

CITY OF MUSKEGON

CITY COMMISSION MEETING

NOVEMBER 28, 2017 @ 5:30 P.M.

**MUSKEGON CITY COMMISSION CHAMBERS
933 TERRACE STREET, MUSKEGON, MI 49440**

MINUTES

The Regular Commission Meeting of the City of Muskegon was held at City Hall, 933 Terrace Street, Muskegon, MI at 5:30 p.m., Tuesday, November 28, 2017. Pastor Tim Cross, Living Word Church, opened the meeting with prayer, after which the Commission and public recited the Pledge of Allegiance to the Flag.

ROLL CALL FOR THE REGULAR COMMISSION MEETING:

Present: Mayor Stephen J. Gawron, Vice Mayor Eric Hood, Commissioners Ken Johnson, Byron Turnquist, Willie German, Jr., Debra Warren, and Dan Rinsema-Sybenga, City Manager Frank Peterson, City Attorney John Schrier, and City Clerk Ann Meisch.

HONORS AND AWARDS:

- A. **City of Muskegon – Years of Service Awards** Certificates of Appreciation were presented to those employees that were in attendance.
- B. **Recognition of Fall 2017 Citizen's Police Academy Graduates**
Citizens that participated in the Fall 2017 Citizen's Academy were recognized by the Director of Public Safety, Jeff Lewis, the Mayor, and the City Commission, and were presented with resolutions commending them for their commitment.

2017-93 CONSENT AGENDA:

- A. **Approval of Minutes** City Clerk

SUMMARY OF REQUEST: To approve minutes of the November 13, 2017 Worksession Meeting and the November 14, 2017 Regular Meeting.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: Approval of the minutes.

- B. **Scanning Services** City Manager

SUMMARY OF REQUEST: This past summer, the City engaged with Alcogare LLC to scan a number of documents for digital archiving and storage. The scanning was completed on a per-sheet basis. Many of the documents were old building plans and site plans – the total quantity was unknown at the onset of the process. Upon completion, a total of 64,883 documents had been scanned at a cost of \$18,072.65. Staff is seeking formal approval to expense the \$18,072.65.

FINANCIAL IMPACT: \$18,072.65 in general fund expenses.

BUDGET ACTION REQUIRED: None at this time. The expenses will be included in the budget reforecast.

STAFF RECOMMENDATION: Authorize \$18,072.65 in document scanning and archiving costs.

Motion by Commissioner Johnson, second by Commissioner German, to approve the consent agenda as presented, except Item C.

ROLL VOTE: Ayes: Warren, German, Rinsema-Sybenga, Turnquist, Johnson, Gawron, and Hood

Nays: None

MOTION PASSES

C. Sale of Parking Lot City Manager

SUMMARY OF REQUEST: The City Commission previously authorized the City Manager to enter into an agreement to sell Pigeon Hill Brewing a portion of the city-owned parking lots on Shoreline Drive to accommodate the company's expansion plans. The agreement originally called for Sub-Parcels 1 and 2 (collectively Parcel A) to be sold to Pigeon Hill Brewing and Sub-Parcel 3 (now identified as Parcel B) to be retained by the City of Muskegon. Upon completion of the formal property survey, it was determined that the size of Parcel A is now insufficiently sized to accommodate Pigeon Hill's expansion. Parcel B is sufficiently sized to accommodate the expansion. Accordingly, staff is asking the City Commission to amend the original purchase agreement by replacing Parcel A with Parcel B, which would leave Parcel A in the city's ownership and place Parcel B in Pigeon Hill Brewing's ownership.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: Authorize City Manager to sign the purchase agreement and proceed with the sale of Parcel B.

Motion by Commissioner Warren, second by Commissioner Johnson, to authorize the City Manager to sign the purchase agreement and proceed with the sale of Parcel B.

ROLL VOTE: Ayes: German, Rinsema-Sybenga, Turnquist, Johnson, Gawron,

Hood, and Warren

Nays: None

MOTION PASSES

2017-95 NEW BUSINESS:

A. Concurrence with the Housing Board of Appeals Notice and Order to Demolish the Following: Public Safety

638 Oak Avenue

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 638 Oak Avenue 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 or staff may issue infraction tickets to the owner, agent or responsible party if they do not demolish the structure.

FINANCIAL IMPACT: General Funds

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: To concur with the Housing Board of Appeals decision to demolish all structures on the property.

Motion by Commissioner German, second by Commissioner Warren, to concur with the Housing Board of Appeals decision to demolish all structures on the property.

ROLL VOTE: Ayes: Rinsema-Sybenga, Turnquist, Johnson, Gawron, Hood, Warren, and German

Nays: None

MOTION PASSES

PUBLIC PARTICIPATION: No comments were received from the public.

ADJOURNMENT: The City Commission Meeting adjourned at 6:13 p.m.

Respectfully Submitted,

Ann Meisch, MMC, City Clerk