

CITY OF MUSKEGON
CITY COMMISSION WORKSESSION

Monday, December 7, 2015
5:30 p.m.
City Commission Chambers

AGENDA

1. 2nd Amendment to Agreement with Muskegon Lakefront, LLC
2. Proposed Amendment to Purchasing Policy
3. 2016 Salary Schedule and Fringe Benefits for Non-Represented Employees
4. Any Other Business
5. Adjournment

CITY COMMISSION MEETING

Date: November 24, 2015

To: Honorable Mayor and City Commissioners

From: Frank Peterson, City Manager

Re: 2nd Amendment to Agreement with Muskegon Lakefront, LLC

SUMMARY OF REQUEST: Muskegon Lakefront LLC has asked for an extension to the agreement entered into on November 30, 2007. The purpose of the agreement is to provide time for the group to pay the 2013 and 2014 taxes, and to begin marketing the property for other lakefront uses. This amendment will extend the terms of the original agreement to March 31, 2016. In exchange for the amendment, the City will place its outstanding special assessment onto the tax roll immediately, while Muskegon Lakefront LLC will immediately pay the outstanding 2013 property taxes and begin making regular monthly payments on the 2014 property taxes. Muskegon Lakefront LLC will also begin marketing the property for development independent from casino development.

FINANCIAL IMPACT: None.

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: Staff recommends approving the 2nd Amendment to the Agreement with Muskegon Lakefront, LLC.

COMMITTEE RECOMMENDATION:

SECOND AMENDMENT TO AGREEMENT

The Second Amendment to the Agreement between the City of Muskegon of 933 Terrace Street, Muskegon, Michigan ("City") and Muskegon Lakefront, LLC a Michigan limited liability Company, of 2 E. Main Street, Fremont, MI 49412 ("Lakefront"), is effective as of the ____ day of _____, 2015 ("Second Amendment").

RECITALS

A. The City and Belmont Farms, Lot C, LLC and Belmont Farms Lot D, LLC entered into a certain agreement dated November 30, 2007 (the "Belmont Farms Agreement").

B. Belmont Farms has conveyed its rights, title and interest in Units D, E, F, G, J, K, L, M, N, O and P of the Muskegon Lakeshore Smart Zone, a Site Condominium also known as County Condominium Subdivision Plan No. 100 (the "Units") to Lakefront. The City has consented to the assignment of the Belmont Farms Agreement from Belmont Farms to Lakefront.

C. City and Lakefront entered into a First Amendment to Agreement to allow Lakefront time to undertake certain action or repay the special assessment. The time period to take such action has passed without Lakefront satisfying the conditions or paying the special assessment.

D. As of September 1, 2015, Lakefront owed \$59,788.89 in outstanding 2013 ad valorem taxes, \$89,226.39 in outstanding 2014 ad valorem taxes and \$15,231.10 in outstanding Summer 2015 ad valorem taxes.

E. The City and Lakefront desire and intend to amend Section 2 of the Belmont Farms Agreement which pertains to outstanding special assessment obligations on the Units.

NOW, THEREFORE, THE PARTIES AGREE, in consideration of the mutual covenants and conditions which follow, including recitals stated above, to amend the Belmont Farms Agreement as follows:

1. Section 2 of the Belmont Farms Agreement is hereby deleted and replaced by the following:

2. Status of Special Assessment Obligations: The special assessment payment obligation shall be revised as follows:

a. Lakefront shall pay in full all outstanding 2013 ad valorem taxes upon signing this Agreement;

b. City shall place the outstanding special assessments on the Winter 2015 Tax Bills as reflected in attached Exhibit A;

c. Lakefront shall pay the outstanding 2014 ad valorem taxes and the outstanding Summer 2015 ad valorem taxes by way of payments in the amount of \$7,500 on the 15th of each and every month commencing December 15, 2015;

d. Lakefront shall pay the Winter 2015 ad valorem taxes and all future ad valorem taxes in full before the are delinquent, i.e., Summer Tax Bill is paid on or before September 15 of the year the Summer Tax Bill is issued and Winter Tax Bill is paid on or before the next February 16;

e. If Lakefront has not applied for local licenses, permits and approvals and has not commenced construction on all eleven units by March 31, 2016, Lakefront shall begin aggressively marketing all eleven Units for any appropriate usage.

2. All other provisions of the Belmont Farms Agreement remain in full force and effect.

The parties have entered into this Agreement on the date written above.

CITY OF MUSKEGON

Stephen J. Gawron, Its Mayor

Ann Marie Meisch, Its Clerk

MUSKEGON LAKEFRONT

Date: December 8, 2015
To: Honorable Mayor and City Commissioners
From: Ann Meisch, City Clerk
RE: Proposed Amendment to the Purchasing Policy

SUMMARY OF REQUEST: Our Purchasing Policy regarding public notices for bids has not been updated in many years. Currently it requires a notice to be published a minimum of ten days prior to a bid opening. This requirement doesn't always allow staff to move in a timely matter.

The modified policy would require the City to place all bid notifications on the City's website and allow any company or individual to sign up to receive notification of new bids by registering on our website. Staff will also be required to notify all bidders who have bid on a similar project within the last two years.

FINANCIAL IMPACT: None.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: To approve the amendment to the purchasing policy.

AGENDA ITEM NO. _____
CITY COMMISSION MEETING _____

TO: Honorable Mayor and City Commissioners

FROM: Frank Peterson, City Manager

DATE: December 2, 2015

RE: 2016 Salary Schedule and Fringe Benefits for Non-Represented Employees

SUMMARY OF REQUEST:

To approve and adopt the proposed salary ranges and salary schedules for the non-represented administrative, technical, professional, and supervisory employees for 2015 (\$1,300 increase per position), and to approve the following fringe benefit changes:

1. An increase in the Health Care Savings Program employer match from 2% of wages to 3% of wages.
2. Increase unused sick time cash payouts at the time of retirement from 50% to 75%
3. Authorize the reimplementation of the city's tuition reimbursement program at a rate of \$1,000 per year per eligible employee.

FINANCIAL IMPACT:

The changes will cost approximately \$50,000, plus approximately \$15,000 in added taxes and fringe benefit costs.

BUDGET ACTION REQUIRED:

To authorize the necessary 2016 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:

To approve and adopt the proposed salary ranges, salary schedules, and fringe benefit changes for non-represented employees for 2016.

COMMITTEE

RECOMMENDATION: None.

CITY OF MUSKEGON								
2016 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		8.50	8.70	8.90	9.10	9.30	9.50	9.70
PARKING RAMP ATTENDANT								
RECREATION AIDE								
STEP 2								
BUILDING FACILITY CARETAKER		8.60	8.85	9.10	9.35	9.60	9.85	10.10
STEP 3		9.00	9.25	9.50	9.75	10.00	10.25	
INTERN, EXCLUDING PARK INTERN		<i>Note: these are suggested intern rates; actual figures are grant and/or budget dependent</i>						
STEP 4		9.00	9.25	9.50	9.75	10.00	10.25	10.50
GYMNASIUM SUPERVISOR								
MARINA AIDE								
PARK RANGER								
PLAYGROUND LEADER								
PROGRAM LEADER								
STEP 5								
ASSISTANT PARK RANGER CAPTAIN		10.00	10.40	10.80	11.20	11.60	12.00	12.40
ASSISTANT PLAYGROUND SUPERVISOR								
FACILITY SUPERVISOR I								
LIFEGUARD								
SCHOOL CROSSING GUARD								
SENIOR TRANSIT DRIVER								
STEP 6		10.55	11.30	12.05	12.80	13.55	14.30	15.05
FACILITY SUPERVISOR II								

CITY OF MUSKEGON

2016 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>
LIFEGUARD CAPTAIN								
PARK RANGER CAPTAIN								
PLAYGROUND SUPERVISOR								
SOFTBALL SUPERVISOR								
ASSISTANT HARBOR MASTER								
STEP 7		11.15	11.90	12.65	13.40	14.15	14.90	15.65
AQUATICS DIRECTOR								
PARK INTERN								
STEP 7 A		11.75	12.50	13.25	14.00	14.75	15.50	16.25
FARMER'S MARKET MASTER								
HARBOR MASTER								
STEP 8								
BOARD OF CANVASSERS		\$65.00 per day						
BOARD OF REVIEW		\$75.00 per day						
RECEIVING BOARD		\$60.00 per day						
ELECTION WORKERS (INSPECTORS)		\$9.00 per hour						
ELECTION WORKER CHAIRPERSON		\$11.50 per hour						
ELECTION WORKER CO-CHAIRPERS		\$10.50 per hour						
SALARIES\2016\2016 PT & LIMITED TERM NON-REP SALARIES for distrib								

2016 NON-UNION SALARY SCHEDULE

11 STEPS

\$1,300 INCREASE FOR ALL STEPS IN EACH RANGE

CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
RANGE I-A	81,343	84,011	86,679	89,346	92,014	94,683	97,339	100,018	102,686	105,354	108,023
RANGE I-B	74,650	77,096	79,541	81,988	84,431	86,877	89,322	91,769	94,212	96,658	99,103
RANGE II-A	69,040	71,298	73,555	75,813	78,071	80,329	82,589	84,846	87,104	89,362	91,619
RANGE II-B	66,196	68,351	70,505	72,661	74,815	76,970	79,126	81,280	83,436	85,591	87,747
RANGE III-A	63,353	65,405	67,456	69,508	71,561	73,611	75,664	77,716	79,766	81,819	83,870
RANGE III-B	58,989	60,912	62,835	64,759	66,681	68,604	70,527	72,449	74,374	76,297	78,219
RANGE IV	54,753	56,535	58,316	60,098	61,880	63,659	65,443	67,224	69,004	70,787	72,569
RANGE V	52,461	54,166	55,872	57,577	59,284	60,989	62,695	64,402	66,107	67,813	69,517
RANGE VI	49,486	51,092	52,698	54,303	55,909	57,515	59,120	60,727	62,335	63,941	65,546
RANGE VII-A	45,897	47,384	48,872	50,358	51,845	53,332	54,819	56,305	57,794	59,281	60,767
RANGE VII-B	43,154	44,549	45,945	47,340	48,736	50,133	51,527	52,923	54,318	55,715	57,110
RANGE VIII	40,786	42,102	43,418	44,736	46,052	47,368	48,683	50,002	51,317	52,635	53,951
RANGE IX	36,094	37,253	38,412	39,574	40,733	41,893	43,052	44,212	45,372	46,532	47,692
RANGE X	33,567	34,644	35,719	36,796	37,871	38,946	40,022	41,098	42,174	43,251	44,326
RANGE XI	30,683	31,662	32,643	33,622	34,601	35,582	36,560	37,540	38,520	39,500	40,480

SALARY RANGES
JANUARY 1, 2016

ADMINISTRATIVE/TECHNICAL/PROFESSIONAL/SUPERVISORY
FULL TIME NON-REPRESENTED EMPLOYEES

\$1,300 INCREASE FOR ALL RANGES	<u>MINIMUM</u> <u>SALARY</u>	<u>MAXIMUM</u> <u>SALARY</u>
<u>RANGE I - A</u>	81,343	108,023
Public Safety Director		
Public Works Director		
Finance Director		
Community/Economic Development Director		
<u>RANGE I - B</u>	74,650	99,103
City Engineer/Deputy Director of Public Works (vacant)		
<u>RANGE II - A</u>	69,040	91,619
City Treasurer/Income Tax Administrator		
<u>RANGE II - B</u>	66,196	87,747
Information Systems Director		
Assistant Finance Director		
<u>RANGE III - A</u>	63,353	83,870
Deputy Director of Public Safety - Fire Services (vacant)		
Water Filtration Plant Superintendent		
City Clerk		
<u>RANGE III - B</u>	58,989	78,219
Community & Neighborhood Services Director		
<u>RANGE IV</u>	54,753	72,569
<u>RANGE V</u>	52,461	69,517
Affirmative Action/Risk Management Director		
<u>RANGE VI</u>	49,486	65,546
Superintendent of Public Utilities		
Superintendent of Public Works		
Database Administrator		
Network Technician		

<u>RANGE VII - A</u>	45,897	60,767
Equipment Supervisor		
Highway Supervisor		
Parks Supervisor		
Planner III/Zoning Administrator		
Public Utilities Supervisor		
Water/Sewer Supervisor		
Administrative Services Supervisor - DPW		
Special Operations Supervisor (vacant)		
Cemetery/Forestry Supervisor (vacant)		
Recreation/Marina Supervisor (vacant)		
<u>RANGE VII - B</u>	43,154	57,110
<u>RANGE VIII</u>	40,786	53,951
Code Coordinator		
Deputy City Clerk		
Income Tax Auditor		
Police Community Coordinator		
Police Records Supervisor		
Management Assistant - Finance		
Resource Recovery Coordinator (vacant)		
Planner II (vacant)		
Treasury Services Supervisor		
Secretary to City Manager		
<u>RANGE IX</u>	36,094	47,692
Planner I (vacant)		
Building Maintenance Supervisor (vacant)		
<u>RANGE X</u>	33,567	44,326
Administrative Assistant - Administration		
Administrative Assistant - Planning		
Administrative Assistant - Public Safety		
Finance Clerk - Community/Neighborhood Services		
City Hall Building Maintenance Worker		
Finance Clerk - Finance (vacant)		
Administrative Assistant - Civil Service (vacant)		
<u>RANGE XI</u>	30,683	40,480

SALARY SCHEDULE
JANUARY 1, 2016

ADMINISTRATIVE/TECHNICAL/PROFESSIONAL/SUPERVISORY
FULL TIME NON-REPRESENTED EMPLOYEES

\$1,300 increase for ranges I-A to XI

RANGE I - A

LEWIS, Jeffrey
AL-SHATEL, Mohammed
SMITH, Derrick
BRUBAKER-CLARKE, Cathy

RANGE I - B

(City Engineer/Deputy Director of Public Works)

RANGE II - A

GRANT, Kenneth

RANGE II - B

MAURER, James
LEWIS, Elizabeth

RANGE III - A

GRENIER, Michael
MEISCH, Ann
(Dep Dir Public Safety - Fire Svcs)

RANGE III - B

BAILEY, Oneata

RANGE IV

RANGE V

THOMPSON, Dwana

RANGE VI

BAKER, David
SAYLES, Doug
VANDERMOLEN, Mike
BOES, Jason

RANGE VII - A

BUCKINGHAM, Joseph
SANTOS, Kevin
BERNDT, Vernon
YOUNG, Bernadette
EGGLETON, Wyatt
HANNAN, Michael
FRANZAK, Michael
ARCHER, Leigh Ann
(Special Operations Supervisor)
(Cemetery/Forestry Supervisor)
(Recreation Supervisor)

RANGE VII - B

RANGE VIII

MITCHELL, Hope

GRIMM, Kimberly

CORNELL, Karen

POWERS, Denny

SMILEY, Amy (Acting)

COLEMAN, Kathy

THORSEN, Peggy

SHULLENBERGER, Barb

(Resource Recovery Coordinator)

(Planner II)

RANGE IX

(Planner I)

(Building Maintenance Supervisor)

RANGE X

LEAFERS, Diane

PARKER, Elizabeth

BROUSSARD, Lisa

CUMMINS, Karen

SPYKE, Terry

(Finance Clerk - Finance)

(Admin Sec - Civil Service)

RANGE XI