 9.00	\$ 26,100.00	\$ 5.47	\$ 15,863.00	
0530	8157050	Forsythia-Sunrise, 24 Inch	120	Ea	\$ 18.00	\$ 2,160.00	\$ 22.95	\$ 2,754.00	\$ 23.00	\$ 2,760.00	\$ 23.00	\$ 2,760.00	\$ 21.60	\$ 2,592.00	\$ 22.00	\$ 2,640.00	\$ 15.00	\$ 1,800.00	
0535	8157050	Hemerocallis-Carey Quinn, 1 Year No. 1 Container	3200	Ea	\$ 1.00	\$ 3,200.00	\$ 6.88	\$ 22,016.00	\$ 6.90	\$ 22,080.00	\$ 6.90	\$ 22,080.00	\$ 4.25	\$ 13,600.00	\$ 9.00	\$ 28,800.00	\$ 4.76	\$ 15,232.00	
0540	8157050	Panicum Virgatum-Cloud Nine, 3/4 Inch Pots	1924	Ea	\$ 1.00	\$ 1,924.00	\$ 4.00	\$ 7,696.00	\$ 4.00	\$ 7,696.00	\$ 4.00	\$ 7,696.00	\$ 3.92	\$ 7,542.08	\$ 4.00	\$ 7,696.00	\$ 11.86	\$ 22,818.64	
0545	8157050	Panicum Virgatum-Shenandoah, 3/4 Inch Pots	2040	Ea	\$ 1.00	\$ 2,040.00	\$ 4.00	\$ 8,160.00	\$ 4.00	\$ 8,160.00	\$ 4.00	\$ 8,160.00	\$ 3.77	\$ 7,690.80	\$ 4.00	\$ 8,160.00	\$ 8.89	\$ 18,135.60	
0550	8157050	Pyrus Calleryana-Cleveland, 2 Inch	16	Ea	\$ 100.00	\$ 1,600.00	\$ 207.00	\$ 3,312.00	\$ 210.00	\$ 3,360.00	\$ 210.00	\$ 3,360.00	\$ 146.40	\$ 2,342.40	\$ 200.00	\$ 3,200.00	\$ 310.00	\$ 4,960.00	
0555	8157050	Rubeckia Fulgida, 1 Year No. 1 Container	1800	Ea	\$ 1.65	\$ 2,970.00	\$ 6.62	\$ 11,916.00	\$ 6.65	\$ 11,970.00	\$ 6.65	\$ 11,970.00	\$ 4.45	\$ 7,410.00	\$ 8.00	\$ 14,400.00	\$ 7.75	\$ 13,950.00	
0560	8157051	Irrigation Adjustment and Relocation	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 12,500.00	\$ 12,500.00	\$ 12,445.00	\$ 12,445.00	\$ 12,450.00	\$ 12,450.00	\$ 12,000.00	\$ 12,000.00	\$ 4,500.00	\$ 4,500.00	\$ 3,000.00	\$ 3,000.00	
0565	8160025	Mulch	3056	Syd	\$ 0.25	\$ 764.00	\$ 0.27	\$ 825.12	\$ 0.30	\$ 916.80	\$ 0.27	\$ 825.12	\$ 3.10	\$ 9,473.60	\$ 5.00	\$ 15,280.00	\$ 0.25	\$ 764.00	
0570	8160062	Topsoil Surface, Furr, 4 inch	4652	Syd	\$ 3.00	\$ 13,956.00	\$ 3.00	\$ 13,956.00	\$ 1.95	\$ 9,071.40	\$ 4.00	\$ 18,608.00	\$ 2.30	\$ 10,689.60	\$ 2.50	\$ 11,630.00	\$ 2.00	\$ 9,304.00	
0575	8167011	Hydroseeding	4652	Syd	\$ 0.50	\$ 2,326.00	\$ 0.27	\$ 1,256.04	\$ 0.30	\$ 1,395.60	\$ 0.27	\$ 1,256.04	\$ 0.70	\$ 3,256.40	\$ 0.60	\$ 2,791.20	\$ 0.45	\$ 2,093.40	
0580	8190027	Conduit, DB, 1, 1 1/2 inch	100	Ft	\$ 6.00	\$ 600.00	\$ 10.00	\$ 1,000.00	\$ 10.00	\$ 1,000.00	\$ 10.00	\$ 1,000.00	\$ 10.00	\$ 1,000.00	\$ 10.00	\$ 1,000.00	\$ 10.00	\$ 1,000.00	
0585	8190035	Conduit, DB, 3, 3 inch	50	Ft	\$ 12.50	\$ 625.00	\$ 10.00	\$ 500.00	\$ 10.00	\$ 500.00	\$ 10.00	\$ 500.00	\$ 10.00	\$ 500.00	\$ 10.00	\$ 500.00	\$ 10.00	\$ 500.00	
0590	8190159	Conduit, Schedule 80 PVC, 3 inch	105	Ft	\$ 8.00	\$ 840.00	\$ 10.00	\$ 1,050.00	\$ 10.00	\$ 1,050.00	\$ 10.00	\$ 1,050.00	\$ 10.00	\$ 1,050.00	\$ 10.00	\$ 1,050.00	\$ 10.00	\$ 1,050.00	
0595	8190250	Hh, Polymer Conc	2	Ea	\$ 200.00	\$ 400.00	\$ 650.00	\$ 1,300.00	\$ 650.00	\$ 1,300.00	\$ 650.00	\$ 1,300.00	\$ 650.00	\$ 1,300.00	\$ 650.00	\$ 1,300.00	\$ 650.00	\$ 1,300.00	
0600	8190254	Hh, Rem	6	Ea	\$ 200.00	\$ 1,200.00	\$ 100.00	\$ 600.00	\$ 100.00	\$ 600.00	\$ 100.00	\$ 600.00	\$ 100.00	\$ 600.00	\$ 100.00	\$ 600.00	\$ 100.00	\$ 600.00	
0605	8190260	Hh, Round	5	Ea	\$ 700.00	\$ 3,500.00	\$ 650.00	\$ 3,250.00	\$ 650.00	\$ 3,250.00	\$ 650.00	\$ 3,250.00	\$ 650.00	\$ 3,250.00	\$ 650.00	\$ 3,250.00	\$ 650.00	\$ 3,250.00	
0610	8197001	Conduit, DB, 4, 3 inch	50	Ft	\$ 20.00	\$ 1,000.00	\$ 12.00	\$ 600.00	\$ 12.00	\$ 600.00	\$ 12.00	\$ 600.00	\$ 12.00	\$ 600.00	\$ 12.00	\$ 600.00	\$ 12.00	\$ 600.00	
0615	8200025	Conduit Repr, Under Pavt	3	Ea	\$ 40.00	\$ 120.00	\$ 500.00	\$ 1,500.00	\$ 1.00	\$ 3.00	\$ 1.00	\$ 3.00	\$ 1.00	\$ 3.00	\$ 1.00	\$ 3.00	\$ 1.00	\$ 3.00	
0620	8200026	Conduit Repr, Under Sidewalk or Dirt	2	Ea	\$ 40.00	\$ 80.00	\$ 500.00	\$ 1,000.00	\$ 1.00	\$ 2.00	\$ 1.00	\$ 2.00	\$ 1.00	\$ 2.00	\$ 1.00	\$ 2.00	\$ 1.00	\$ 2.00	
0625	8200030	Controller and Cabinet, Rem	5	Ea	\$ 120.00	\$ 600.00	\$ 100.00	\$ 500.00	\$ 100.00	\$ 500.00	\$ 1.00	\$ 5.00	\$ 100.00	\$ 500.00	\$ 100.00	\$ 500.00	\$ 100.00	\$ 500.00	
0630	8200035	Controller and Cabinet, Solid State Actuated	5	Ea	\$ 4,000.00	\$ 20,000.00	\$ 750.00	\$ 3,750.00	\$ 750.00	\$ 3,750.00	\$ 750.00	\$ 3,750.00	\$ 750.00	\$ 3,750.00	\$ 750.00	\$ 3,750.00	\$ 750.00	\$ 3,750.00	
0635	8200036	Controller and Cabinet, Solid State Actuated, Delivered	5	Ea	\$ 11,100.00	\$ 55,500.00	\$ 14,000.00	\$ 70,000.00	\$ 14,000.00	\$ 70,000.00	\$ 14,000.00	\$ 70,000.00	\$ 14,000.00	\$ 70,000.00	\$ 14,000.00	\$ 70,000.00	\$ 14,000.00	\$ 70,000.00	
0640	8200045	Controller Fdn, Base Mount	5	Ea	\$ 670.00	\$ 3,350.00	\$ 650.00	\$ 3,250.00	\$ 650.00	\$ 3,250.00	\$ 650.00	\$ 3,250.00	\$ 650.00	\$ 3,250.00	\$ 650.00	\$ 3,250.00	\$ 650.00	\$ 3,250.00	
0645	8200060	Exploratory Trenching for Signal Cable	25	Ft	\$ 6.00	\$ 150.00	\$ 10.00	\$ 250.00	\$ 10.00	\$ 250.00	\$ 10.00	\$ 250.00	\$ 10.00	\$ 250.00	\$ 10.00	\$ 250.00	\$ 10.00	\$ 250.00	

BID TABULATION
DECEMBER 7, 2004

4

Date: December 14, 2004
To: Honorable Mayor and City Commissioners
From: Engineering
**RE: Consideration of Proposals for Engineering
Services on Former Mall Site**

SUMMARY OF REQUEST: To enter into an engineering service agreement after review of staff recommendation presented at the Commission Worksession December 13, 2004. Due to time limitation to commit the Enterprise Community Funds which requires an executed agreement by the 20th of December, proposals for full engineering service (Design & Construction) were solicited two weeks ago and were due back on Wednesday, December 8th.

FINANCIAL IMPACT: The cost for the engineering services would be from the Enterprise Community Funds.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: Approval

CITY OF MUSKEGON
CONSULTING ENGINEERING AGREEMENT

FORMER MALL AREA RE-DEVELOPMENT
PROJECT NAME

THIS AGREEMENT, made and entered into as of this 14th day of December, 2004, A.D., by and between Fleis & Vandenbrink Engineering, Inc., Consulting Engineers, of 316 Morris Ave., Suite 230, Muskegon, Michigan 49440, hereinafter referred to as the "CONSULTANT", And the City of Muskegon, a Public Body Corporation, hereinafter referred to as the CITY.

WITNESSETH:

WHEREAS, the CITY desires to engage the professional services of the CONSULTANT to perform certain engineering and other related services required in connection with the project as defined by the Work Plan Outline referred to as the "PROJECT".

WHEREAS, the CONSULTANT is willing to render the services desired by the CITY for the consideration hereinafter expressed; and

WHEREAS, the parties hereto have reached an understanding regarding the performance of the PROJECT work and desire to set forth this understanding in the form of a written agreement.

NOW THEREFORE, IT IS HEREBY AGREED by and between the parties hereto that:

- I. THE CONSULTANT SHALL, perform professional services in connection with the PROJECT as hereinafter stated.

THE CONSULTANT SHALL, serve as the CITY'S Professional Representative in all of the Phases of the PROJECT, and will give consultation and advice to the CITY during the performance of his services as follows:

WORK PLAN OUTLINE

The work will consist of the following steps:



STATEMENT OF UNDERSTANDING

We recognize the following issues as being of specific concern to the City for successful completion of the Mall Area Re-Development:

Project Summary

The City of Muskegon is seeking qualifications/proposals from qualified engineering firms to provide comprehensive engineering services for the design of streets and utilities for re-development of the Downtown Mall Area. A preliminary approved site plan has been provided for use in preparation of the proposal and statement of qualifications. The project will be limited to areas within the proposed street right-of-ways.

The project schedule is critical due to funding requirements and to the revitalization of downtown Muskegon. We understand design for the project should begin before the end of this year. The project should be out to bid in order to complete construction in 2005 construction season.

Familiarity with and working with various governmental funding agencies is critical to meeting the project's schedule. Project Funding is in the works and not final at this stage of the project.

Project Specifics

We understand the following scope of work is to be provided for the re-development:

1. Collect Survey information necessary to design and prepare right-of-way descriptions for the proposed streets
2. Establish street alignments based on the approved preliminary site plan.
3. Design infrastructure utilities for the proposed development.
4. As an option, provide a design or preliminary study for a proposed snowmelt system beneath the walks and roadways.

Project Design

The scope of work shall include design of the following streets:

1. Western Ave. between Third and Terrace approximately 1700 Lft.
2. Jefferson St. between Clay and Morris approximately 900 Lft.
3. First St. between Clay and Morris approximately 700 Lft
4. Second St. between Clay and Morris approximately 700 Lft
5. Market St. between Terrace and Jefferson approximately 350 Lft.

All of the streets listed above are two way local streets with 11 ft. minimum lanes. Each street has on-street parking either angle or parallel. The proposed site plan includes two traffic circles similar to the existing traffic circle used for the Edison Landing Development along the lakefront. Landscaping features for these traffic circles should be considered in the design of the street system. Soil borings will be provided for design of the streets and utilities.



We understand water, storm and sanitary sewer systems are included in the design of the local streets and will be sized according to the proposed re-development preliminary site plan.

Upon completion and acceptance of the construction documents and plans, permit applications for construction of the water and sewer are to be submitted.

Bidding and Construction Services

We understand the consulting firm is to provide bidding and construction services for this project. The following services are proposed:

1. Provide 20 sets of bid documents for the completed design.
2. Assist the City with bidding and advertising the project.
3. Conduct a Pre-bid and Pre-Construction meeting and distribute the meeting minutes.
4. Provide Construction surveys and staking along with establishing the R-O-W.
5. Provide full time inspection for the project. The City has requested the consultants to figure 12 weeks at 50 hours per week for this task.
6. Provide soil and material testing according to MDOT requirements.
7. Upon completion of the project, provide Record drawings in reproducible and electronic format utilizing AutoCAD.

Snowmelt System

We understand the City would like to investigate the possibility of a snowmelt system for the streets and roads. This portion of the proposal is to be separated from the design proposal as this system may or may not be constructed. The specifics of the snowmelt system would be investigated along with estimated cost to construct. Once the study has been completed a decision would then be made to proceed with the final design of the system.

Meetings

The City would like the proposal to include meetings required with the City, Owner, MDEQ and other permitting agencies, contractors, utility companies, affected property owners and general public relations. The City has requested the proposal contain a minimum of 15 hours for these meetings.



STATEMENT OF UNDERSTANDING FOR A DOWNTOWN SNOWMELT SYSTEM

We recognize the following issues as being of specific concern to the City for successful completion of the Mall Area Re-Development:

Snowmelt System

We understand the City would like to investigate the possibility of a snowmelt system for the streets and roads.

F&V proposes an initial study phase for the development of a snowmelt system suitable for the Mall Area Re-Development. This study phase will:

- Investigate the sources of heat potentially available for the system, including:
 - Existing waste heat from Consumer's Energy Cobb facility
 - Centralized boiler combined with other buildings/facilities
 - New dedicated boiler for the snowmelt system
 - Other waste heat sources
- Identify locations for the installation of snowmelt equipment and controls.
- Develop potential routes for transfer of the energy (steam/hot water) from the waste heat source to the Mall Area.
- Calculate heat demands and estimate operating costs for a "typical winter".
- Provide an estimate\cost to construct for the most feasible system identified.



It is our experience that most snowmelt systems that have been constructed utilize a waste heat source to provide the required energy at an acceptable operating cost. Examples of the type of heat source used are power generation (Holland) and trash incineration (Grand Rapids). Hence, the initial efforts for this study would be to identify and assess the potential of any existing facilities with a potentially usable heat source.

The study will provide the estimated construction and operating costs of heating the full street area of the Mall Area re-development. In addition, we propose to provide a breakout of our estimates such that the City can consider the viability, for example, of only heating the sidewalks.

F&V would present a study report to the City giving specifics of the recommended snowmelt system and provide discussion of alternate heat sources (if any). At that time the City will have information to make a decision on whether to proceed with the final design of the system.

**City of Muskegon
Downtown Mall Re-development**

**FLEIS & VANDENBRINK
ENGINEERING, INC.**
316 Morris Avenue, Suite 230, Muskegon, MI 49440
Ph. 231.726.1000 Ph. 231.726.2100

Budget

The following budget includes all items listed in the City's RFQ/RFP Items 1-4

No.	Task	Project Manager	Project Engineer	Design Engineer	Cad Technician	QA/QC	Survey Crew	Admin.	Sub-Consultant	Expense
Preliminary Design										
1	Kick-off Meeting with City, Review Issues	2						1		
2	Obtain Utility Information	1		8				4		
3	Topographic Survey of ROWs						50			\$700
4	Import Survey Data & Plot Utilities				16					
5	Obtain Soil Borings	1						1	\$ 2,000	
6	Research ROW Data	1	16							\$700
7	Calculate and Establish ROW for Streets	1	16							
8	Write Legal Descriptions for ROW	1	8					8		
9	Evaluate Storm Sewer Drainage & Pavement Cross Section	1	8	24	16					
10	Prepare Plan & Profile Drawings	1		40	40					
11	Design Sanitary Sewer and Locations	1		16						
12	Design Water Main and Locations	1		16						
13	Complete Preliminary "Redline" Design	4	8	16	40					
14	Draft Prelim. Design, Prepare Special Provisions and Estimate	4	16		24	2		16		
15	Meet with City to Review Preliminary Design	4	4							\$200
16	Send Preliminary Plans to Utility Companies	1			4			4		\$150
17	Project Meetings	15	4					6		\$60

Totals	39	80	120	140	2	50	40	\$2,000	\$1,810
Hourly Rate	\$100	\$85	\$70	\$55	\$110	\$110	\$50		
Labor Services	\$3,900	\$6,800	\$8,400	\$7,700	\$220	\$5,500	\$2,000		
Total Labor Services	\$34,520								
Sub-Consultants plus 10%	\$2,200								
Expenses plus 10%	\$1,981								
Proposed Fee	\$38,700								

No.	Task	Project Manager	Project Engineer	Design Engineer	Cad Technician	QA/QC	Survey Crew	Admin.	Sub-Consultant	Expense
Final Design										
1	Complete Final Design, Incorporate City's Comments	24	24	80	120	4		20		\$400
2	Update Cost Estimate	1		4						
3	Prepare Special Provisions	1		8				8		
4	Prepare Bid Documents	2	8					8		
5	Review Final Plans and Bid Documents with the City	4	4							\$100
6	MDEQ Permit Applications for Water and Sanitary	0.5	8					2		\$50
7	Prepare Soil Erosion Permit	0.5	4					2		\$25
8	Submit Final Documents to City- 20 Sets	1	4			2		2		\$1,200
9	Coordinate and Bid the Project	1	4	4	4			2		
10	Advertise in Three Publications/ City will Pay Advertising Fee		1					6		\$10
11	Conduct Pre-Bid Meeting / Distribute Minutes	4	4					4		\$30
12	Bid Opening		1							
13	Bid Tabulation and Verify Low Bid References		2					4		
14	Bid Award Recommendation		1					2		

Totals	39	85	98	124	8	0	60	\$	\$ 1,815.00
Hourly Rate	\$100	\$85	\$70	\$65	\$110	\$110	\$50		
Labor Services	\$3,900	\$5,525	\$6,720	\$8,060	\$880	\$0	\$3,000		
Total Labor Services	\$27,885								
Sub-Consultants plus 10%	\$0								
Expenses plus 10%	\$1,897								
Proposed Fee	\$29,900								

No.	Task	Project Manager	Project Engineer	Design Engineer	Cad Technician	Inspector	Survey Crew	Admin.	Sub-Consultant	Expense
Construction Duration, 12 Weeks Assumed										
1	Schedule & Attend Pre-Construction Meeting	4				4				
2	Stake ROW						18			\$500
3	Provide Construction Staking		6				150			\$1,000
4	Provide On-site Inspection (12 weeks @ 50hrs/week)					600				\$2,000
5	Perform On-site Testing					72				\$1,500
6	Lab Testing & Plant Inspections								\$ 500	
7	Schedule & Attend Progress Meetings	12						16		
8	Provide Contract Administration	80						48		
9	Perform Final Inspection and Punchlist	2				16				
10	Prepare As-built Drawings and Electronic copy				16	16				\$200
11	Contract Close-out	2				16		8		

Totals	108	6	0	16	724	168	72	\$	500	\$ 5,200
Hourly Rate	\$100	\$85	\$70	\$55	\$60	\$110	\$50			
Labor Services	\$10,800	\$510	\$0	\$880	\$43,440	\$18,260	\$3,600			
Total Labor Services	\$76,890									
Sub-Consultants plus 10%	\$550									
Expenses plus 10%	\$5,720									
Proposed Fee	\$83,000									

Total Proposed Fee \$151,600

**City of Muskegon
Downtown Mall Re-development
Snow Melt System
Budget for Preliminary Study**

 **FLEIS & VANDENBRINK
ENGINEERING, INC.**
316 Morris Avenue, Suite 230, Muskegon, MI 49440
Ph. 231.726.1000 Fx. 231.726.2200

No.	Task	Project Manager	Project Engineer	Design Engineer	Cad Technician	QA/QC	Survey Crew	Admin.	Soils & Structures	Expense
Study Phase										
1	Kick-off meeting with City, review issues	2	2					1		\$25
2	Meet with Consumers Energy		4					1		\$25
3	Brainstorm - identify alternate heat sources	2	2	2						
4	Review potential routes for heat supply lines		1	6			2			\$100
5	Develop potential locations for heat transfer and control equipment		2	6			2			\$100
6	Calculate heat demands		4	4						
7	Size equipment and transfer lines		2	4						
8	Develop alternate heat sources		2	8						
9	Obtain costs for heat transfer equipment		2	2						
10	Prepare capital and operating costs		3	3				8		
11	QA review		2							
12	Draft study report		4	12	4			6		\$25
13	Meeting with City to review recommendations	2	2							\$25
14	Final report		2	2						\$25

Totals	6	34	49	4	0	4	16	\$	-	\$ 325
Hourly Rate	\$109	\$98	\$78	\$65	\$109	\$118	\$54			
Labor Services	\$654	\$3,332	\$3,822	\$260	\$0	\$472	\$864			
 Total Labor Services	 \$9,404									
Sub-Consultants	\$0									
Expenses plus 10%	\$358									
Proposed Fee	\$9,800									

**FLEIS & VANDENBRINK****ENGINEERING, INC.**

316 Morris Avenue, Suite 230, Muskegon, MI 49440

Ph. 231.726.1000 Fx. 231.726.2200

EQUIPMENT CHARGE RATES

10/1/2004

INTER OFFICE CHARGES

Comb Binding	1/4" & 3/8"	\$1.50 each
	1/2" & 5/8"	\$1.75 each
	3/4" & 1"	\$2.00 each
Copies	plain paper 8 1/2" x 11"	\$0.10 each
	color copies 8 1/2" x 11"	\$0.25 each
Faxes		\$1.00 each
Large Format Copies/Plotter	24" x 36"	\$1.50 each
	11" x 17"	\$0.20 each
	Color- 24" x 36"	\$20.00 each
	Color- Larger Sizes	\$4.00 sq ft

FIELD EQUIPMENT CHARGES**Survey & Construction Observation**

Survey Total Station		\$30.00 per day
Leica Global Positioning System (GPS)		\$300.00 per day
Sokkia Global Positioning System (GPS)		\$175.00 per day
Robotic Survey System		\$175.00 per day
Troxler (Nuclear Density)	used	\$60.00 per day
Concrete Testing		\$35.00 per day
Staking Supplies	conc. monuments	\$10.00 each
Pagers		\$7.50 per week

Engineering & Environmental

Photo-ionization Detector (PID)		\$75.00 per day
Conductivity Meter		\$15.00 per day
Monitoring Well Pump		\$30.00 per day
Ph Meter		\$25.00 per day
Sludge Depth Probe		\$20.00 per day
Dissolved Oxygen (DO) Meter		\$20.00 per day
4 Gas Detector Meter		\$25.00 per day
Free Product Interface Probe		\$25.00 per day
Data Logger, Cabling, & Probes	Aquifer Pump Testing	\$1,500.00 per test
	Slug Testing	\$300.00 per day
Paint Mil Gauge		\$25.00 per day
Amp/Volt Meter		\$35.00 per day
ISCO Pump Station Flow Meter		\$150.00 per day
Misc. Sampling Supplies	Gloves, Ice, Misc Items	\$10.00 per day
Field Metals Filtering Kit		\$8.00 each
Encore Soil Samplers		\$10.00 each
Disposable Bailers		\$5.50 each

VEHICLES

Trucks (Light Duty)	Construction Observation	\$0.450 per mile	& \$15.00 per day
	Survey	\$0.450 per mile	& \$20.00 per day
Trucks (4x4)	Construction Observation	\$0.500 per mile	& \$25 per day
	Survey	\$0.500 per mile	& \$25 per day
Autos & Van		\$0.450 per mile	& \$10.00 per day
Personal Vehicles	normal	\$0.375 per mile	
	construction job	\$0.430 per mile	

FLEIS & VANDENBRINK ENGINEERING INC.

Engineering Hourly Billing Rate Schedule (April, 2004)

<u>Classification</u>	<u>Billing Rate</u>
Sr. Project Manager, Principal-In-Charge	\$106 - \$130
Project Manager, Sr. Engineer	\$84 - \$106
Project Engineer, Registered Surveyor, Sr. Landscape Architect, Sr. Geologist	\$68 - \$88
Engineer, Engineer EIT, Geologist, Landscape Architect, Sr. Technician	\$59 - \$75
AVERAGE BILLING RATE	
	\$69
Survey Crew Chief, Sr. CAD Technician	\$66 - \$84
Technician, CAD Technician, Survey Technician	\$42 - \$66
Project Assistant, Field Assistant	\$38 - \$48

GENERAL PROVISIONS

The CONSULTANT shall:

1. Follow standard accounting practices and permit the CITY to inspect its PROJECT books and records at any reasonable time. Such records are to be kept available for three (3) years from the date of the final payment for work conducted under this Agreement.
2. Have in its employ a sufficient number of qualified employees available to complete the PROJECT in accordance with the schedule established upon the authorization of the services as outlined herein.
3. Show evidence of Workmen's Compensation Insurance, said insurance to be required by law. Maintain and show evidence of Professional Liability Insurance in the amount of \$500,000, maintain General Liability Insurance with a limit of liability not less than \$500,000, and name the CITY OF MUSKEGON as additional insured with policy(ies) not being cancelled or materially altered without at least thirty (30) days notice to the CITY.
4. Commence work on the PROJECT as set forth in this Agreement only upon receipt of written notice from the CITY.
5. During the performance of the services herein provided for, be responsible for any loss or damage to the documents, hereinafter enumerated as belonging to the CITY, while they are in its possession. Restoration of lost or damaged documents shall be at the CONSULTANT'S expense.
6. The CONSULTANT will perform all work on this project with its own employees except as noted herein, or as approved by the CITY.
7. CITY INCOME TAX WITHHOLDING. The CONSULTANT shall withhold Muskegon City income taxes from each and every employee who is subject to same, and shall pay the income tax due, if any. CONSULTANT shall further require the same of each subconsultant or other party with whom CONSULTANT works or from whom CONSULTANT obtains goods or services for the project. Payroll submissions required by this agreement shall include full information showing said withholding. The City may withhold payments otherwise due to the CONSULTANT to assure compliance with this agreement or cure noncompliance.
8. The consultant recognizes that time is of the essence on this project and therefore accepts the responsibilities to ensure compliance with the attached

schedule of tasks, failure by the consultant or any other parties he hires will result in the assessment of liquidated damages equal to \$300 per calendar day.

II. THE CITY WILL:

- A. Provide to CONSULTANT existing data as it is available from its files.
- B. Pay for and in consideration of the services rendered by the CONSULTANT in carrying out the PROJECT on the basis of costs as outlined in the proposal under the sections entitled "ENGINEERING SERVICES WORK PLAN" and "CURRENT FEE SCHEDULE" shall not exceed \$151,600 unless the snowmelt option is added by the City at which time the fee will increase by \$9,800. Any increase in the amount to be paid to the CONSULTANT shall be by amendment to this Agreement.

- C. Determine actual costs for the PROJECT work required and performed in accordance with the following terms:

1. Direct Salary Costs: Actual Direct Salary costs of members of the firm and staff personnel on the basis of salary, on an hourly basis (without markup) actually expended for said personnel for the time such personnel are directly utilized on the PROJECT.
2. Other Direct Costs: Actual cost of other material and services as may be required hereunder but which are not normally provided as part of the overhead of the CONSULTANT. All actual costs shall be itemized and certified as paid to specifically named firms or individuals, and shall be supported by proper receipts. Examples of items normally treated as direct costs are as follows.

Computer services, travel, transportation, printing and telephone costs related to the PROJECT work performed. Engineering services (by others) such as surveys, professional engineering services, etc., and items other than engineering services related to the PROJECT.

3. Overhead, Indirect Costs and Profit: The overhead and indirect costs incurred by the CONSULTANT during performance of the PROJECT work. The amount of overhead, indirect costs and profit payment, including payroll overhead, will be calculated as a percentage of all direct salary costs related to staff personnel. Overhead and indirect costs shall include those costs which, because of the incurrence for common or joint objectives are not readily subject to treatment as a direct cost. The

percentage rate, for Payroll Overhead (Direct Salary Costs), Firm Overhead and Profit, which will be applied to direct labor costs for progress payments, **various for the different tasks (billing will be based on the attached hourly schedule).**

It is agreed that this rate is the final overhead rate and will be used for all work related to the PROJECT.

- D. Make payments to the CONSULTANT in accordance with the following procedures:
1. Progress payments shall be made for reimbursement of amount earned to date and shall include direct salary costs, other direct costs, calculated amounts for overhead, indirect costs and profit using the aforementioned rate.
 2. Partial payments will be made upon the submissions by the CONSULTANT of an Invoice Voucher, accompanied by properly completed reporting forms and such other evidence of progress as may be required by the CITY. Partial payments shall be made only once a month.
 3. Final billing under this contract shall be submitted in a timely manner but not later than six months after completion of the work. Billings for work submitted later than six months after completion of the work will not be paid. Final payment will be made upon completion satisfactory to the CITY.
- E. If work on the Agreement is terminated before completion, pay the CONSULTANT actual costs incurred for the work up to the time of termination of this Agreement, compensate the CONSULTANT in full for all overhead costs defined above and prorated profit on work completed. The aforesaid payment shall be an amount which can be established by the CONSULTANT from his accounts and records, and verified by the CITY. In no case shall the amount paid to the CONSULTANT for partial completion of work under this Agreement exceed the amount the CONSULTANT would receive had all work be completed.

III. IT IS FURTHER AGREED THAT:

- A. Upon completion or termination of this Agreement, all documents prepared by the CONSULTANT, including tracings, drawings, estimates, specifications, field notes, investigations, studies, etc., as instruments of service, shall become the property of the CITY. The CONSULTANT may keep a copy of materials developed through this contract.

- B. No portion of the PROJECT work, hereto before defined, shall be sublet, assigned, or otherwise disposed of except as herein provided or with the prior written consent of the CITY. Consent to sublet, assign or otherwise dispose of any portion of said work shall not be construed to relieve the CONSULTANT of any responsibility for the fulfillment of this Agreement.
- C. All questions which may arise as to the quality and acceptability of work, the manner of performance and rate of progress of work, and the interpretation of plans and specifications shall be addressed by the CONSULTANT to the satisfaction of the CITY. All questions as to the satisfactory completion shall be decided by the CITY.
- D. Any change in work to be performed by the CONSULTANT involving extra compensation must be authorized in writing by the CITY prior to the performance thereof by the CONSULTANT.
- E. The CONSULTANT warrants it has not employed or retained any company or person other than bona fide employees working solely for the CONSULTANT, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the CONSULTANT, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon, or resulting from the award or making of the Agreement. For breach or violation of this warranty, the CITY shall have the right to annul this Agreement without liability or, at its discretion, to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.
- F. The CONSULTANT specifically agrees that in the performance of engineering services herein enumerated, by him, or by an approved subcontractor, or anyone acting in its behalf, they will comply with any and all State, Federal, and Local statutes, ordinances and regulations and obtain all permits that are applicable to the entry into and the performance of this Agreement.
- G. No charges or claims for damages shall be made by the CONSULTANT for delays or hindrances from any cause whatsoever during the progress of any portions of the services specified in this Agreement, except as hereinafter provided.

In case of a substantial delay on the part of the CITY in providing to the CONSULTANT access to the site, necessary information or approval to proceed with the work, resulting, through no fault of the CONSULTANT, in delays of such extent as to require the

CONSULTANT to perform his work under changed conditions not contemplated by the parties, the CITY will provide supplemental compensation limited to increased costs incurred as a direct result of such delays. Any claim of supplemental compensation must be in writing and accompanied by substantiating data. Authorization of such supplemental compensation shall be by an amendment to this Agreement. When delays are caused by circumstances or conditions beyond the control of the CONSULTANT, as determined by the CITY, the CONSULTANT shall be granted an extension of time for such reasonable period as may be mutually agreed upon between the parties, it being understood, however, that the permitting of the CONSULTANT to proceed to complete any services, or part of them, after the date to which the time of completion may have been extended, shall in no way operate as a waiver on the part of the CITY of any of its rights herein set forth.

- H. In case the CONSULTANT deems extra compensation will be due them for work or materials not clearly covered in this Agreement, or not ordered by the CITY as a change, or due to changed conditions, the CONSULTANT shall notify the CITY in writing of his intention to make claim for such extra compensation before they begin such work.

Failure on the part of the CONSULTANT to give such notification will constitute a waiver of the claim for such extra compensation. The filing of such notice by the CONSULTANT shall not in any ways be construed to establish the validity of the claim. Such extra compensation shall be provided only by amendment to this Agreement.

- I. The CONSULTANT agrees to comply with the following insurance and indemnity requirements:
1. Hold Harmless Agreements: To the fullest extent permitted by law, CONSULTANT agrees to defend, pay in behalf of, indemnify, and hold harmless the CITY, its elected and appointed officials, employees, volunteers, and others working on behalf of the CITY against any and all claims, demands, suits, or loss, including any costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the CITY, its elected and appointed officials, employees, volunteers, or others working on behalf of the CITY, by reason of personal injury, including bodily injury and death, property damage, including loss of use thereof, and/or the effects of or release or toxic and/or hazardous material which arises out of the negligent acts and or omission of the engineer. The obligation to defend and hold harmless extends to CONSULTANT'S employees, agents, subcontractors, assigns and successors.

2. Consultant Insurance Requirements: CONSULTANT shall not commence work under this contract until obtaining the insurance required under this paragraph. All coverages shall be with insurance companies licensed and admitted to do business in the State of Michigan and Best Rated A VIII. All coverage shall be with insurance carriers acceptable to the CITY.
3. Workers' Compensation Insurance: The CONSULTANT shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employer's Liability coverage, in accordance with all applicable Statutes of the State of Michigan.
4. General Liability Insurance: The CONSULTANT shall procure and maintain during the life of this contract, commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$500,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (a) Contractual Liability; (b) Products and Completed Operations; (c) Independent Contractor's Coverage; (d) Broad Form General Liability Extensions or equivalent.
5. Motor Vehicle Liability: The CONSULTANT shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability of not less than \$500,000 per occurrence or combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.
6. Professional Liability Insurance: The CONSULTANT shall procure and maintain during the life of this contract and during the performance of all services, Professional Liability Insurance covering all performances from the beginning of the Consultant's services on a "claims made basis" and shall maintain coverage from commencement of this contract until six (6) months following completion of the Consultant's work with limits of liability not less than \$500,000 per occurrence.
7. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be "Additional Insured": The CITY OF MUSKEGON, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof.

8. Cancellation Notice: Workers' Compensation Insurance, General Liability Insurance, Motor Vehicle Liability Insurance, and Professional Liability Insurance, as described above, shall include an endorsement stating the following: It is understood and agreed that Thirty (30) Days Advance Written Notice of Cancellation, Non-Renewal, Reduction and/or Material Change shall be sent to: CITY OF MUSKEGON ENGINEERING DEPARTMENT.
9. Proof of Insurance Coverage: The CONSULTANT shall provide the CITY at the time of the contracts are returned by him for execution, certificates and policies as listed below:
- (a) Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance.
 - (b) Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance.
 - (c) Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance.
 - (d) Two (2) copies of Certificate of Insurance for Professional Liability Insurance.
 - (e) If so requested, certified copies of all policies mentioned above will be furnished.

If any of the above coverages expire during the term of this contract, the CONSULTANT shall deliver renewal certificates and/or policies to the CITY at least ten (10) days prior to the expiration date.

- J. This Agreement shall be terminated upon advisement to the CONSULTANT by the CITY that the PROJECT work is completed and accepted, with the exception that the Professional Liability Insurance at the identified limits of coverage shall remain in effect for a period of six (6) months following the date of said advisement of termination.
- K. Upon execution of this Agreement by the parties hereto, the same shall become binding on the parties hereto and their successors and assigns.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals by their duly authorized agents and representatives the day and year first above written.

FLEIS & VANDENBRINK ENGINEERING, INC.

Gene McCaw
Witness

Wm R Kuge 12/14/04

Jan Murphy
Witness

CITY OF MUSKEGON

Linda Potter
Witness *Linda Potter*

[Signature]
Stephen J. Warmington (Mayor) Date

Irene Dempsey
Witness *Irene Dempsey*

Gail Kunderger *12-16-04*
Gail Kunderger (Clerk) Date

ACORD CERTIFICATE OF LIABILITY INSURANCE		OP ID JM FLEIS-1	DATE (MM/DD/YYYY) 12/16/04
PRODUCER Olivier-VanDyk Agency, Inc 560 Fifth St NW, Suite 100 Grand Rapids MI 49504 Phone: 616-454-0800 Fax: FAX 454-7100		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED Fleis & VandenBrink Engineering, Inc. 2960 Lucerne Dr SE Grand Rapids MI 49546		INSURERS AFFORDING COVERAGE	NAIC #
		INSURER A: Cincinnati Insurance Company	10677
		INSURER B: Michigan Insurance Company	10857
		INSURER C:	
		INSURER D:	
		INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A X	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER ☒ POLICY ☐ PRO-JECT ☐ LOC	BOP1609581	04/01/04	04/01/05	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS	CAA5819333	04/01/04	04/01/05	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY ☐ ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY AGG \$
A	EXCESS/UMBRELLA LIABILITY ☒ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☒ RETENTION \$-0-	CCC4965711	04/01/04	04/01/05	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER	WCV0007212	04/01/04	04/01/05	☒ WC STATUTORY LIMITS ☐ OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Engineering & Architectural Services
Project: Muskegon Mall Area Re-Development
The City of Muskegon, all elected and appointed officials, all employees and volunteers, all boards, commissions &/or authorities and board members, including employees and volunteers thereof are named as Additional Insured.

CERTIFICATE HOLDER**CANCELLATION**

MUSK002 City of Muskegon Engineering Department 933 Terrace St PO Box 536 Muskegon MI 49443-0536	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE Mike DeWindt
--	--

ACORDTM CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 12/15/2004
PRODUCER (517) 439-9345 Moore Insurance Services, Inc. 67 N. Howell P.O. Box 207 Hillsdale, MI 49242-		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURED Fleis & Vandenbrink Engineering, Inc F&V Construction Mngt. LLC 2960 Lucerne Dr S.E. Grand Rapids MI 49546-		
		INSURERS AFFORDING COVERAGE
		INSURER A: ACE-American Insurance Co
		INSURER B:
		INSURER C:
		INSURER D:
		INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
		GENERAL LIABILITY ☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC		/ /	/ /	EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
		AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS		/ /	/ /	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY ☐ ANY AUTO		/ /	/ /	AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
		EXCESS/UMBRELLA LIABILITY ☐ OCCUR ☐ CLAIMS MADE DEDUCTIBLE \$ RETENTION \$		/ /	/ /	EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes describe under SPECIAL PROVISIONS below		/ /	/ /	WC STATUTORY LIMITS ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A		OTHER PROF Including Contractors Pollution Liability	EON G21663268 001	04/01/2004	04/01/2005	Per claim 2,000,000 Aggregate 4,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 Muskegon Mall Area Re-Development project.

CERTIFICATE HOLDER

() - () -
 City of Muskegon
 933 Terrace Street
 PO Box 536
 Muskegon MI 49413-0536

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

© ACORD CORPORATION 1988

Commission Meeting Date: December 14, 2004

Date: December 7, 2004

To: Honorable Mayor & City Commission

**From: Community and Neighborhood Services
Department**

**RE: Approval of Sale of City owned home at 1668
Beidler**

W.G

SUMMARY OF REQUEST: To approve the attached resolution and instruct Community and Neighborhood Services department to complete the sale transaction between Mr. Anthony McCloud for the new Infill home at 1668 Beidler. Mr. McCloud's purchase price is \$120,000 with a subsidy of \$30,000 dollars.

The present site at 1668 Beidler was occupied with one of the homes that were demolished a year and a half ago under the project title "Operation: At Long Last," 1668 Beidler is the second home of the former Turnkey-3 properties to be sold by the CNS office.

FINANCIAL IMPACT: The HOME fund will receive \$90,000 in program income from the sale.

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: To approve the resolution

COMMITTEE RECOMMENDATION: The Commission approved the original construction of the home

MUSKEGON CITY COMMISSION

2004-107(i)

RESOLUTION TO APPROVE THE SALE OF
CITY-OWNED PROPERTY AT 1668 BEIDLER

WHEREAS, the City of Muskegon is dedicated to the redevelopment of its neighborhoods and;

WHEREAS, the City of Muskegon is dedicated to promoting high quality affordable single-family housing in the community and;

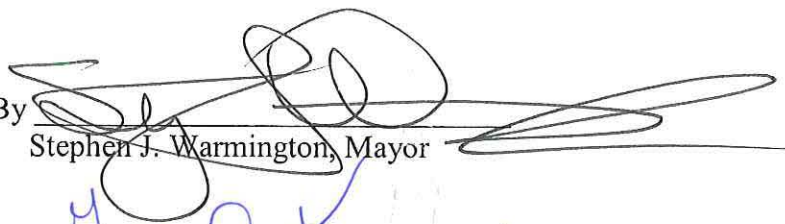
WHEREAS, the City of Muskegon is dedicated to promoting homeownership throughout its neighborhoods;

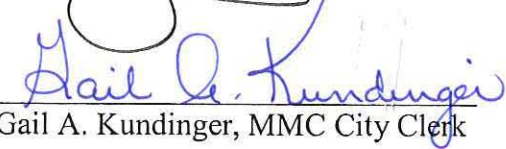
NOW THEREFORE, BE IT RESOLVED that the City Commission hereby approved the sale of the newly constructed home for \$120,000 which is located at 1668 Beidler to be used as a single family owner-occupied home to Anthony McCloud with a subsidy of \$30,000.

Adopted this 14th day of December, 2004

Ayes: Warmington, Carter, Davis, Gawron, Larson, Shepherd,
and Spataro

Nays: None

By 
Stephen J. Warmington, Mayor

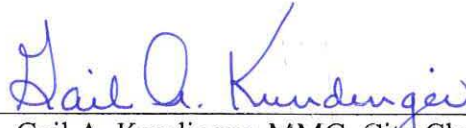
By 
Gail A. Kunding, MMC City Clerk

CERTIFICATION
2004-107(i)

This resolution was adopted at a regular meeting of the City Commission, held on December 14, 2004. The meeting was properly held and noticed pursuant to the Open Meetings Act of the State of Michigan, Act 267 of the Public Acts of 1976.

CITY OF MUSKEGON

By



Gail A. Kunderger, MMC, City Clerk



DATE: November 29, 2004
TO: Honorable Mayor and Commissioners
FROM: Anthony Kleibecker, Director of Public Safety
RE: Concurrence with the Housing Board of Appeals Notice & Order to Demolish. Dangerous building case #EN-040058 Address: 756 Washington.

SUMMARY OF REQUEST: This is to request City Commission concurrence with the findings of the Housing Board of Appeals that the structure located at 756 Washington Street is unsafe, substandard a public nuisance and that it be demolished within thirty (30) days.

It is further requested that administration be directed to obtain bids for the demolition of the structure and that the Mayor and City Clerk be authorized and directed to execute a contract for demolition with the lowest responsible bidder.

Case # & Project Address: #EN-040058 – 756 Washington

Location and ownership: This structure is located on Washington between Beidler and Henry Street. It is owned by HUD.

Staff Correspondence: A dangerous building inspection was conducted 5/18/04 and notice and order to repair/remove was issued 5/20/04. On 7/02/04 the HBA declared the property substandard and dangerous building.

Owner Contact:

FINANCIAL IMPACT: The cost of demolition will be paid out of the General fund.

BUDGET ACTION REQUIRED: None

SEV: \$21,200

Staff Recommendation: To concur with the Housing Board of Appeals decision to demolish.

Estimated Cost of Repairs: \$20,000 Exterior only.

City Commission Recommendation: The commission will consider this item at it's meeting Tuesday, December 14, 2004.

CITY OF MUSKEGON
DANGEROUS BUILDING INSPECTION REPORT
756 WASHINGTON

5/18/04

Inspection noted:

1. Structural repair needed on foundation wall of home.
2. Front porch foundation structurally unsound; replace foundation and porch to code.
3. Replace entire roof covering; strip and call for sheathing & rafter investigation.
4. Remove back shed porch – it is not to code.
5. Front side porch must be rebuilt to code.
6. All handrails & guardrails must meet code.
7. Scrape and paint entire home; or reside.
8. Chimney repair required.
9. Interior inspection with building, plumbing, mechanical, and electrical inspectors required.
10. All work requires construction permits. These permits must be obtained prior to work beginning.

Please contact Inspection Services with any questions at 231-724-6715.

BASED UPON MY RECENT INSPECTION OF THE ABOVE PROPERTY, I HAVE DETERMINED THAT THE STRUCTURE MEETS THE DEFINITION OF A DANGEROUS AND/OR SUBSTANDARD BUILDING AS SET FORTH IN SECTION 10-61 OF THE MUSKEGON CITY CODE.

HENRY FALTINOWSKI, BUILDING INSPECTOR

DATE



756 Washington.
5/18/2004.

DATE: November 29, 2004
TO: Honorable Mayor and Commissioners
FROM: Anthony L. Kleibecker, Director of Public Safety
RE: Concurrence with the Housing Board of Appeals Notice and Order to Demolish. Dangerous Building Case #: EN040051 Address: 1463 Sixth.

SUMMARY OF REQUEST: This is to request that the City Commission Concur with the findings of the Housing Board of Appeals that the structure located at **1463 Sixth** is unsafe, substandard, a public nuisance and that it be demolished within thirty (30) days.

It is further requested that administration be directed to obtain bids for the demolition of the structure and that the Mayor and City Clerk be authorized and directed to execute a contract for demolition with the lowest responsible bidder.

Case# & Project Address: # EN-040051 – 1463 Sixth

Location and ownership: This structure is located on Sixth between Washington and W. Grand Ave. The property was owned by Joe Hawkey, who is incarcerated. As of 11/10/04 the property was acquired by Joe Ferrier.

Staff Correspondence: A dangerous building inspection was conducted 4/12/04 and an interior inspection was conducted 5/7/04. The notice and order to repair/remove was issued 5/7/04. On 7/1/04 the HBA declared the property substandard and dangerous building.

Owner Contact: The owner's mother scheduled the interior inspection, but there has been no further contact from her. As of 11/10/04 Ron Ferrier sent the Inspection Department a Warranty Deed showing ownership.

Financial Impact: CDBG Funds

Budget action required: None

State Equalized value: \$15,200

Estimated cost to repair: \$20,000

Staff Recommendation: To concur with the Housing Board of Appeals decision to demolish.

City Commission Recommendation: The commission will consider this item at it's meeting Tuesday, December 14, 2004.

3300 Lenedo, Mustang 48444
Joe & Ron Ferrier spoke
1431 S Skendin

CITY OF MUSKEGON
DANGEROUS BUILDING INSPECTION REPORT

1463 Sixth

4/12/04

Inspection noted:

1. Replace all damaged interior drywall.
2. Install smoke detectors throughout to Michigan Residential Code 2003.
3. Install egress windows as required to meet Michigan Residential Code 2003.
4. Finish roof covering, fascia, drip edge, soffit to meet Michigan Residential Code 2003.
5. Remove front planter and replace all damaged siding.
6. Remove all debris from yard.
7. Interior inspection with building, plumbing, mechanical, and electrical inspectors required.
8. All work requires construction permits. These permits must be obtained prior to work beginning.

Please contact Inspection Services with any questions at 231-724-6715.

BASED UPON MY RECENT INSPECTION OF THE ABOVE PROPERTY, I HAVE DETERMINED THAT THE STRUCTURE MEETS THE DEFINITION OF A DANGEROUS AND/OR SUBSTANDARD BUILDING AS SET FORTH IN SECTION 10-61 OF THE MUSKEGON CITY CODE.

HENRY FALTINOWSKI, BUILDING INSPECTOR

DATE

CITY OF MUSKEGON
DANGEROUS BUILDING INSPECTION REPORT

1463 Sixth

(INTERIOR INSPECTION)
5/7/04

Inspection noted:

1. All plumbing and mechanical to be replaced.
2. All interior ceilings, walls, floors are damaged – repair or replace.
3. ✓ Egress windows required in bedrooms to meet 2003 Michigan Residential Code.
4. Handrails/guardrails required to meet 2003 Michigan Residential Code.
5. Replace bathroom ceiling – collapsing.
6. ✓ Repair or replace all damaged windows and doors.
7. ✓ 1 – 3'0" x 6'8" door required.
8. ✓ Complete roofing – siding to be replaced.
9. ✓ Scrape and paint all exterior wood.
10. Service to be finished to 2003 Michigan Residential Code.
11. } All new wiring to be completed to 2003 Michigan Residential Code.
12. } Smoke alarms to be installed to 2003 Michigan Residential Code.
13. } All existing wiring to be replaced to meet 2003 Michigan Residential Code.

PLEASE CONTACT INSPECTION SERVICES WITH ANY QUESTIONS: 231-724-6715.

ALL WORK REQUIRES A BUILDING PERMIT. THIS PERMIT MUST BE OBTAINED PRIOR TO WORK BEGINNING.

BASED UPON MY RECENT INSPECTION OF THE ABOVE PROPERTY, I HAVE DETERMINED THAT THE STRUCTURE MEETS THE DEFINITION OF A DANGEROUS AND/OR SUBSTANDARD BUILDING AS SET FORTH IN SECTION 10-61 OF THE MUSKEGON CITY CODE.

HENRY FALTINOWSKI, BUILDING INSPECTOR

DATE



1463 Sixth St.
5/7/2004

Gatta
G

DATE: November 29, 2004

TO: Honorable Mayor and Commissioners

FROM: Anthony Kleibecker, Director of Public Safety

RE: Concurrence with the Housing Board of Appeals Notice & Order to Demolish. Dangerous building case #01-048- Address: 557 W. Clay.

SUMMARY OF REQUEST: This is to request City Commission concurrence with the findings of the Housing Board of Appeals that the structure located at 557 W. Clay Ave. is unsafe, substandard a public nuisance and that it be demolished within thirty (30) days.

It is further requested that administration be directed to obtain bids for the demolition of the structure and that the Mayor and City Clerk be authorized and directed to execute a contract for demolition with the lowest responsible bidder.

Case # & Project Address: #01-048 – 557 W. Clay Avenue

Location and ownership: This property is located in the Nelson Neighborhood and is owned by Scott Sieradzki.

Staff Correspondence: A dangerous building inspection was conducted 10/23/01. A notice to repair or demolish was issued 10/30/01. On 12/4/01 the trade inspectors and the Directors of Inspections met the owner on site to discuss his repair plan and timeline. The case was brought before the HBA 12/6/01 and the owner was offered a repair schedule which was compiled by the Director of Inspections. Mr. Sieradzki did agree the schedule was fair, but he did not agree to sign it. The owner was given the opportunity to repair, provided certain conditions were met within 30 days. The owner did not comply. The structure was declared substandard, a public nuisance when the case was brought before the HBA again on 6/6/02. In August 2002 the foundation was repaired. The case was brought before the HDC on September 7, 2004 which concurred with the findings of the HBA.

Owner Contact: Mr. Sieradzki was present at the 12/6/01 HBA meeting, but was not able to attend the one on 6/6/02. He did call the office on that date to state his intentions, which are noted in the file. Mr. Sieradzki was present at the HDC meeting of 09/07/04. There has been no contact since that meeting.

FINANCIAL IMPACT: The cost of demolition will be paid out of the General fund.

BUDGET ACTION REQUIRED: None

SEV: \$29,100

Staff Recommendation: To concur with the Housing Board of Appeals decision to demolish.

Estimated Cost of Repairs: \$80,000+.

City Commission Recommendation: The commission will consider this item at it's meeting Tuesday, December 14, 2004.

CITY OF MUSKEGON
DANGEROUS BUILDING INSPECTION REPORT

557 W. Clay

10/23/01

Inspection noted:

1. An interior inspection is required by all trade inspectors (plumbing, mechanical, electrical and building) before any permits or certificates of occupancy will be issued.
2. Foundation wall has structural cracks, missing mortar in brick. Missing foundation wall block.
3. Home has exposed framing in exterior walls; open to weather. No sheathing – missing siding, rotting siding.
4. Front porch on home removed, leaving no path of egress, siding and exterior framing exposed to weather.
5. Soffit and fascia on home rotting – missing; exposed to weather.
6. Incomplete framing on home.
7. Window frames, doors exposed to weather, not painted, unprotected.

BASED UPON MY RECENT INSPECTION OF THE ABOVE PROPERTY, I HAVE DETERMINED THAT THE STRUCTURE MEETS THE DEFINITION OF A DANGEROUS AND/OR SUBSTANDARD BUILDING AS SET FORTH IN SECTION 4-23 OF THE MUSKEGON CITY CODE.

HENRY FALTINOWSKI, BUILDING INSPECTOR

DATE

REPAIR SCHEDULE FOR 557 W. CLAY AVE.

History: This property is located on Clay Avenue between 6th and 7th Street. An exterior inspection was conducted as part of an inspection initiative for Clay Ave. Along with siding and painting issues to comply with the property maintenance code requirements, it was noted that the foundation requires significant work to prevent collapse and the front porch was demolished and removed.

On December 4, 2001 the Director of Inspections, along with the Building and Electrical Inspectors, met the owner on site to discuss a repair plan and timeline. The owner allowed all three individuals above into the property. Several items in violation of the codes were noted. These included, but are not limited to, improperly installed electrical, no header on bearing wall over doorway, rafters in poor condition and improperly sized.

Proposal: Following is a proposed timeline for repairs and other items that must be met.

The proposed timeline is based on a one and one-half year program for completion. This time will begin when the Housing Board of Appeals accepts it and concludes on June 1, 2003.

Present until June 1, 2002

Complete the following repairs; foundation repair, roof structure repair, siding and painting. Begin construction of porch.

June 1 – August 1, 2002

Owner must apply for and receive necessary zoning approvals for any change of use desired.

August 1 – September 1, 2002

Apply for and based on review of plans, receive necessary construction permits.

September 1, 2002 – June 1, 2003

Complete all interior work per review of plans and issued permits.

During construction period, owner is to provide for monthly progress inspections along with inspections required by construction permits.

During the construction and until a Certificate of Occupancy is issued, there shall be no occupancy of the structure, except the office area located at the back, this includes, but is not limited to holiday parties, private gatherings, or rental for any purpose.

Failure to comply with any of the above stated time frames or other requirements will result in this property being brought back to the Housing Board of Appeals for further action.

I have read and agree to all terms and requirements listed above.

Scott Sieradzki
Owner 557 W. Clay

Date



557 W. CLAY
Census # 7