

CITY OF MUSKEGON

CITY COMMISSION MEETING

OCTOBER 22, 2019 @ 5:30 P.M.

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

AGENDA

- ☐ **CALL TO ORDER:**
- ☐ **PRAYER:**
- ☐ **PLEDGE OF ALLEGIANCE:**
- ☐ **ROLL CALL:**
- ☐ **HONORS AND AWARDS:**
- ☐ **PUBLIC COMMENT ON AGENDA ITEMS:**
- ☐ **CONSENT AGENDA:**
 - A. Approval of Minutes City Clerk**
 - B. SRF & DWRP Project Implementation Public Works**
 - C. Scrap Tire Grant Public Works**
 - D. Mower and Mower Cab Purchases Public Works**
 - E. Community Officer Agreement Public Safety**
 - F. 1208 Eighth Street Brownfield Public Hearing Economic Development**
- ☐ **PUBLIC HEARINGS:**
- ☐ **UNFINISHED BUSINESS:**
- ☐ **NEW BUSINESS:**
 - A. Concurrence with the Housing Board of Appeals Notice and Order to Demolish Public Safety**
240 Mason Street
1770 6th Street
 - B. Application for Marihuana Facility Planning & Economic Development**

☐ **ANY OTHER BUSINESS:**

☐ **PUBLIC COMMENT ON NON-AGENDA ITEMS:**

- ▶ **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.)

☐ **CLOSED SESSION:**

☐ **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 ANN MARIE MEISCH, CITY CLERK, 933 TERRACE STREET, MUSKEGON, MI 49440 OR BY CALLING (231) 724-6705 OR TTY/TDD DIAL 7-1-1-22 TO REQUEST A REPRESENTATIVE TO DIAL (231) 724-6705.

Memorandum

To: Mayor and Commissioners

From: Frank Peterson

Re: City Commission Meeting

Date: October 22, 2019

Regular Session:

1. Under the Consent Agenda, we are asking the Commission to consider the following:
 - a. Approval of meeting minutes from the most-recent City Commission meeting.
 - b. Approval to move forward with the pre-qualified contractors for the SRF and DWRP projects.
 - c. Authorization to seek/accept the scrap tire grant.
 - d. Authorization to purchase two new mowers and one mower cab.
 - e. Approval of the school resource officer agreement with Muskegon Public Schools.
 - f. Set the public hearing for the Brownfield Project at 1208 8th Street.
2. New Business
 - a. Concurrence with the housing board of appeals decision to demolish the properties at 240 Mason Street and 1770 6th Street.
 - b. Approval of the Recreation and Adult Use Marihuana Business Application

Let me know if you have any questions/comments/concerns

Frank



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: October 22, 2019	Title: Approval of Minutes
Submitted By: Ann Marie Meisch, MMC	Department: City Clerk
Brief Summary: To approve the minutes of the October 7, 2019 Worksession meeting and the October 8, 2019 Regular Meeting.	
Detailed Summary: N/A	
Amount Requested: N/A	Amount Budgeted: N/A
Fund(s) or Account(s): N/A	Fund(s) or Account(s): N/A
Recommended Motion: To approve the minutes.	
For City Clerk Use Only: Commission Action:	

CITY OF MUSKEGON
CITY COMMISSION WORKSESSION

Monday, October 7, 2019
5:30 p.m.
City Commission Chambers
933 Terrace Street
Muskegon, MI 49440

MINUTES

Present: Commissioners Turnquist, Warren, Hood, Johnson, German, and Rinsema-Sybenga.

Absent: Mayor Gawron.

Urban Deer Management - Public Works

There have been continuous complaints about landscape damage by white-tailed deer, (*Odocoileus virginianus*), and this has led the City of Muskegon to believe the deer populations in Bluffton and Beachwood neighborhoods are no longer sustainable.

The growing deer herd increases the human risk of deer-tick borne diseases such as Lyme disease, damage to the landscaping, and car-deer collisions as well as over-grazing of vegetation to the critical dune habitats which will lead to dune erosion.

The City Commission is asked to consider deer population management. One option is the use of a contracted deer shooter through the USDA at a cost of \$300 - \$500 per deer, the deer would be processed and donated to an organization.

Tax Incentive Policy - Development Services

Staff is seeking input on a new policy to standardize tax incentives for developments within the City.

The Tax Incentive Committee was convened at the request of the City Manager to review and make recommendations on standardizing our tax incentive policies in the City of Muskegon. With the newly formed Economic Development Department available to research and analyze potential scoring models and policies, we had the opportunity to bring together staff from Planning and Finance to lend their input and develop a favorable and competitive set of policies which are compiled in detail in this report.

Marihuana Social Equity

A draft copy of a Medicinal and Recreational Marihuana Social Equity Programming for City Commissioners to review.

Suburban Nation Review Chapter 4 - The Physical Creation of Society

LeighAnn Mikesell, Planning Department, gave an overview of Chapter 4 of the Suburban Nation - The Physical Creation of Society.

Commissioners agreed the topic is important but indicated they wanted stats to be verifiable and about the City of Muskegon. They want more time spent on the document and presented in the future.

Adjourned at 8:30 pm.

Respectfully Submitted,

Ann Marie Meisch, MMC – City Clerk

CITY OF MUSKEGON

CITY COMMISSION MEETING

OCTOBER 8, 2019 @ 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, October 8, 2019, 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 Byron Turnquist, Ken Johnson, Debra Warren, Dan Rinsema-Sybenga, and Willie German, Jr., City Manager Frank Peterson, City Attorney John Schrier, and City Clerk Ann Meisch.

PUBLIC COMMENT ON AGENDA ITEMS: Public comments were received.

2019-80 CONSENT AGENDA:

A. Approval of Minutes City Clerk

SUMMARY OF REQUEST: To approve the minutes of the September 24, 2019 Regular Meeting.

STAFF RECOMMENDATION: Approval of the minutes.

C. MDOT Maintenance Agreement Public Works

SUMMARY OF REQUEST: MDOT has requested renewal of the maintenance contract by which the City provides maintenance for MDOT operated streets (M-46 / US-31 BR) within the City of Muskegon. The contract is largely unchanged from previous iterations and carries a 5-year term.

The City will be reimbursed by MDOT for work performed on M-46 and US-31 BR within the City of Muskegon. Previous contracts have been in place for several years without major concern. The contract has been reviewed by staff and counsel and no objections noted.

STAFF RECOMMENDATION: Authorize staff to sign the State Trunkline Maintenance Contract.

D. Traffic Control Orders Public Works

SUMMARY OF REQUEST: To approve the Traffic Control Orders, #54, #55, #56, and #57 to authorize staff to remove and install various traffic control devices.

STAFF RECOMMENDATION: To approve removal/installation of various Traffic Control Devices as outlined in the submitted Traffic Control Orders.

E. McCormick Sand – Change Order #001 Public Works

SUMMARY OF REQUEST: Add ten water service line replacements to contract (W-91838.2). McCormick Sand will replace ten lead service lines at various locations within the City of Muskegon.

Our previously approved Pilot Drinking Water Community Supply Grant has remaining funds that staff would like to use in order to maximize the number of lead service line replacements in the City. Change Order #001 represents \$48,387.10 worth of refundable grant money to replace 10 extra lead service lines at various locations throughout the City of Muskegon. McCormick Sand was the low bidder on the previously approved contract (February 26, 2019) and has agreed to hold their pricing for the additional locations.

STAFF RECOMMENDATION: Authorize staff to sign Change Order #001 to contract (W-91838.2) with McCormick Sand in the amount of \$48,387.10.

F. Park Storage Land Exchange Development Services

SUMMARY OF REQUEST: Staff is requesting authorization to enter into an agreement with Catholic Charities West Michigan to exchange a portion of city owned property at 1713 Seventh Street for property owned by the diocese at 1095 Third Street.

Catholic Charities West Michigan plans to construct a new building at the southeast corner of Park and W. Dale, near the Muskegon Rescue Mission and the population this organization serves. In exchange, the city will receive the property and structure located at the northwest corner of Third and Houston, in our developing Midtown area.

STAFF RECOMMENDATION: To approve the land exchange agreement with Catholic Charities West Michigan and authorize the mayor and clerk to sign.

G. Community Relations Committee Recommendations City Clerk

SUMMARY OF REQUEST: To accept the resignation of Ann Funk from the Lakeside Business Improvement District and Larry Boersma from the Farmer's Market Advisory Board and to accept the appointments of Samantha Ferguson to the CDBG/Citizen's District Council and Kathy Fearnley to the Lakeside Business Improvement District.

STAFF RECOMMENDATION: To concur with the recommendations of the Community Relations Committee and approve the resignations and appointments.

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

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

Nays: None

MOTION PASSES

2019-81 ITEMS REMOVED FROM CONSENT AGENDA:

B. Resolution Authorizing Issuance of 2019 Capital Improvement Note
Finance

SUMMARY OF REQUEST: Resolution authorizing a Capital Improvement Note to be issued in the aggregate principal sum of not to exceed \$3 million dollars for the purpose of paying the cost of the Scattered Housing Project, including the cost incidental to the issuance, sale and delivery of the note.

The note will be a single instrument note for \$3 million dollars with interest from the date such installment of principal is delivered to the City until paid at a variable rate of interest equal to the lesser of (i) the maximum annual rate permitted by law and (ii) a rate per annum equal to the 30 day LIBOR rate plus 1.25% adjusted on the first business of each month, first payable on December 1, 2019 and the first day of each month thereafter. The registered owner of the note will be Fifth Third Bank.

STAFF RECOMMENDATION: To approve the resolution authorizing a Capital Improvement Note to be issued not to exceed \$3 million dollars for the purpose of paying the costs of the Scattered Housing Project.

Motion by Commissioner Johnson, second by Commissioner Rinsema-Sybenga, to approve the resolution authorizing a Capital Improvement Note to be issued not to exceed \$3 million dollars for the purpose of paying the costs of the Scattered Housing Project.

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

Nays: None

MOTION PASSES

2019-82 UNFINISHED BUSINESS:

A. Recreational Marijuana Regulatory Ordinance – 2nd Reading Planning

SUMMARY OF REQUEST: Staff initiated request to amend the City Code of Ordinances and adopt a Recreational Marijuana Regulatory Ordinance under the Michigan Regulation and Taxation of Marijuana Act.

STAFF RECOMMENDATION: To approve the Recreational Marijuana

Regulatory Ordinance as part of the City Code of Ordinances.

Motion by Commissioner Rinsema-Sybenga, second by Vice Mayor Hood, to approve the Recreational Marihuana Regulatory Ordinance as part of the City Code of Ordinances.

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

Nays: German and Turnquist

MOTION PASSES

B. Amendment to the Medical Marihuana Facilities Overlay District to also allow Recreational Marihuana Facilities – 2nd Reading Planning

SUMMARY OF REQUEST: Staff initiated request to amend Section 2330 of the zoning ordinance, the Medical Marihuana Facilities Overlay District, to also allow for Recreational Marihuana facilities under the Michigan Regulation and Taxation of Marihuana Act.

Staff is proposing to amend the current Medical Marihuana Facilities Overlay District to also allow for Recreational Marihuana Facilities. The building and site requirements are essentially the same for recreational and medicinal facilities and they would be allowed within the same overlay district, as depicted on the map. The Planning Commission voted 7-1 in favor of recommending approval of the ordinance.

STAFF RECOMMENDATION: To approve the amendments to Section 2330 of the Zoning Ordinance to also allow for Recreational Marihuana Facilities.

Motion by Commissioner Johnson, second by Commissioner Warren, to approve the Recreational Marihuana Regulatory Ordinance as part of the City Code of Ordinances.

ROLL VOTE: Ayes: Gawron, Hood, Warren, and Johnson

Nays: German, Rinsema-Sybenga, and Turnquist

MOTION PASSES

PUBLIC COMMENT ON NON-AGENDA ITEMS: Public comments were received.

ADJOURNMENT: The City Commission meeting adjourned at 6:37 p.m.

Respectfully Submitted,

Ann Marie Meisch, MMC – City Clerk



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: 10/22/2019	Title: SRF & DWRP Project Implementation
Submitted By: Leo Evans	Department: Public Works
Brief Summary: Staff is requesting commission approval to shortlist and begin priced proposal negotiations with the top three (3) scoring firms to respond to the Request For Qualification to provide engineering services for future State Revolving Fund and Drinking Water Revolving Fund Projects. The top three scoring firms are Prein & Newhof, Fleis & VandenBrink and Abonmarche.	
Detailed Summary: Staff solicited proposed from interested Engineering firms to provide assistance for the next five (5) years of SRF and DWRP projects within the City. Staff (Leo Evans, Dave Baker, and Sanjeev Mungarwadi) scored the proposals and are recommending that the top three scoring firms be shortlisted for future consideration. Firms on the short list will be contacted to negotiate priced proposals for specific projects as they are identified and the priced proposals with engineering service agreements will be returned to the city commission for review and consideration once finalized by staff.	
Amount Requested: \$0	Amount Budgeted: \$0
Fund(s) or Account(s):	Fund(s) or Account(s):
Recommended Motion: Approve the short list of firms recommended by staff and authorize staff to begin priced proposal negotiation with the short listed firms on specific projects.	
Check if the following Departments need to approve the item first: Police Dept. ☐ Fire Dept. ☐ IT Dept. ☐ For City Clerk Use Only: Commission Action:	

Engineering Proposals

SRF Project Implementation

Reviewed by: Leo Evans / Sanjeev Mungarwadi / Dave Baker
Date: 14-Oct-19

	A.	B.	C.	D.	E.	F.	G.	H.
Firm:	LRE	Jones & Henry	ENG	Abonmarche	Prein&Newhof	Mannik Smith Group	Flies&Vandenbrink	DLZ / Johnson & Anderson
Location:	Walker, MI	Kalamazoo, MI	Grand Haven, MI	Benton Harbor, MI	Norton Shores, MI	Grand Rapids, MI	Muskegon, MI	Norton Shores, MI

Scoring Criteria Possible Points

Qualifications of Team	60	50	52	52	56	58	50	54	54
Understanding of Service	35	28	30	30	34	34	28	32	30
Location of Firm	5	2	1	3	1	4	2	5	4

Total Score	100	80	83	85	91	96	80	91	88
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Rank	7	6	5	2	1	7	2	4
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Qualifications of Team will be scored based on the experience, technical competence, and related past experience of the project team. Include an organizational chart. Describe the roles of the key members of the team as it relates to the successful completion of the project. Include key members of sub consultants and what roles will be completed by those sub consultants. Provide resumes for all key members. Up to three (3) references may be provided for use at the discretion of the scoring team.

Understanding of Service shall be scored based on the information provided in the proposal that details the understanding of the processes and milestones throughout the project to ensure that the project is completed successfully. Include relevant technical competence in the project areas, and past experience completing projects of similar scope.

Location of Firm will be based on location of the firm's office where project work will be completed. A maximum score will be awarded for firms completing work within the corporate limits of the city of Muskegon. Reduced scores will be awarded to firms proportional to their distance from the city of Muskegon.



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: 10/22/2019	Title: MDEGLE – Scrap Tire Grant
Submitted By: Leo Evans	Department: Public Works
Brief Summary: Staff is requesting permission to partner with Michigan Technological University on a Scrap Tire Market Development Grant application through the Michigan Department of Environment, Great Lakes, and Energy (MDEGLE).	
Detailed Summary: Michigan Technological University has approach city staff to partner on a FY20 grant application to MDEGLE as a part of their Scrap Tire Market Development Program. Applications are due by November 1 st , 2019. The proposed project is for the concrete reconstruction of portions of Franklin Street and Michigan Avenue in the Nims Neighborhood. Staff was planning to propose this project as a FY20-21 Capital Improvement project with a total project cost preliminarily estimated at \$1.15M; divided between the following budgets: Major Street (\$800K), Sewer (\$300K) and Water (\$50K). The potential grant amount is estimated at not to exceed \$500K, which would be used to offset a portion of the Major Street contribution.	
Amount Requested: None at this time, funding to be included in 20-21 budget proposal.	Amount Budgeted:
Fund(s) or Account(s): 202, 590, 591	Fund(s) or Account(s):
Recommended Motion: Authorize staff to partner with Michigan Technological University on the Scrap Tire Market Development Grant Application.	
Check if the following Departments need to approve the item first: Police Dept. ☐ Fire Dept. ☐ IT Dept. ☐ For City Clerk Use Only: Commission Action:	



Fiscal Year 2020 SCRAP TIRE MARKET DEVELOPMENT GRANTS

INTRODUCTION AND ELIGIBILITY CRITERIA

Part 169, Scrap Tires, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), Section 16908(2)(d), authorizes the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to issue reimbursement grants for the following:

- For grants to reimburse the cost of purchase of scrap tires to support the development of increased markets for scrap tires. Only the cost of purchasing scrap tires from Michigan scrap tire processors or other generators of scrap tires in Michigan is eligible for reimbursement.
 - A “scrap tire” is defined as a tire that is no longer being used for its original intended purpose including, but not limited to, a used tire, a reusable tire casing, or portions of a tire. (Part 169, 324.16901(1)(w))
 - Cost reimbursement grants are available for 50 percent of the cost of purchasing scrap tires. Reimbursement grants cannot exceed \$89.00 per ton.
- Cost reimbursement grants are available for up to 50 percent of the cost of purchasing equipment, or for research and development, to provide for a new or increased use of scrap tires.

Research and development are broadly defined as any activity associated with creating new innovations in existing products, services, or procedures or the discovery of new innovations that lead to the creation new products. For the purposes of the Scrap Tire Market Development Grant Program, proposals should identify a viable end market(s) and associated partners working towards a common outcome.

EGLE is now accepting applications for funding scrap tire market development projects from eligible public and private entities. This packet is provided to satisfy the requirements in Section 16908(3) of Part 169, which states applications for grants shall be submitted on a form approved by and containing the information required by EGLE.

Submission of a complete application does not guarantee that the applicant will receive a Scrap Tire Market Development Grant (Grant). Award of Grant funding is subject to legislative appropriation.

ELIGIBILITY CRITERIA

Applicants must meet the following criteria to be considered for a Grant:

1. The applicant must submit a **complete** application EQP5155 (Rev 08/2019) via email (**EGLE-ScrapTire@Michigan.gov**) by the application deadline. A complete application is described below in the section titled “Required Application Components.”
2. The project must demonstrate new or increased uses of scrap tires in manufactured products, such as modified asphalt, molded or extruded rubber products, or aggregate replacement materials, civil engineering projects, or be for the research and development of methods to increase the use of scrap tires.
3. Scrap tires must be purchased from a Michigan processor or other Michigan generator of scrap tires. Grants are available for up to 50 percent of the cost of purchasing equipment or for new research and development. The applicant must commit to at least 50 percent of the total project amount, in cash. In-kind services are not allowed as part of the match, but will be considered during the application evaluation process.
4. The applicant must submit documentation of the property owner’s permission for the applicant to do business at that location and a scrap tire collection site registration application, fees, and bond, if applicable.
5. The applicant must not be in litigation with the state of Michigan or any other public entity concerning compliance with Part 169 or Part 115, Solid Waste Management, of the NREPA. If an applicant has been ordered to pay fines and/or penalties for previous violations of Part 169 or Part 115, all penalties/fines must have been paid in full.
6. Applicants requesting funding for scrap tires or equipment must submit documentation that the technology to be utilized in the proposed process is beyond the research stage and that a demonstration has indicated the proposed process is technically feasible for full-scale production. (Not applicable for applicants requesting funding for research and development.)
7. The project must be located in Michigan.
8. The applicant must be registered to do business in Michigan and provide a Corporate ID# or be a governmental entity.
9. When needed, grantees must use a Michigan scrap tire processor. A list of Michigan scrap tire processors is available online:

http://www.michigan.gov/documents/deq/deq-whm-stp-processorlist_240416_7.pdf

If the applicant is a county or other local unit of government, the Michigan-based scrap tire processor shall be selected through the local unit of government’s competitive bid process to ensure the most cost-effective use of Grant funds. Prior to issuance of an agreement for Grant funds, the grantee will need to demonstrate that the selected scrap tire processor(s) meet the following conditions:

- The processor is authorized to do business in and is located in the State of Michigan. The processor must possess all the required permits, registrations, and/or licenses required by law.

Out of state haulers/processors may be considered and approved by EGLE on a case by case basis for tires **located in Michigan's Upper Peninsula (UP)**, provided the applicant is unsuccessful in finding a Michigan hauler/processor able to operate in the UP or provide services in support of the proposed Grant project.

- The processor has agreed with the Grantee to process the tires and transport the processed tires to the approved end-user.
- The processor has a contract(s) with the scrap tire material user(s) that will receive the processed tires.
- The processor will use and properly complete the Scrap Tire Transportation Record form (EQP 5128) when accepting and transporting the scrap tires.
- The processor will notify the Grantee of any changes that would make the processor unable to meet all conditions or those of the Grant agreement.



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: October 22, 2019	Title: Mower and Mower Cab purchases
Submitted By: Doug Sayles	Department: Public Works
Brief Summary: The Parks Department is requesting approval to purchase (2) Riding Mowers and (1) Mower Cab.	
Detailed Summary: The Parks Department is requesting to purchase (2) Toro Groundsmaster 3280 4WD riding mowers for \$42,022.52 (\$47,022.52 minus \$5,000.00 for used mower trade-ins) and (1) Cab for \$8,433.37, from Spartan Distributors. These new mowers will be replacing some of the older models which we will be trading in and the Cab purchase is for (1) mower for winter maintenance duties.	
Amount Requested: \$42,022.52 & \$8,433.37	Amount Budgeted: \$ 57,200.00
Fund(s) or Account(s): Parks Budget Equipment Purchases (line item)	Fund(s) or Account(s): 101-70751-5720
Recommended Motion: Authorize staff to purchase (2) Toro riding mowers and (1) Cab for one of the riding mowers, from Spartan Distributors for \$42,022.52 and \$8,433.37.	
Check if the following Departments need to approve the item first: Police Dept. ☐ Fire Dept. ☐ IT Dept. ☐ For City Clerk Use Only: Commission Action:	

September 19, 2019

City of Muskegon
ATTN: Burnadette Young
1350 Keating
Muskegon, MI 49442

487 W Division Street
PO Box 246
Spartan, MI 49545
616.887.7301
Fax: 616.887.6288

1050 Opdyke Road
Auburn Hills, MI 48326
248.373.8800
Fax: 248.373.8899

Dear Burnadette,

We are pleased to provide a quote on the following equipment:

(2)	Toro Groundsmaster 3280 4WD (#30345)	\$ 47,022.52
	▪ 72" Guardian Recycler Deck w/ 4 castors	
	▪ Air Ride Seat Suspension (#30313)	
	▪ Milsco Seat (#30398)	
	▪ Armrest Kit (#30707)	
	▪ Armrest Adapter Kit (#109-9687)	
	▪ 8" Foam Castor Wheels	

Trade Ins

(5)	Toro Groundsmaster/ Kubota (\$1,000 each)	<u>(\$ 5,000.00)</u>
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Total \$ 42,022.52

Pricing is firm for 30 days. NIPA Contract

DELIVERY: As requested

TERMS: Net 30 days

Thank you for your interest in our line of equipment. If you have any questions please feel free to call me at 616-340-4143.

Sincerely,

A.J. Rings
Commercial Division



Steve Stewart, SCPS
 Operation Manager
 911 Tower Road
 Mundelein, IL 60060
 Cell (630) 284-8496
 Fax (847) 678-5511
ss Stewart@reinders.com

Acct #: NA
 City of Muskegon
 1350 Keating
 Muskegon, MI 49442

Attn: Burnadette Young

<u>Quote ID#</u>	Quotes Good for 30 days
<u>Quote Date</u> 8/28/2019	<u>OMNIA #</u> 2288873

Competitively Solicited and Award to Toro - Contract #2017025

Qty	Model #	Description	NIPA Total
2	30345	Groundsmaster 3280-D 4WD	\$37,737.76
2	31335	72 Inch Guardian Recycler deck with 4 castor wheels	\$10,752.50
2	30313	Seat Suspension, Air Ride	\$1,190.21
2	30398	Standard Seat	\$777.31
2	30707	Armrests	\$312.80
2	108-9687	Armrest Adaptor Kit	\$88.79
4	93-5974	8 Inch Foam Filled Caster Wheel Assembly	<u>\$561.36</u>
			\$51,420.73



Reinders



Acct #:

City of Muskegon
1350 Keating
Muskegon, MI 49442

Attn: Burnadette Young

Steve Stewart, SCPS
Operation Manager
911 Tower Road
Mundelein, IL 60060
Cell (630) 284-8496
Fax (847) 678-5511
ss Stewart@reinders.com

<u>Quote ID</u>	Quotes Good for 30 days
<u>Quote Date</u> 10/1/19	Tax Not Included In Quote

PRICE QUOTATION

Qty	Model #	Description	Total
	Used	Trade Value for Toro or Kubota Rotary Mower Sight unseen	(\$500.00) ea.



QUOTATION

Date 08/28/19

For: City of Muskegon
1350 Keating

Muskegon MI 49442

From: Cleveland Office located at:
2266 E Aurora Road
Twinsburg, OH 44087
800-346-0066

Attn: Burnadette Young

SalesRep:

Qty	Model#	Description	Sell Price	Extension
	GM3280			
2	30345	Groundsmaster 3280-D 4WD (Kubota® liquid-cooled, diesel, 3-cylinder, 24.8 hp)	18,675.93	37,351.86
2	31335	72" Guardian Recycler deck with 4 castor wheels	5,321.92	10,643.84
2	30398	Milsco Seat	384.80	769.59
2	30313	Air Ride Seat Suspension	589.36	1,178.72
2	108-9687	Armrest Adaptor Kit	47.08	94.16
2	30707	Armrests	154.81	309.61
4	93-5974	8 Inch Foam Filled Caster Wheel Assembly	109.14	436.55
		Sub-Total:		50,784.33

(No Trades Quoted)

Terms: Net 15 Days (Upon Credit Approval)

Merchandise Total	50,784.33
Trade-In Credit	0.00
Destination Charge	1,015.69
0.00% * Sales Tax	0.00
	51,800.02

This Quote Is Good for 30 Days

* Sales Tax is subject to change based on the current rules and regulations in effect at the time of delivery

Accepted By: _____

Date: _____

True Lease Financing	Base = \$51,546.09	Rate Factor	Payment	Residual%
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CENTURY *Equipment*

QUOTATION

Date 10/01/19

For: City of Muskegon
1350 Keating

Muskegon MI 49442

From: Cleveland Office located at:
2266 E Aurora Road
Twinsburg, OH 44087
800-346-0066

Attn: Burnadette Young

SalesRep:

Qty	Model#	Description	Sell Price	Extension
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Other Items

1 Misc. Deck Mower Toro Groundsmaster or Kubota mowers-TRADE VALUE \$100 to max \$500 depending on model year.

(No Trades Quoted)

Terms: Net 15 Days (Upon Credit Approval)

Merchandise Total	0.00
Trade-In Credit	0.00
Destination Charge	0.00
0.00% * Sales Tax	0.00
	0.00

This Quote Is Good for 30 Days

* Sales Tax is subject to change based on the current rules and regulations in effect at the time of delivery

Accepted By: _____

Date: _____

True Lease Financing	Base = \$2.00	Rate Factor	Payment	Residual%
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October 1, 2019

City of Muskegon
ATTN: Burnadette Young
1350 Keating
Muskegon, MI 49442

487 W Division Street
PO Box 246
Sparta, MI 49345
616.887.7301
Fax: 616.887.6288

Dear Burnadette,

1050 Opdyke Road
Auburn Hills, MI 48326
248.373.8800
Fax: 248.373.8899

We are pleased to provide a quote on the following equipment:

(1)	Cab w/ heat for Groundsmaster 3280	\$ 8,433.37
	▪ Auxiliary Valve Kit	
	▪ Beacon	
	▪ LED Light Kit	

Pricing is firm for 30 days. NIPA Contract

DELIVERY: As requested

TERMS: Net 30 days

Thank you for your interest in our line of equipment. If you have any questions please feel free to call me at 616-340-4143.

Sincerely,

A.J. Rings
Commercial Division

CENTURY *Equipment*

QUOTATION

Date 10/01/19

For: City of Muskegon
1350 Keating

Muskegon MI 49442

From: Cleveland Office located at:
2266 E Aurora Road
Twinsburg, OH 44087
800-346-0066

Attn: Burnadette Young

SalesRep:

Qty	Model#	Description	Sell Price	Extension
	GM3280			
1	30298	Cab, Heat Only	9,105.30	9,105.30
1	30701	Cab Road Light Kit	801.90	801.90
		Sub-Total:		9,907.20
		(No Trades Quoted)		
Terms: Net 15 Days (Upon Credit Approval)				
Merchandise Total				9,907.20
Trade-In Credit				0.00
Destination Charge				198.15
0.00% * Sales Tax				0.00
				10,105.35

This Quote Is Good for 30 Days

* Sales Tax is subject to change based on the current rules and regulations in effect at the time of delivery

Accepted By: _____

Date: _____

True Lease Financing	Base = \$10,055.81	Rate Factor	Payment	Residual%
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Reinders



Steve Stewart, SCPS
Operation Manager
911 Tower Road
Mundelein, IL 60060
Cell (630) 284-8496
Fax (847) 678-5511
ss Stewart@reinders.com

Acct #:

City of Muskegon
1350 Keating
Muskegon, MI 49442

Attn: Burnadette Young

<u>Quote ID</u>	Quotes Good for 30 days
<u>Quote Date</u> 10/1/19	Tax Not Included In Quote

PRICE QUOTATION

Qty	Model #	Description	Total
1	30298	Cab, Heat Only	\$9,921.61
1	120-6640	Auxiliary Valve Kit	
1	31509	Rotating Beacon	
1	31596	LED Work Light	

Delivery Charge to Muskegon MI from Mundelein IL
Installation Not Included

\$1,165.00
\$11,086.61



Groundsmaster® 3280-D – Removeable Heated Cab

WATCH MUSKEGON

Agenda Item Review Form Muskegon City Commission

Commission Meeting Date:10-22-19	Title: 2019-2020 Muskegon High School Community Officer Agreement
Submitted By: Jeffrey Lewis	Department: Public Safety/ Police
Brief Summary: This agreement provides Muskegon High School with a Community Officer during the nine months school is in session. Muskegon Public Schools agrees to pay the City of Muskegon \$2,609.54 each month, from September 2019 through May 2020, totaling \$23,485.82.	
Detailed Summary:	
Amount Requested:	Amount Budgeted: \$\$23,485.82 Revenue
Fund(s) or Account(s):	Fund(s) or Account(s):
Recommended Motion: Approve the 2019-2020 school year MHS Community Officer Agreement	
Check if the following Departments need to approve the item first: Police Dept. X Fire Dept. ☐ IT Dept. ☐ For City Clerk Use Only: Commission Action:	

COMMUNITY OFFICER & MUSKEGON PUBLIC SCHOOLS

(Commission Action No.)

AGREEMENT **2019-2020**

This Agreement is effective **August 26, 2019** through **June 10, 2020**, between the City of Muskegon, a Michigan municipal corporation, of 933 Terrace Street, Muskegon, Michigan 49440 ("City"), and Muskegon Public Schools, of 349 West Webster, Muskegon, Michigan, 49440 ("MPS"), with reference to the following facts:

Background

- A. City and MPS have determined that it is in each of their best interests to continue police services at the Muskegon High School ("MHS").
- B. City has agreed to provide a police officer to be on patrol at MHS. At all times the officer assigned to work at MHS shall be a City police officer and, as such an employee of the City. Duties will be decided between mutual parties. However, it is agreed that a component of the role is to help establish a positive, safe learning environment at MHS and develop positive relationships with the student body.
- C. MPS has agreed to pay the City a flat rate according to nine (9) months of service. The community officer will report to the MHS principal.

It is therefore agreed:

1. **Officer.** City shall provide a police officer to be on patrol at MHS during MHS's published academic calendar year, commencing **September 3, 2019** (which shall not include any published vacation days or summer school sessions. i.e. Christmas break, mid-winter break, Thanksgiving break, Professional Development days, Good Friday, Hackley Day or Memorial Day). The officer shall be present at MHS during hours which are mutually agreeable between the City and MPS.
2. **Payment.** MPS shall pay \$2,609.54 on the first of **EACH MONTH**, as invoiced, commencing **September 4, 2019** through **June 11, 2020**. Total payment will not exceed **\$23,485.82**.
3. **Term: Termination.** The term of this Agreement shall be for one year from **August 26, 2019** through **June 10, 2020**, and may be renewed annually by mutual agreement. This Agreement may be terminated before the end of its term by subsequent written agreement, which shall be signed by both parties.

4. **Venue.** The parties agree that for purposes of any dispute in connection with this agreement, the Muskegon County Court shall have exclusive jurisdiction and venue.

Muskegon Public Schools

By: 

Name: Matthew Cortez

Title: Superintendent of Schools

Date: 9/20/19

City of Muskegon

By: _____

Name: Stephen J. Gawron

Title: Mayor

Date: _____

WATCH MUSKEGON

Agenda Item Review Form Muskegon City Commission

Commission Meeting Date: 10-22-2019	Title: 1208 Eighth Street brownfield public hearing
Submitted By: Dave Alexander	Department: Economic Development
Brief Summary: The Brownfield Redevelopment Authority recommended approval of Brownfield Plan Amendment for 1208 Eighth Street and now the city commission must schedule a public hearing on that plan for November 12, 2019.	
Detailed Summary: Core Development submitted a Brownfield Plan Amendment for 1208 Eighth Street to the Brownfield Redevelopment Authority, which approved it on Oct. 8, 2019. The city commission must set a public hearing on the plan for November 12, 2019. A resolution setting the Nov. 12 public hearing is attached.	
Amount Requested: N/A	Amount Budgeted: N/A
Fund(s) or Account(s):	Fund(s) or Account(s):
Recommended Motion: To approve the resolution setting a public hearing for November 12, 2019 on the 1208 Eighth Street Brownfield Plan Amendment and notify the appropriate taxing units.	
Check if the following Departments need to approve the item first: Police Dept. ☐ Fire Dept. ☐ IT Dept. ☐ For City Clerk Use Only: Commission Action:	

**RESOLUTION NOTIFYING TAXING UNITS
AND CALLING PUBLIC HEARING REGARDING
APPROVAL OF AMENDMENT TO THE BROWNFIELD PLAN OF THE
CITY OF MUSKEGON BROWNFIELD REDEVELOPMENT AUTHORITY**

**CORE DEVELOPMENT LLC
1208 EIGHTH**

City of Muskegon
County of Muskegon, Michigan

Minutes of a Regular Meeting of the City Commission of the City of Muskegon, County of Muskegon, Michigan (the "City"), held in the City offices, on the 22nd day of October, 2019, at 5:30 p.m., prevailing Eastern Time.

PRESENT:

Members _____

ABSENT: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS, the City of Muskegon, County of Muskegon, Michigan (the "City") is authorized by the provisions of Act 381, Public Acts of Michigan, 1996, as amended ("Act 381"), to create a brownfield redevelopment authority; and

WHEREAS, pursuant to Act 381, the City Commission of the City duly established the City of Muskegon Brownfield Redevelopment Authority (the "Authority"); and

WHEREAS, in accordance with the provisions of Act 381, the Authority has prepared and approved Brownfield Plan Amendments to include **CORE DEVELOPMENT LLC** (1208 Eighth) and

WHEREAS, the Authority has forwarded the Brownfield Plan Amendments to the City Commission requesting its approval of the Brownfield Plan Amendments and

WHEREAS, prior to approval of the Brownfield Plan Amendments, the Muskegon City Commission desires to hold a public hearing in connection with consideration of the Brownfield Plan Amendments as required by Act 381; and

WHEREAS, prior to approval of the Brownfield Plan Amendments, the City Commission is required to provide notice and a reasonable opportunity to the taxing jurisdictions levying taxes subject to capture, to express their views and recommendations regarding the Brownfield Plan Amendments.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Commission hereby acknowledges receipt of the Brownfield Plan Amendments from the Authority and directs the City Clerk to send a copy of the proposed Brownfield Plan Amendments to the governing body of each taxing jurisdiction in the City, notifying them of the City Commission's intention to consider approval of the Brownfield Plan Amendments [after the public hearing described below].

2. A public hearing is hereby called on the 12th of November, 2019 at 5:30 p.m., prevailing Eastern Time, in the City Hall Commission Chambers to consider adoption by the City Commission of a resolution approving the Brownfield Plan Amendments.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Members

NAYS: Members

RESOLUTION DECLARED ADOPTED.

Ann Meisch, City Clerk

WATCH MUSKEGON

Agenda Item Review Form Muskegon City Commission

Commission Meeting Date:10/22/19	Title: Dangerous Building Case# EN1901990
Submitted By: Jeffrey Lewis	Department: Public Safety / Inspections
Brief Summary: The HBA has found the building located at 240 Mason Street to unsafe, substandard and a public nuisance. It is requested that the structure is to be destroyed within (30) thirty 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 of responsible party if they do not demolish the structure.	
Detailed Summary:	
Amount Requested:	Amount Budgeted:
Fund(s) or Account(s):	Fund(s) or Account(s):
Recommended Motion: To concur with the Housing Board of Appeals decision to demolish.	
Check if the following Departments need to approve the item first: Police Dept. ☒ Fire Dept. ☐ IT Dept. ☐ For City Clerk Use Only: Commission Action:	

Case

EN1901990 – 240 Mason Ave.

2

Elizabeth Hawthorne

5841 E. Loop Rd.

Hesperia, MI 49421

Information:

On May 22, 2019 Muskegon Police Dept. was dispatched to 240 Mason Ave. due to the fact that part of the masonry parapet wall on the front of the building had fallen onto the sidewalk. Staff was notified of the threat to public safety and arrived on scene shortly thereafter. Staff investigated complaint and performed exterior inspection. Several structural deficiencies were noted including collapsing front parapet wall as well as fractured unreinforced masonry construction throughout building, rotten and collapsing wood frame construction at rear of building, caving/collapsing foundation/basement walls due to tree roots growing near foundation/basement walls. Staff ordered the installation of temporary construction panels to safeguard pedestrians against injury.

Building permit history for this property, electrical permit finalized in 2006, mechanical permit finalized in 2005.

No contact with owner. Please see additional information.

Complaint Notice

May 23, 2019 a complaint letter was sent.

June 7, 2019 2nd complaint sent

August 8, 2019 a DB inspection report was sent.

Notice & Order:

On May 23, 2019 the Notice & Order to repair or remove was sent and posted.

On September 11, 2019 A ten day Notice was sent and posted for the October 3, 2019 HBA hearing.

On October 4, 2019 the Notice & Order to demolish and a ten day notice was sent and posted for the October 22, 2019 City Commission meeting.

All notices are sent First Class and Certified Mail and posted on the property in question.

Additional Information:

- This a 2 -story, 2400 square foot mixed use apartment (duplex) with a basement
- Built in N/A
- vacant since 2015
- Property taxes of 213.35 (summer)2019 Due
- 2020 SEV \$22,100.00 (entire property)
- Staff estimates cost to repair at \$80,000 exterior structural repairs only
- 18 enforcement actions for grass, trash and board up since 2016
- The structure is located in the Nelson Neighborhood
- Owner is believed to be deceased responsible party is listed as Mark and Sally Ruesegger. Staff notified responsible party regarding the condition of the building. Responsible party notified staff that they were removing all personal property. Although staff attempted, there has been no further contact.

CITY OF MUSKEGON



BUILDING DEPT.

DANGEROUS BUILDING INSPECTION REPORT
08/05/2019

Owner HATHORN ELIZABETH
5841 E LOOP RD
HESPERIA, MI 49421

Enforcement # EN1901990
Property Address: 240 MASON AVE
Parcel # 24-205-387-0008-00

Date completed: 08/08/2019

DEFICENCIES:

1. Foundation is failing due to large tree growing near structure causing foundation to cave in (west side)
2. Unreinforced masonry construction is failing due to lack of maintenance, mortar is cracked and crumbling
3. Large section of masonry wall (front) @ parapet has fallen off structure landing on public right of way (sidewalk)


Lance Bonfield, Inspector

08-08-2019
Date

Based upon my recent inspection of the above property I determined that the structure meets the definition of a Dangerous Building and/or Substandard Building as set forth in Section 10-61 of the Muskegon City Code.

SECTION 116.3 Notice (UNSAFE STRUCTURES AND EQUIPMENT)

If an unsafe condition is found, the *building official* shall serve on the owner, agent or person in control of the structure, a written notice that describes the condition deemed unsafe and specifies the required repairs or improvements to be made to abate the unsafe condition, or that requires the unsafe structure to be demolished within a stipulated time. Such notice shall require the person thus notified to declare immediately to the *building official* acceptance or rejection of the terms of the order.

CITY OF MUSKEGON
NOTICE AND ORDER TO REPAIR OR REMOVE (DEMOLISH) A STRUCTURE

City of Muskegon Code Compliance Dept.
933 Terrace St. Rm. 202, Muskegon, MI 49440 (231) 724-3900

DATE:05/23/2019

Address of the Property: 240 MASON AVE

TO: HATHORN ELIZABETH, 5841 E LOOP RD, HESPERIA,MI 49421

The Director of Inspections for the City of Muskegon has determined that the structure(s) above described to be in immediate danger of collapse due to the years of neglect of maintenance and repairs, the unreinforced masonry construction is failing. Pursuant to *Sec. 10-105. Emergency proceedings. (b) Whenever any building or structure shall be found to be in immediate danger of collapse because of fire, natural disaster, neglect of maintenance or repair, or because of cessation of demolition, the director of inspections shall notify the record owner of any such structure as shown by the last local tax assessment records by certified mail, return receipt requested, at the address shown on the local tax assessment records that, unless such structure is demolished and removed within five days following the mailing of such notice, the structure will be demolished and removed at the owner's costs and expense.*

You are hereby notified that the City will proceed to demolish or cause the demolition and removal of the said structure(s) unless you obtain the appropriate demolition permit and have it demolished **within 5 days of the date of this notice**. You will be responsible for repaying the City all costs and expenses incurred.

CITY OF MUSKEGON DIRECTOR OF INSPECTIONS



Jeffrey Lewis, Director of Public Safety

AFFIDAVIT OF MAILING AND POSTING

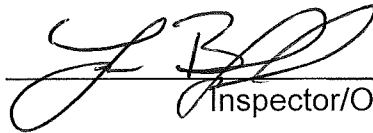
STATE OF MICHIGAN
COUNTY OF MUSKEGON

Jeffrey Lewis, being duly sworn states that he/she mailed by certified mail, a copy of the attached Notice and Order to Repair or Demolish the structure at 240 MASON AVE Muskegon, Michigan, to owners and interested parties set forth in the notice. The said notice dated 05/23/2019 was mailed on 05/23/2019 .



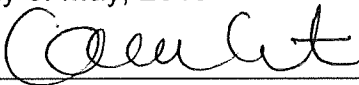
Jeffrey Lewis, Director of Public Safety

The undersigned further states that the structure at 240 MASON AVE Muskegon, Michigan, was posted with a copy of the said notice on the 23rd day of May 2019.

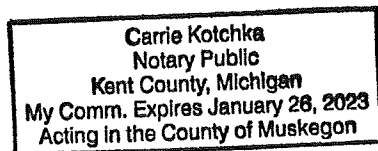


Inspector/Officer

Subscribed and sworn to before me this 23rd
day of May, 2019



Notary Public, Muskegon County, Michigan
My commission expires:





CITY OF MUSKEGON INSPECTIONS

CITY OF MUSKEGON HOUSING (BUILDING) BOARD OF APPEALS

Date: 10/04/2019

To: HATHORN ELIZABETH, 5841 E LOOP RD, MI. 49421

ORDER TO DEMOLISH STRUCTURE

The Housing Board of Appeals, having received evidence at a scheduled and noticed meeting held on Thursday, October 3, 2019 does hereby order that the following structure(s) located at 240 MASON AVE, Muskegon, Michigan, shall be demolished for the reason that the said structure or structures are found, based upon the evidence before the Board of Appeals, to be dangerous, substandard and a public nuisance.

The owners or persons interested shall apply for the required permits to demolish the structure(s) within 30 days from the final determination to concur and demolish, if it is made by the City Commission or Infraction Tickets may be issued. Demolition shall be accomplished no later than 60 days after a concurrence by the City Commission.

The Director of Public Safety is ordered to place before the Muskegon City Commission, this order and the record in this case to seek concurrence by the City Commission with the decision of this board, and further to give notice to the owner and interested parties of the date and time when this matter shall be considered by the City Commission.

NOTICE TO OWNER AND INTERESTED PARTIES

Please take notice that this decision of the Housing Board of Appeals will be presented to the City Commission of the City of Muskegon on Tuesday, October 22, 2019 at 5:30 p.m. You are hereby notified that you will have an opportunity to appear before the said City Commission at that time and to present any and all evidence or matters relevant to the issue of demolition or repair of the said structures. This order of the Housing Board of Appeals is not final but will become final if and when the City Commission has considered the record and this order and has concurred.

The City Commission may concur with this order or disapprove or modify the order.

FOR THE HOUSING BOARD OF APPEALS:



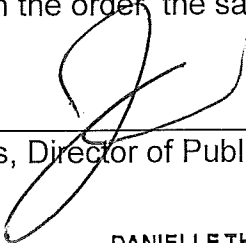
Jeffrey Lewis, Director of Public Safety



CITY OF MUSKEGON INSPECTIONS

AFFIDAVIT OF MAILING & POSTING

Jeffrey Lewis, duly sworn states that he delivered or mailed by certified mail a copy of the attached order for demolition entered by the Housing Board of Appeals with notice of City Commission hearing to the owners and interested parties set forth in the order, the said order dated 10/04/2019 by certified mail. The date of mailing was 10/07/2019.


Jeffrey Lewis, Director of Public Safety

STATE OF MICHIGAN
COUNTY OF MUSKEGON

DANIELLE THOMAS
Notary Public, Muskegon County, Michigan
My Commission Expires 6/11/2025
Acting in the County of Muskegon

On 10/8/19, before me, _____,
(date) (notary)

personally appeared, Jeffrey Lewis
(signer)


(notary signature)

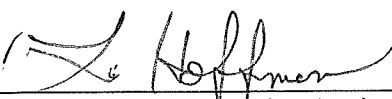
Also, the undersigned states that he posted a copy of the above order to the said structure located at **240 MASON AVE**, on this 7th day of October 2019.


Lance Bonifield, Building Inspector

STATE OF MICHIGAN
COUNTY OF MUSKEGON

On 10/8/19, before me, Lisa Hoffman,
(date) (notary)

personally appeared, Lance Bonifield
(signer)


(notary signature)

Lisa Hoffman
Notary Public
Muskegon Co., MI
My Comm. Expires:
February 23, 2020

Acting in Muskegon



10.15.2019 11:53



10:15:2019 11:55



10.15.2019 11:55

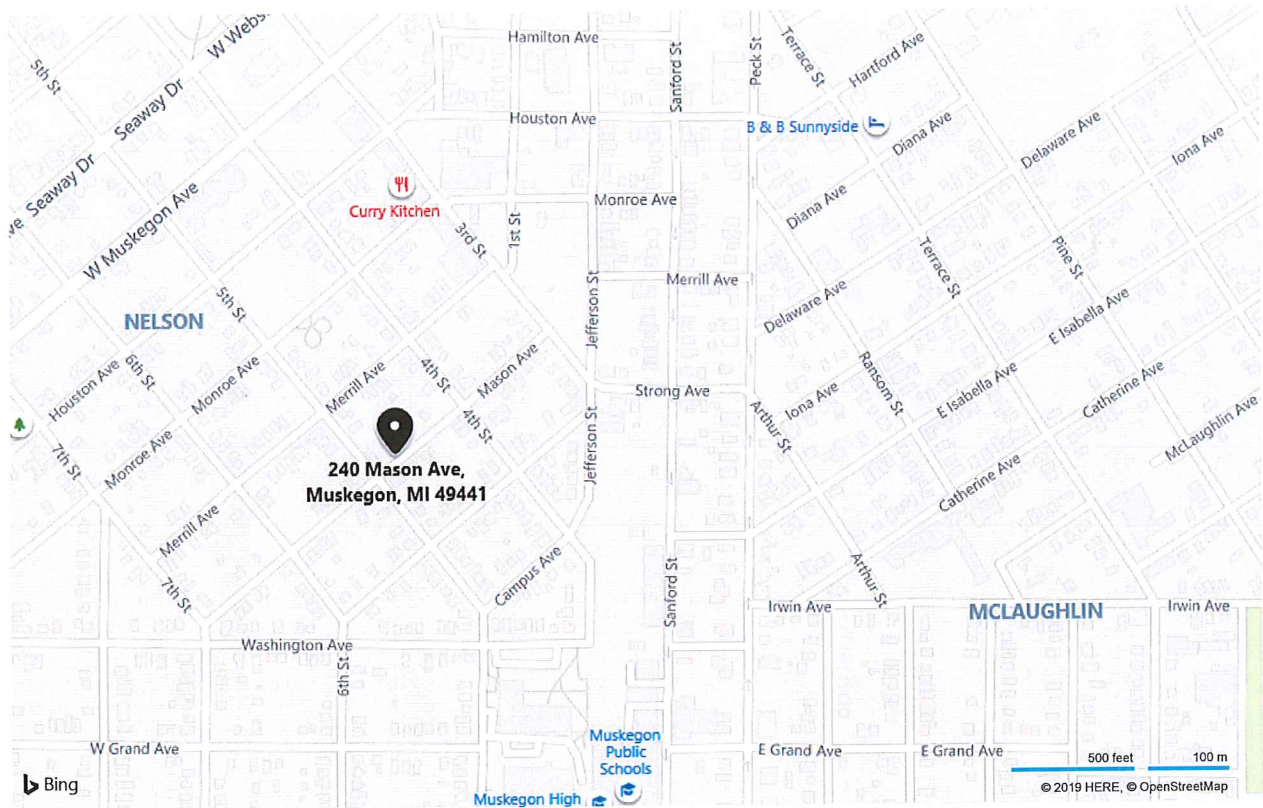
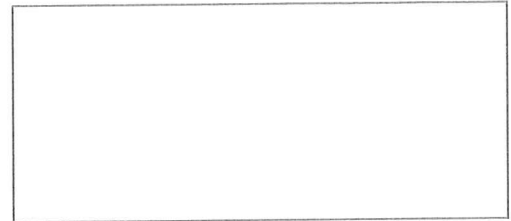


9.17.2019 14:32

9.17.2019 14:34



240 Mason Ave, Muskegon, MI 49441



WATCH MUSKEGON

Agenda Item Review Form Muskegon City Commission

Commission Meeting Date:10/22/19	Title: Dangerous Building Case# EN1901526
Submitted By: Jeffrey Lewis	Department: Public Safety / Inspections
Brief Summary: The HBA has found the building located at 1770 6th Street to be unsafe, substandard and a public nuisance. It is requested that the structure is to be destroyed within (30) thirty 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 of responsible party if they do not demolish the structure.	
Detailed Summary:	
Amount Requested:	Amount Budgeted:
Fund(s) or Account(s):	Fund(s) or Account(s):
Recommended Motion: To concur with the Housing Board of Appeals decision to demolish.	
Check if the following Departments need to approve the item first: Police Dept. ☒ Fire Dept. ☐ IT Dept. ☐ For City Clerk Use Only: Commission Action:	

CASE **1**

EN1901526 – 1770 6th St.

Joyce Hudson
1672 Harvey St.
Muskegon MI. 49442

Information:

A complaint was received regarding the condition of the single story residential/commercial building. Staff performed exterior inspection and several deficiencies were noted including cracked foundation at residence, foundation failing at commercial building, (these buildings are attached) mortar missing or cracked, exterior doors are rotten, metal siding is missing and falling off, roof framing appears to rotten and collapsing throughout the structure, excessive amount of garbage and debris, people are entering without breaking.

Owner did not appear at the July 11, 2019 HBA hearing.

Complaint Notice:

A complaint notice was sent on June 24, 2019.

A dangerous building inspection report was sent on May 15, 2019.

Notice & Order:

On May 14, 2019 the Notice & Order to repair or remove was sent and posted .

On June 28, 2019a ten day notice was sent and posted on for the July 11, ,2019 HBA hearing.

On July 12, 2019 a Notice & Order to demolish was sent and posted

On October 10, 2019 a ten day notice was sent and posted for the October 22, 2019 City Commission meeting.

All notices are sent First Class and Certified Mail and posted on the property in question.

Contact with Owner:

Notices were sent, owner has not responded.

No contact with owner.

Additional Information:

- This a 1–story residential/commercial building with approx. 3864 sqft.
- Built in 1950
- Property taxes are current
- 2019 SEV \$ 12,000.00 - Entire property
- Staff estimates cost to repair in excess of \$100,000.00
- The structure is located in the Nelson Neighborhood



CITY OF MUSKEGON INSPECTIONS

COMPLAINT NOTICE

06/24/2019

HUDSON JOYCE L
1672 HARVEY ST
MUSKEGON, MI 49442

RE: 1770 6TH ST

Notice Issued By:

Dear Property Owner:

We have received a complaint that there are certain unsatisfactory conditions at the above address. If these conditions exist, they are a violation of the City Code. Please note the following violations:

Foundation at front of structure is cracked, exterior doors are rotten, metal siding is falling off, roof framing is rotten and appears to be collapsing throughout structure, excessive amount of garbage and debris on property

Please contact this office no later than 07/08/2019 to provide a plan of abatement. The necessary permits must be obtained prior to any repairs or before demolition is planned as required under City ordinance and State law.

If the code violations exist after this period, a complete inspection of the property may be made, a Civil Infraction ticket could be issued or both. Civil Infraction tickets carry a fine ranging from \$100 for the first offense to \$500 for each subsequent offense. Each day an infraction continues to exist, is a separate offense.

In addition, a hearing will be scheduled with the City of Muskegon Housing Board of Appeals (HBA) for a formal determination and resolution to this notice.

Sincerely,

Lance Bonifield (231) 724-3900
Dangerous Building Inspector
City of Muskegon
SAFEbuilt

CITY OF MUSKEGON



BUILDING DEPT.

DANGEROUS BUILDING INSPECTION REPORT
05/15/2019

Owner HUDSON JOYCE L
1672 HARVEY ST
MUSKEGON, MI 49442

Enforcement # EN1901526

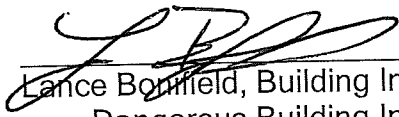
Property Address: 1770 6TH ST

Parcel # 24-205-462-0006-00

Date completed: May 15, 2019

DEFICENCIES:

1. Foundation @ front of structure is cracked
2. Exterior doors are rotten
3. Metal siding is falling off
4. Roof framing is rotten and appears to be collapsing throughout structure
5. Excessive amount of debris and garbage on property


Lance Bonfield, Building Inspector
Dangerous Building Inspector

5-15-2019

Date

Based upon my recent inspection of the above property I determined that the structure meets the definition of a Dangerous Building and/or Substandard Building as set forth in Section 10-61 of the Muskegon City Code.

SECTION 116.3 Notice (UNSAFE STRUCTURES AND EQUIPMENT)

If an unsafe condition is found, the *building official* shall serve on the owner, agent or person in control of the structure, a written notice that describes the condition deemed unsafe and specifies the required repairs or improvements to be made to abate the unsafe condition, or that requires the unsafe structure to be demolished within a stipulated time. Such notice shall require the person thus notified to declare immediately to the *building official* acceptance or rejection of the terms of the order.



CITY OF MUSKEGON INSPECTIONS

NOTICE AND ORDER TO REPAIR OR REMOVE (DEMOLISH) A STRUCTURE

DATE: 05/14/2019

PROPERTY ADDRESS: 1770 6TH ST

TO: HUDSON JOYCE L, 1672 HARVEY ST, MUSKEGON, MI 49442

The City of Muskegon has determined that the structures above described are dangerous, substandard, and constitute a nuisance in violation of the Dangerous Buildings Ordinance of the City.

You are hereby notified that the City will proceed to demolish or cause the demolition and removal of the said structure or may issue Civil Infractions until the order is complied with, unless you accomplish the actions indicated below within the time limits indicated:

1. By 05/24/2019 obtain a "Trades Inspection" with the Inspections Department to identify the said code violations. Provide a plan of abatement with a reasonable timeline including costs for the repairs to the Building Official. Your approved plan of abatement by the Building Official may forgo a HBA hearing. If you fail to provide a plan of abatement or if the plan of abatement is not approved by the Building Official, a hearing will be scheduled with the Housing Board of Appeals (HBA) at their next scheduled meeting. You will be notified of the date, time, and location of the meeting so you or your representative may attend the meeting and answer any questions. Provided the HBA approves the submitted timeline with cost estimates; you will need to obtain permits and commence work within 30 days of the HBA meeting. All repairs shall be accomplished within the times set forth in the permits.
2. Obtain the issuance of the appropriate permit for the demolition of structures within 30 days and accomplish the demolition thereof within 60 days of this notice. The conditions which cause the said structures to be dangerous, substandard and a nuisance are listed in the attached schedule.

FAILURE TO COMPLY

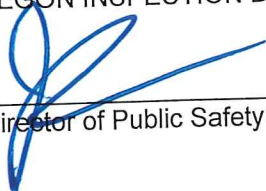
After 30 days from mailing this notice, if you have not complied with this notice, a hearing will be scheduled before the City of Muskegon Housing Board of Appeals for the purpose of enforcing this notice and order and instituting City action to remove the structure. You will receive notice of that hearing. You may appear and present any relevant evidence to the Housing Board of Appeals and have counsel of your choice present, if you desire. You will have the opportunity to "show cause" why the structure shall not be ordered demolished.

SCHEDULE OF CONDITIONS

The following conditions are present at the structure at 1770 6TH ST Muskegon, Michigan and cause said structure to be a dangerous or substandard building and a public nuisance.

Please contact Building Inspector Lance Bonifield at 231-724-3900 or email lbbonifield@safebuilt.com with any questions or concerns.

CITY OF MUSKEGON INSPECTION DEPARTMENT


Jeffrey Lewis, Director of Public Safety



CITY OF MUSKEGON INSPECTIONS

CITY OF MUSKEGON HOUSING (BUILDING) BOARD OF APPEALS

Date: 07/12/2019

To: HUDSON JOYCE L, 1672 HARVEY ST, MI, 49442

ORDER TO DEMOLISH STRUCTURE

The Housing Board of Appeals, having received evidence at a scheduled and noticed meeting held on Thursday, July 11, 2019, does hereby order that the following structure(s) located at 1770 6TH ST, Muskegon, Michigan, shall be demolished for the reason that the said structure or structures are found, based upon the evidence before the Board of Appeals, to be dangerous, substandard and a public nuisance.

The owners or persons interested shall apply for the required permits to demolish the structure(s) within 30 days from the final determination to concur and demolish, if it is made by the City Commission or Infraction Tickets may be issued. Demolition shall be accomplished no later than 60 days after a concurrence by the City Commission.

The Director of Public Safety is ordered to place before the Muskegon City Commission, this order and the record in this case to seek concurrence by the City Commission with the decision of this board, and further to give notice to the owner and interested parties of the date and time when this matter shall be considered by the City Commission.

NOTICE TO OWNER AND INTERESTED PARTIES

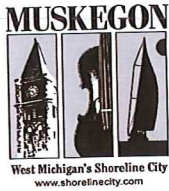
Please take notice that this decision of the Housing Board of Appeals will be presented to the City Commission of the City of Muskegon on Tuesday, July 23, 2019 at 5:30 p.m. You are hereby notified that you will have an opportunity to appear before the said City Commission at that time and to present any and all evidence or matters relevant to the issue of demolition or repair of the said structures. This order of the Housing Board of Appeals is not final but will become final if and when the City Commission has considered the record and this order and has concurred.

The City Commission may concur with this order or disapprove or modify the order.

FOR THE HOUSING BOARD OF APPEALS:



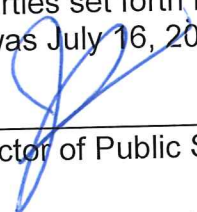
Jeffrey Lewis, Director of Public Safety



CITY OF MUSKEGON INSPECTIONS

AFFIDAVIT OF MAILING & POSTING

Jeffrey Lewis, duly sworn states that he/she delivered or mailed by certified mail a copy of the attached order for demolition entered by the Housing Board of Appeals with notice of City Commission hearing to the owners and interested parties set forth in the order, the said order dated July 12, 2019. by certified mail. The date of mailing was July 16, 2019.


Jeffrey Lewis, Director of Public Safety

STATE OF MICHIGAN
COUNTY OF MUSKEGON

DANIELLE THOMAS

Notary Public, Muskegon County, Michigan
My Commission Expires 6/11/2025
Acting in the County of Muskegon
(notary)

On 7/15/19, before me, _____
(date)

personally appeared, Jeff Lewis
(signer)


(notary signature)

Also, the undersigned states that he/she posted a copy of the above order to the said structure located at 1770 6TH ST, on this 16th day of July, 2019.


Lance Bonifield

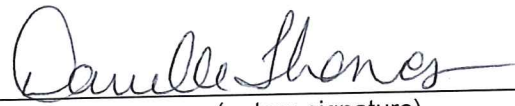
STATE OF MICHIGAN
COUNTY OF MUSKEGON

DANIELLE THOMAS

Notary Public, Muskegon County, Michigan
My Commission Expires 6/11/2025
Acting in the County of Muskegon

On 7/15/19, before me, _____
(date)

personally appeared, Lance Bonifield
(signer)


(notary signature)



CITY OF MUSKEGON INSPECTIONS

NOTICE OF HEARING BEFORE THE CITY COMMISSION

DATE: 10/10/2019

Address of Property **1770 6TH ST**

TO:

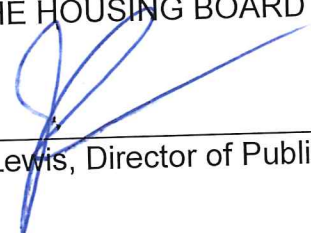
HUDSON JOYCE L, 1672 HARVEY ST, MUSKEGON, MI 49440

On July 11, 2019 the Muskegon Housing Board of Appeals made a determination that the subject property is sub-standard, a public nuisance and a dangerous building under the City Code and ordered that it be repaired or demolished.

The City Commission will hold a hearing on the 22nd of October, 2019 to consider the above decision of the Housing Board of Appeals. You may appear at this hearing at 5:30 p.m. on Tuesday, October 22, 2019. at the Muskegon City Hall, 933 Terrace Street, Muskegon, Michigan, with counsel, if you desire, to present any relevant evidence and arguments concerning the decision to demolish the above structures.

If you disagree with the decision of the City Commission, you have the right to file a petition for superintending control in the Circuit Court for the County of Muskegon within 21 days after the City Commission concurs.

CITY OF MUSKEGON INSPECTIONS DEPT.
FOR THE HOUSING BOARD OF APPEALS

By 
Jeffrey Lewis, Director of Public Safety



CITY OF MUSKEGON INSPECTIONS

AFFIDAVIT OF SERVICE OR MAILING

Jeffrey Lewis, being duly sworn states that he/she delivered or mailed by certified mail a copy of the attached notice of City Commission hearing to owners and interested parties set forth in the order, the said order dated 10/10/2019, by certified mail. The date of the mailing was 10/11/2019.

Jeffrey Lewis, Director of Public Safety

STATE OF MICHIGAN
COUNTY OF MUSKEGON

DANIELLE THOMAS
Notary Public, Muskegon County, Michigan
My Commission Expires 6/11/2025
Acting in the County of Muskegon

On 10/10/19, before me, _____,
(date) (notary)

personally appeared, Jeffrey Lewis,
(signer)

Danielle Thomas
(notary signature)

Also, the undersigned states he/she posted the notice of city commission hearing on the structure at 1770 6TH ST on this 11th day of October, 2019.

Lance Bonifield
Lance Bonifield, Building
Inspector

STATE OF MICHIGAN
COUNTY OF MUSKEGON

On October 11, 2019, before me, Lisa Hoffman,
(date) (notary)

personally appeared, Lance Bonifield,
(signer)

Lisa Hoffman
(notary signature)

Lisa Hoffman
Notary Public
Muskegon Co., MI
My Comm. Expires:
February 23, 2020

Acting in muskegon



5.14.2019 16:38

5.14.2019 16:39



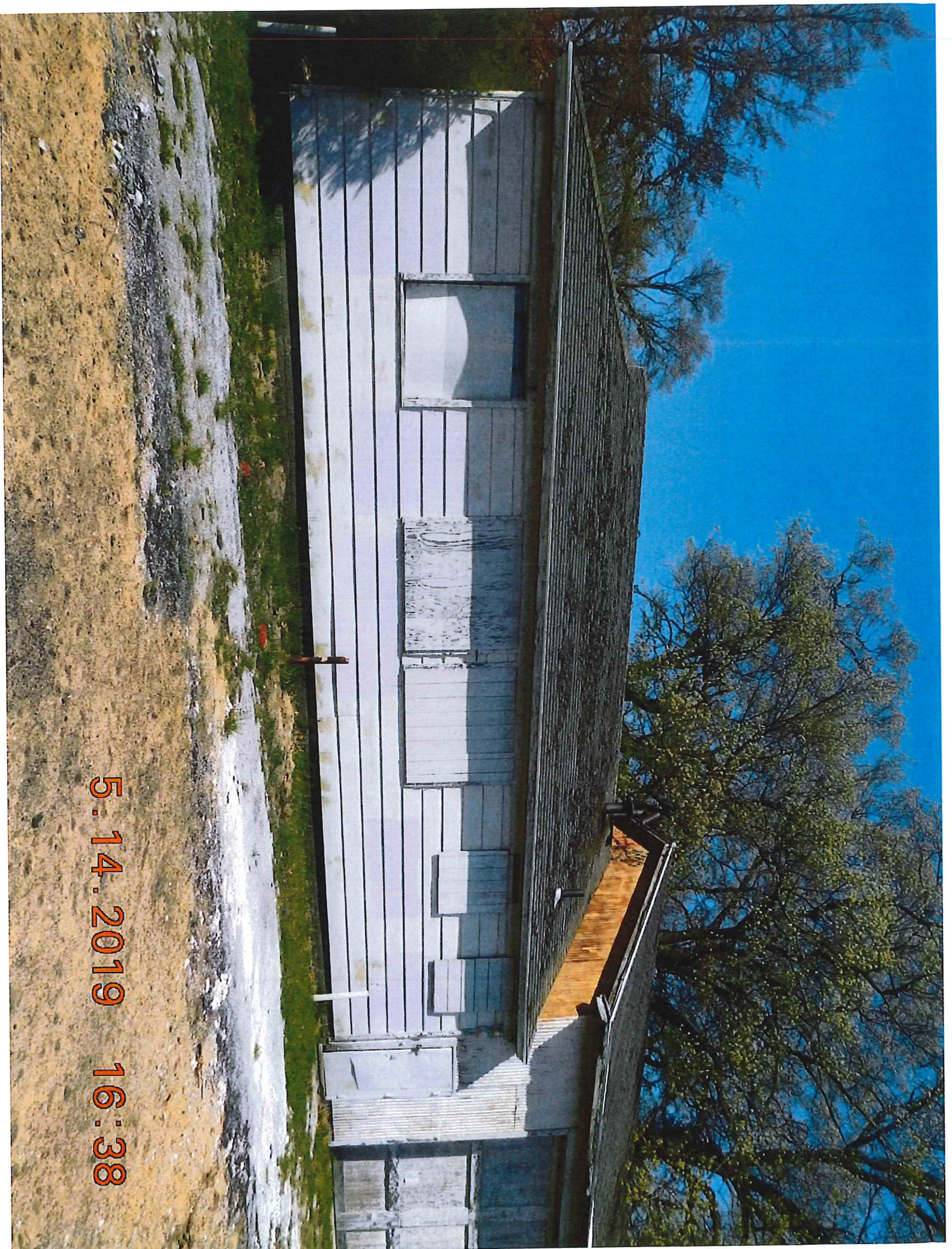
5.14.2019 16:40





5.14.2019 16:43

5.14.2019 16:38



5:14:2019 16:39



5.14.2019 16:38



1770 6th St, Muskegon, MI 49441



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: October 22, 2019	Title: Marihuana Facilities Application
Submitted By: Mike Franzak	Department: Planning
Brief Summary: Request to review the amended Marihuana Facilities Application	
Detailed Summary:	
Amount Requested:	Amount Budgeted:
Fund(s) or Account(s):	Fund(s) or Account(s):
Recommended Motion: To approve the amended Marihuana Facilities Application.	
Check if the following Departments need to approve the item first: Police Dept. ☐ Fire Dept. ☐ IT Dept. ☐ For City Clerk Use Only: Commission Action:	

Application for Marihuana Facilities Licenses in the City of Muskegon



Application for License Type(s):

- | | | |
|--|---|---|
| ☐ MMFLA Grower Class A | ☐ MMFLA Safety Compliance Facility | ☐ MRTMA Secured Transporter |
| ☐ MMFLA Grower Class B | ☐ MRTMA Retailer | ☐ MRTMA Safety Compliance Facility |
| ☐ MMFLA Grower Class C | ☐ MRTMA Grower Class A | ☐ MRTMA Microbusiness |
| ☐ MMFLA Processor | ☐ MRTMA Grower Class B | ☐ MRTMA Excess Marihuana Grower |
| ☐ MMFLA Provisioning Center | ☐ MRTMA Grower Class C | ☐ MRTMA Designated Consumption Establishment |
| ☐ MMFLA Secured Transporter | ☐ MRTMA Processor | |

Address of proposed licensed facility: _____

Application fee: \$5,000 per license (licenses may be stacked).

Payment method used: _____

Applicant Information
Applicant Name:
Home Address:
Phone Number:
Have you received preliminary approval from the State of Michigan for an MMFLA License?
Planned Opening Date:

Property Owner Information
Owner Name:
Home Address:
Phone Number:
Does the applicant have legal possession of the premises from the date this license will be issued by virtue of ownership, lease or other arrangement?
_____ Ownership _____ Lease _____ Other (explain)

Step 1: Background Check

Has the applicant been indicted for, charged with, arrested for, convicted of, pled guilty or no contest to, or forfeited bail under the laws of any jurisdiction (state, federal, or foreign) concerning any felony criminal offense or a misdemeanor involving a controlled substance?

☐ No ☐ Yes

Has the applicant been found responsible for violating a local ordinance in any state involving a controlled substance that substantially corresponds to a felony in that state, whether the offense has been reversed on appeal, reduced, expunged, set aside, pardoned or otherwise?

☐ No ☐ Yes

Please provide the following information for all arrests, charges, indictments, and convictions related to felonies regarding controlled substances.

Offense Arrest/Charge/Indictment/Conviction	Date	Court Name/Location	Case Number	Disposition

Does the applicant have any outstanding taxes, fees, assessments (including any separate business entities the applicant has ownership in) due to the City of Muskegon? All outstanding fees due to the City of Muskegon must be paid before advancing to Step 2.

☐ No ☐ Yes

Step 2: Proof of Business Responsibility

The applicant must provide the following:

- Copy of deed or lease agreement.
- Proof that the applicant has reasonably demonstrated it possess sufficient financial resources to fund the project.
- Acknowledgement and consent to investigations, statute and rule compliance (notarized).
- Copy of insurance policy, bond, or securities for facilities if building has already been purchased or leased. This may be submitted after approval if building has not been purchased or leased yet.

Step 3: Plans

The following plans must be approved before a license is granted:

- Security Plan – The applicant must explain how they will maintain a safe environment for neighbors and customers. Security cameras or guards are required and their locations must be shown on the plan.
- Outreach Plan – Provisioning Centers must explain how they will meet with neighborhood organizations, business association, crime watch and other neighborhood organizations to provide contact information for questions and concerns.
- Site Plan – See Appendix 1 for site plan requirements.
- Building Façade Improvement Plan – See Appendix 2 for building façade requirements.
- ADA Plan – Building plans showing that the building will be brought into full compliance of Americans with Disabilities Act standards.
- Waste Disposal Plan – Explanation of how waste, chemicals and unused plant material will be disposed.
- Odor Elimination Plan – Documentation of carbon filtration system to be used along with other odor eliminating procedures.
- Blight Elimination Plan – The plan must address how the business will eliminate existing blight on premises. The plan must address the following:
 - Buildings and light poles shall be painted with no chipping or fading.
 - Windows must be in good condition with no cracks.
 - Parking lot must be in good condition with no potholes. All asphalt cracks must be sealed.
 - All fences must be in good condition without any visible wear.
 - All dumpsters must be screened with privacy fencing.
- Customer Plan – The plan must address the following:
 - How will the customer enter the building and view the product?
 - Will locks/buzzers be used to enter display rooms?
 - How many customers may enter at one time?
 - Will there be security checking people at the door?
 - What packaging will be used to keep product from being identified outside?
- Employment Plan – Plan must explain the following:
 - Hiring procedures
 - Equal Employment Opportunity Plan (see the City's EEO & Employee Relations Director if you need assistance)
 - Anticipated employment levels
 - Hours of operation and number of shifts – employees per shift

☐ Charitable Causes – The applicant is encouraged to provide a statement on the businesses intended charitable contributions.

☐ Secure Transporters only: Provide proof of auto insurance, vehicle registration, and registration as a commercial motor vehicle as applicable for any transporting vehicles used to transport marihuana product.

Step 4: Muskegon Social Equity Programming

Does the Business plan on participating in the Muskegon Social Equity Program? ☐ Yes ☐ No

If yes, please explain how below. Please see the Appendix 3 for guidelines on the program.

Appendix 1

A site plan showing the following requirements, in addition to the standard requirements listed in Section 514 of the zoning ordinance, must be submitted:

Landscaping – Decorative landscaping shall be provided with irrigation, even on sites that do not currently meet the minimum landscaping requirements. Grass is required in all terraces. All new construction projects shall require underground sprinkling. All sites must contain the following (see figure 1 for example):

- An average minimum greenbelt of 10 feet shall be maintained along all street frontages. Greenbelt buffers shall be landscaped in grass, ground cover, perennials, and/or other natural, living, landscape material.
- All required front setbacks shall be landscaped with a minimum of one (2) canopy or shade tree, two (4) understory or evergreen trees and (4) shrubs, for each thirty (30) lineal feet (or major portion thereof) of frontage abutting the right-of-way. Deciduous canopy trees shall be a minimum of twelve (12) feet in height and a minimum caliper of 2 inches at four and one-half (4 ½) feet above the ground. Evergreen and understory trees shall be a minimum of six (6) feet high at planting.
- Parking lots exceeding 5,000 square feet (including all parking spaces, lanes, drives and other areas devoted to vehicular use) shall be landscaped with at least one (1) landscape island. For each additional 5,000 square feet (or each additional 20 spaces, whichever is greater) an additional landscape island shall be required. Landscape islands shall be at least 180 square feet in size, with a minimum width of three (3) feet. Landscape islands shall be landscaped with one (1) shade canopy tree and three (3) shrubs for every eight (8) parking spaces. Canopy trees shall be a minimum of twelve (12) feet in height with a minimum caliper of 2 inches at four and one-half (4 ½) feet above the ground.

*Any plants that will not fit in the required landscaping areas may be donated to the city to be placed in public spaces throughout the Marihuana Overlay District.

Traffic control – Applicant must demonstrate how traffic will enter/exit property. Actions may be required to limit traffic near residential/commercial uses, this may include eliminating curb cuts and installing new curbs or other measures. See figure 2 for an example.

Figure 1

Existing Site Conditions



Required Landscaping Improvements

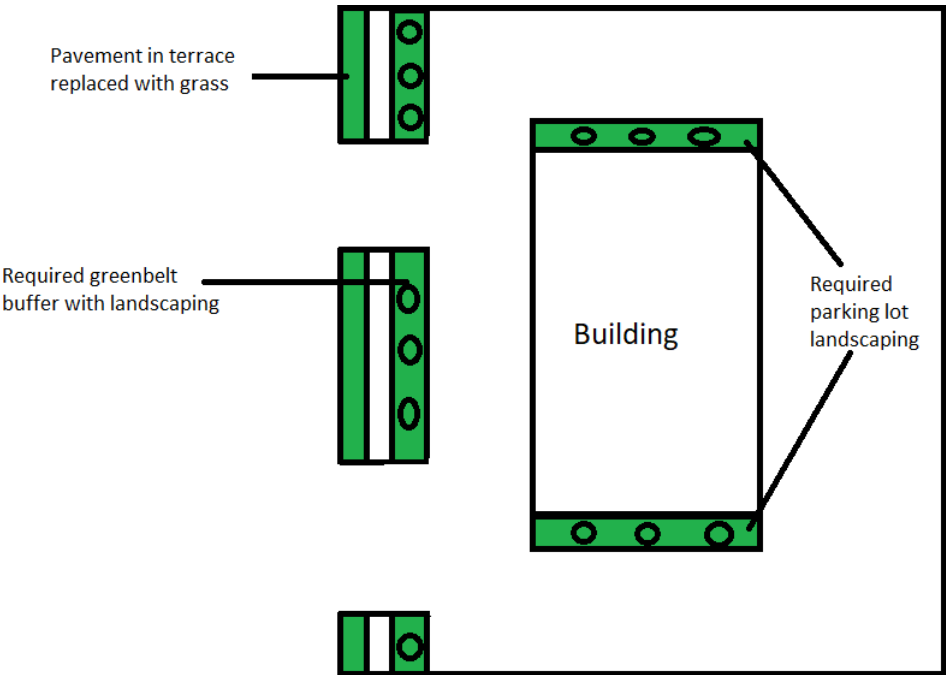
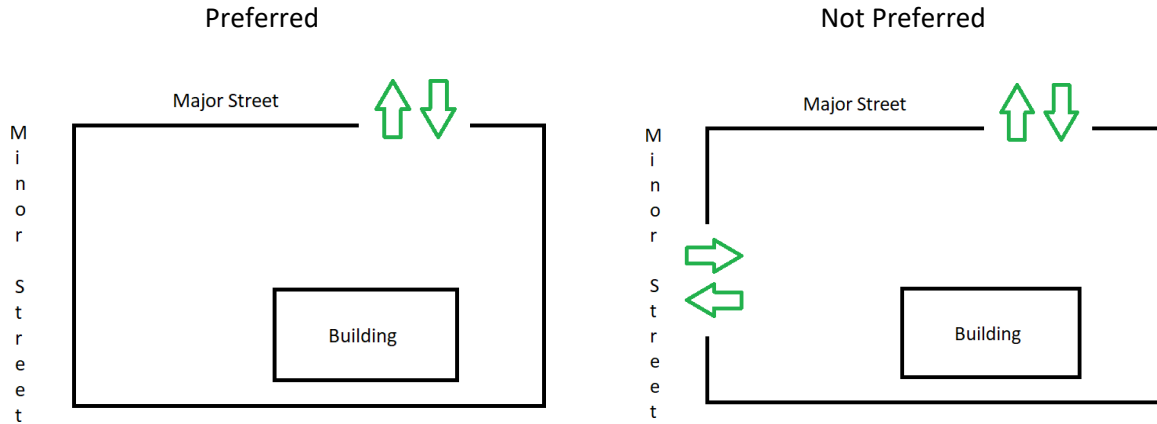


Figure 2



Appendix 2

An elevation drawing depicting the following building facade requirements shall be submitted:

- Bay Doors. See figure 3 for example.
- Security bars/gates are prohibited. However, security shutters may be used but are not required. See figure 4 for example.
- Canopy over main entrance. See figure 5 for example.
- Ornamental lighting fixtures near all ingress/egress doors. See figure 6 for example.
- Signage. Businesses shall be limited to one sign, no larger than 25 square feet and shall not use the word marihuana/marijuana, cannabis or any other word or phrase which would depict marihuana/marijuana; nor may pictures of a leaf or leaves, green cross or any other rendering which would depict marihuana/marijuana be displayed on a sign or any part of the building. Windows shall remain free and clear of all advertising.

figure 3



figure 4



figure 5



figure 6



Appendix 3

Medicinal and Recreational Marihuana Social Equity Programming

The City of Muskegon was recently announced as one of 19 Michigan cities that meet the State-identified criteria for the State of Michigan's Social Equity Program. Qualified communities each had a disproportionately-high number of marihuana convictions as well as a poverty rate in excess of 30%. Muskegon met both of these criteria.

The State program will provide interested individuals from these qualified cities with the following services:

1. One-on-one assistance completing the State's social equity application
2. Assistance preparing adult-use marihuana business application
3. Education on marihuana rules and regulations
4. Connecting participants with resources.

Once an applicant is accepted into the State's Social Equity Program, he/she will be eligible for reduction in certain application and renewal fees. Applicant must have been a resident of Muskegon for the last five consecutive years; this will qualify them for a 25% fee reduction. Additionally, applicants with a marihuana-related conviction will receive another 25% reduction. Residents that have been a registered primary caregiver for at least two years between 2008 and 2017 will receive a 10% reduction. The three fee reduction categories may be stacked for a total fee reduction of 60%.

The State's equity programming is focused on assisting individuals with the resources to become involved directly in the new industry as a licensed facility operator. Muskegon's Marihuana Social Equity Program (MSEP) is focused on creating opportunities for impacted individuals *outside* of the traditional state-licensed facilities. MSEP will focus on helping impacted individuals create/grow businesses that service

the medical and recreational marihuana industry as well as other traditional businesses that exist within the district boundaries. MSEP programming additionally focuses on individuals and families that have been impacted by marihuana-related convictions – providing social and economic services that bring more equity and opportunity for success. MSEP will operate as follows:

MSEP REVENUE

Medical and Recreational licensed marihuana businesses in Muskegon may elect to contribute 1% of gross sales to the City's MSEP. Additionally, 50% of all local excise tax receipts will be allocated to the City's MSEP.

ALLOCATION OF MSEP RESOURCES

1. 25% of all MSEP Funds will be used to create, maintain, and service an Equity Business Exchange:
 - a. City will operate the business exchange portal on the City's website or as a standalone website.
 - b. All businesses seeking to provide ancillary or in-direct services to State-licensed medical or recreational marihuana businesses may be added to the portal. Businesses that meet social equity qualifications or are certified as women or minority-owned (MSEP Businesses) will be highlighted on the exchange.
 - c. Licensed recreational marihuana businesses can access these businesses' products/services and determine if partnership opportunities exist.
 - d. Funds will be dedicated to assist **MSEP Businesses** with business development and counseling assistance.
2. Fee Reductions will be provided in exchange for business incubation assistance
 - a. Recreational Marihuana business owners will receive a 10% reduction in application fees and annual renewal fees in exchange for providing free/reduced rent to start-up businesses within the district; an additional 25% reduction (35% total) will apply if MSEP Businesses are utilized. **These could be non-marihuana businesses.** For example, apparel shops, restaurants, or other retail storefronts located within the district and can directly benefit from the foot-traffic generated within the district.
 - b. Recreational Marihuana business owners will receive a 25% reduction in application fees in exchange for partnering MSEP Businesses to provide at least \$25,000 in annual services within a licensed facility. For example, subcontracting food preparation, security, interior/exterior maintenance, snow removal, cleaning, etc.
3. 10% of MSEP funds will be dedicated to providing assistance with expungement of marihuana-related offenses as follows:
 - a. Facilitate four expungement clinics annually for the calendar years 2020-2025.
 - b. Dedicate \$2,500 annually for the calendar years 2020-2025 to offset expungement fees for Muskegon Residents with convictions – 25% match required by the impacted resident. To qualify for expungement assistance, the low-level marihuana offense must have been committed within the City of Muskegon or they must be a resident and the offense occurred in Muskegon County. Eligible expenses:
 - i. Costs associated with necessary fingerprinting.
 - ii. Costs associated with obtaining a certified record of the conviction.
 - iii. Costs associated with filing an "Application to Set Aside Conviction."

4. 50% of all MSEP Funds will be allocated to city approved/funded programs focused on (a) individuals previously incarcerated as a result of marihuana-related activity/conviction, and (b) youth and young adults (aged 24 and younger) with one or more immediate family-members that have served time away from the home as a result of marihuana-related activity/conviction. Note that the City would prefer to partner with existing service-delivery partners. Assistance will focus on helping these individuals/families obtain the following:
 - a. Drug/alcohol rehabilitation services
 - b. Mental health assistance
 - c. Access to social workers
 - d. Access to a valid driver's license
 - e. Access to educational and life-skills tutoring
 - f. Completion of high school or GED requirements
 - g. Assistance with initial college admittance costs (tests, visits, application fees, etc.)
 - h. Completion of skilled-trades training/certification
 - i. Access to community college (tuition and fee assistance)
 - j. Access to safe/affordable housing
 - k. Access to family-related support services
 - l. Mentor Program
5. 15% of MSEP Funds will be retained for administration, community education, business micro-loans (\$100-\$5,000), and miscellaneous expenses related to the program.