CITY OF MUSKEGON

CITY COMMISSION MEETING

NOVEMBER 13, 2018 @ 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 13, 2018. Mr. George Monroe, Evanston Avenue Baptist, 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 (arrived at 5:35 p.m.), Byron Turnquist, Debra Warren, Willie German, Jr., and Dan Rinsema-Sybenga, City Manager Franklin Peterson, City Attorney Brian Liebrandt, and Deputy City Clerk Kimberly Young.

HONORS AND AWARDS:

A. <u>City of Muskegon Employees – Years of Service Awards</u>

The Mayor and Commissioners congratulated and thanked city employees for various levels of years of distinguished, loyal service. Certificates of Appreciation were presented to those employees that were in attendance.

2018-80 CONSENT AGENDA:

A. <u>Approval of Minutes</u> City Clerk

SUMMARY OF REQUEST: To approve minutes of the October 12, 2018 Goal Setting Meeting and the October 23, 2018 Regular Meeting.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: Approval of the minutes.

C. <u>Purchase of 567 Leonard Avenue</u> Community & Neighborhood Services

SUMMARY OF REQUEST: To approve the purchase of home located at 567 Leonard Avenue in Jackson Hill Neighborhood for the price of $35,000.

After the sale, CNS will rehabilitate the single family dwelling as part of the HOME funded Homebuyers Program.

FINANCIAL IMPACT: The funding used for the purchase and rehabilitation will come from 2018 HOME funds.

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: To approve the request to purchase the property.

D. <u>Set Public Hearing for Amendment to the Downtown Development Plan and Tax Increment Financing Plan</u> Planning & Economic Development

SUMMARY OF REQUEST: To approve the resolution setting a public hearing for an amendment to the Downtown Development (DDA) Plan and Tax Increment Financing (TIF) Plan, and notifying the taxing jurisdictions of the plan amendment including the opportunity to express their views and recommendations regarding the proposed amendment at the public hearing. The proposed amendment is to add certain properties to the tax capture.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: To approve the resolution and authorize the Mayor and Clerk to sign the resolution.

COMMITTEE RECOMMENDATION: The Brownfield Redevelopment Authority unanimously approved the proposed amendment at their October 30 meeting.

E. <u>State Revolving Fund – Sewer Project Administration Assistance</u> Department of Public Works

SUMMARY OF REQUEST: Authorize staff to extend the existing engineering services agreement with Prein & Newhof to provide administrative assistance during the implementation of the State Revolving Fund (SRF) sewer projects in 2019 and 2020.

Prein & Newhof completed the preliminary plan for sewer upgrades that resulted in funding through the MDEQ for approximately $7.7 Million in sewer upgrade projects for 2019 and 2020. Staff would like to retain Prein & Newhof's services to assist in the administration and oversight of these projects to ensure compliance with MDEQ requirements and successful implementation of the projects.

FINANCIAL IMPACT: $10,000

BUDGET ACTION REQUIRED: Allocate an additional $10,000 to the already existing engineering services agreement. This will be addressed in the 1st Quarter Reforecast.

STAFF RECOMMENDATION: Authorize staff to extend the existing engineering service agreement with Prein & Newhof.

F. <u>Replacement of Storage Area Network (SAN)</u> Information Technology

SUMMARY OF REQUEST: Currently we have a Storage Area Network (SAN) array that holds 50 virtualized servers covering all City functions. The industry standard is to replace such critical SAN units every five years; currently, we are approaching year seven.

We have spent months meeting with multiple vendors reviewing products and associated quotes. We are recommending the Tegile array proposal for the City of Muskegon. Of the three submitted, Tegile came in at the lowest price and provides the best long-term value in features and performance.

Tegile units are also used in the Muskegon Central Dispatch datacenter and having the same technology is beneficial to both.

FINANCIAL IMPACT: $49,766.02

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: Approve the Tegile quote for $49,766.02.

Motion by Commissioner Warren, second by Commissioner German, to approve the consent agenda as presented, except item B.

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

Nays: None

MOTION PASSES

2018-81 REMOVED FROM CONSENT AGENDA:

B. <u>Request for Authorization to Sign</u> Planning & Economic Development

SUMMARY OF REQUEST: Request to authorize Mike Franzak from the Planning Department to sign purchase agreements on closing documents for property transactions on behalf of the City.

FINANCIALM IMPACT: None

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: Staff recommends approval to authorize.

Motion by Commissioner Johnson, second by Commissioner Rinsema-Sybenga, to authorize Mike Franzak from the Planning Department to sign purchase agreements and closing documents for commission approved property transactions on behalf of the City.

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

Nays: None

MOTION PASSES

2018-82 NEW BUSINESS:

A. <u>Rezoning Several Properties</u> Planning & Economic Development

SUMMARY OF REQUEST: Staff initiated request to rezone 372, 380, 388, 394, 398, 406, 414 Houston Avenue; and 1148 6th Street from R-3, High-Density Single-Family Residential to Form Based Code, Urban Residential to allow for more housing options.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: Staff recommends approval of the rezonings.

COMMITTEE RECOMMENDATION: The Planning Commission recommended approval of the rezonings (plus the rezonings of 1246, 1252, and 1258 5th Street) by a 7-1 vote, with one member absent, at the October 4 Special Planning Commission meeting. Staff has recently recently recommended to remove 1246, 1252, and 1258 5th Street from the request due to comments from the public.

Motion by Commission Rinsema-Sybenga, second by Commissioner Johnson, to approve the rezonings.

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

Nays: German

MOTION PASSES

SECOND READING REQUIRED

B. <u>Parking Restrictions December 1 – April 1</u> Public Safety

SUMMARY OF REQUEST: The Director of Public Safety requests that the Commission approve the changes for Chapter 92, L09 of the ordinance regarding the snow emergency parking between December 1 and April 1.

- Parking will be allowed between 5:00 am and 5:00 pm on odd or even calendar days based on the odd and even numbered street addresses.
- Between 5:00 pm and 5:00 am parking will be allowed on both sides of the street.
- Where parking is currently allowed only on one side of the street, parking is allowed, except between the hours of 2:00 am – 6:00 am.
- On Western Avenue, between 7th Street and Terrace Street, parking is allowed except between the hours of 2:00 am and 6:00 am.
- All signed parking restrictions apply all days of the week.
- This Section applies to every portion of every block of every city street.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: Staff recommends approval of the Parking Restrictions changes to the Code of Ordinances.

Motion by Commissioner Warren, second by Commissioner Rinsema-Sybenga, to approve the Parking Restrictions Changes to the Code of Ordinances.

Motion to table this item until November 27, 2018 so that some changes can be made.

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

Nays: None

MOTION PASSES

Original Motion not voted on.

C. Short Term Rental Discussion City Manager

City Manager Frank Peterson and Public Safety Director Jeffrey Lewis presented information on a proposed Short Term Rental Ordinance. The Commissioners were provided with a copy of the proposed ordinance for review. This item will be considered in the near future.

D. Disposition of 1021 Jefferson City Manager

SUMMARY OF REQUEST: Staff has received multiple purchase offers and development proposals for the city-owned employee parking lot on the corner of Apple and Jefferson. Staff is seeking permission to execute a Letter of Intent to sell 1021 Jefferson Street to General Capital in anticipation of constructing a 73-unit housing developments focused on providing quality workforce housing.

STAFF RECOMMENDATION: Staff recommends approval of the request.

Motion by Commission Johnson, second by Commissioner Rinsema-Sybenga, to approve the request to execute a Letter of Intent to sell 1021 Jefferson Street to General Capital in anticipation of constructing a 73-unit housing development.

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

Nays: None

MOTION PASSES

E. Letter of Intent with Mart Dock City Manager

SUMMARY OF REQUEST: Staff is seeking permission to enter into a Letter of Intent with Mart Dock with the goal of determining the feasibility of swapping their property commonly referred to as the Third Street Dock with our property commonly referred to as Fisherman's Landing. The goal of the swap would be to relocate all of the Mart Dock's shipping operations away from their downtown location to the city property adjacent to the BC Cobb site. The downtown site would be redeveloped into a mixture of public space, residential, and commercial uses. This agreement does not commit either party to the sway, but rather gives both parties time/access to study the feasibility of the complicated transaction.

STAFF RECOMMENDATION: Staff recommends approval of the request.

Motion by Commission Rinsema-Sybenga, second by Commissioner Warren, to approve the request to execute a Letter of Intent with Mart Dock.

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

Nays: None

MOTION PASSES

ANY OTHER BUSINESS: Commissioner Warren is still interested in having a meeting/workshop for the general public to learn how they can become involved in local government and will be working with Ann on this matter.

Commissioner Warren also inquired about a Park inventory. LeighAnn Mikesell indicated that she and Bernadette Young, Parks Supervisor, had recently discussed the same and were preparing a prioritized list of wants and needs, including some restructuring, etc.

Commissioner Johnson asked how things were going at McGraft Park in reference to the disc golf course. LeighAnn Mikesell indicated that tree trimming and pruning is under way and currently intends to be ready to re-open the disc golf in the Spring of 2019.

Commissioner Rinsema-Sybenga explained the Community Relations Spreadsheet that was provided for review as the time to fill vacancies and make appointments and re-appointments is drawing near.

PUBLIC PARTICIPATION: Public Comments were received.

ADJOURNMENT: The City Commission meeting adjourned at 8:02 p.m.

Respectfully Submitted,

Kimberly Young, Deputy City Clerk