

CITY OF MUSKEGON
CITY COMMISSION WORKSESSION

Monday, October 10, 2022
5:30 p.m.
City Commission Chambers
933 Terrace Street, Muskegon, MI 49440

MINUTES

2022-89

Present: Mayor Johnson, Vice Mayor German, Commissioners Gorman, St.Clair, and Emory

Absent: Commissioners Hood and Ramsey

Transportation Asset Management Plan

Public Act 325 of 2018 began a process which requires all road maintaining agencies with at least 100 centerline miles to prepare and have on file with the state a Transportation Asset Management Plan (TAMP) that is updated every three years. To that end, and recognizing the value of asset management principles applied to City infrastructure, the Commission authorized Prein & Newhof to create a plan for the City at the May 24, 2022 meeting.

As defined by the act, asset management is “an ongoing process of maintaining, preserving, upgrading, and operating physical assets cost effectively, based on a continuous physical inventory and condition assessment and investment to achieve established performance goals.” In more practical terms the plan provides a detailed inventory of roads, bridges, culverts and traffic signals in the City, sets goals for maintaining the overall condition of the City’s transportation infrastructure, and makes recommendations on how to achieve the goals in the context of the funds expected to be available.

Staff will present the plan that is required to be submitted to the State, discuss it’s benefits and recommendations, and outline the process going forward that will allow staff, in consultation with Prein & Newhof, to develop a more comprehensive Capital Improvement Plan that takes into account all of the City’s major infrastructure asset categories (water, sewer, drainage and roadways).

Dan VanderHeide, Deputy Director of the Department of Public Works, provided background of why we need a Transportation Asset Management Plan and introduced Barb Marczak, Team Leader for the Prein & Newhof Muskegon office. She has addressed the commission in the past, talking about Asset Management. Barbara and Connie, another team lead for Prein & Newhof, presented an overview of the Transportation Asset Management Plan that will be on the agenda for consideration on October 11, 2022.

Storm Water Management Ordinance

The City has used the Muskegon County Drain Commissioner's Office for storm water management reviews of new development since about October of 2016. In 2021 the City began the process of taking back management of our own storm water reviews to increase quality and control over the process and to speed review times. Staff has been working with ENG. Inc. to prepare a new storm water ordinance that will allow the City to formally take back control of storm water management with an ordinance and other documents in compliance with our state permitting requirements and EGLE procedures. The City attorney has reviewed the ordinance.

The new ordinance will be presented for review, together with the far more in-depth storm water procedures manual that governs how the ordinance is enforced. Both documents will require review by the state, however in a quirk of procedure the state will not review or approve the documents until adopted. Given the similarity of these documents and rules to those of other Muskegon County governments and similar governments throughout the state, staff and the consultant anticipate minimal comments from the state, if any.

Developers will see little change to the process, as the new ordinance and rules are designed very similar to the County standards we now use, and reviews will continue to be performed by ENG. Inc., the same consultant that performs reviews for the County. What changes do occur are anticipated to be positive to both the City and developers, with the goal of increasing service and practicality of application.

Dan VanderHeide, Deputy Director of the Department of Public Works, presented information on a proposed Storm Water Management Ordinance. Ryan, a representative from ENG, Inc., the same consultant that performs review for the County, was also present and provided an explanation of the role of ENG, Inc. in the City of Muskegon.

Discussion took place and the Storm Water Management Ordinance will appear on the agenda for the October 25, 2022 meeting.

Special Events Policy Changes

Staff is seeking guidance on potential changes to the special event policy and fee waivers. Jacqui Erny, DPW Clerical Supervisor, presented information about events that have taken place this past year and provided information about feedback that has been received regarding some events logistics. Some proposed changes to the fee waiver process are being presented.

Discussion took place regarding the proposed changes to the Special Events Policy and this item will appear on the agenda for the October 25, 2022 meeting.

Marihuana Ordinance/Muskegon Social Equity Program

The Planning Commission and City Commission held a joint meeting on August 4 and discussed a variety of marihuana issues related to zoning. Please see the enclosed packet from that meeting, with notes from the meeting in red. Staff is also requesting to amend the Muskegon Social Equity Program to allow all social equity applicants to be considered, not just those with a prior arrest. Staff would also like to clarify how many grants an applicant may be awarded.

To qualify as a State of Michigan social equity recipient, an individual must meet one of the following qualifying criteria:

1. Residency in a disproportionately impacted community for at least five cumulative years.
2. Misdemeanor or felony conviction of a marihuana related offense.
3. Registration as a primary caregiver under the Michigan Marihuana Act for at least two years between 2008 and 2017.

Mike Franzak, Planning Manager, presented information regarding the Muskegon Social Equity Program and is seeking to expand access to grant funds for social equity applicants as indicated above.

Discussion took place and this item will appear on the agenda for a regular meeting at a later date.

Pere Marquette Parking & Boardwalk Improvements

Leo Evans, Director of Department of Public Works, presented a brief update on the plans that are just getting developed in regards to the options for expanded parking and boardwalk improvements within Pere Marquette Park.

Commission approved engineering for this project back in January of 2022 and requested that staff undertake additional negotiations with the engineer to further refine the project scope. That additional negotiation was not finalized until late April. Survey was conducted in July and the preliminary design concepts were developed in August/September.

Director Evans presented the preliminary designs and talked through a few of the details about the project to provide the public and Commission and update on the project.

Discussion regarding the project took place, the Department of Public Works will continue to move forward and inform the commission as appropriate.

Parks and Rec Reorganization

LeighAnn Mieksell, Interim City Manager, is seeking input on a plan for the new Parks and Recreation Department.

A team consisting of all four division heads, the clerk, and the parks supervisor have been discussing how best to organize the new Parks and Recreation Department. There are interim and future charts showing the proposal for the new department and the changes to the City Clerk's office.

Parks and Rec Interim: The new department head position reports to the Public Works Director, and the new department will include three focus areas. Recreational programming will include coordination with existing programs until a new supervisor position can be funded. Special event coordination will fall under the new department.

Parks and Rec Future: Once a new supervisor is hired and funding is available for additional staff, the new department will include recreational programming, neighborhood appearance, special event coordination, as well as city run events.

City Clerk Interim: There are no changes proposed to this department in the interim.

City Clerk Future: Once staff are added to the Parks and Recreation Department, city run events will be moved to the new department. At this time, the group agrees that the Farmer's Market and Western Market should be retained with the City Clerk into the future.

The leadership team seeks input from the commission on this proposal. Leadership will work together to determine details, phasing, and timing for implementation.

Discussion took place regarding the Reorganization and leadership staff will continue to discuss and craft a transition plan.

Public Comment: Public comments were received.

Adjournment: The City of Muskegon Worksession meeting adjourned at 8:05 p.m.

Respectfully Submitted,

Ann Marie Meisch, MMC – City Clerk