

CITY OF MUSKEGON

CITY COMMISSION MEETING

SEPTEMBER 29, 2020 @ 7:30 A.M.

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

Special Meeting

Minutes

Present: Mayor Stephen Gawron, Vice Mayor Eric Hood and Commissioners Teresa Emory, Ken Johnson, Willie German, Jr., Dan Rinsema-Sybenga, and Michael Ramsey, City Manager Frank Peterson, City Attorney John Schrier, and City Clerk Ann Meisch.

Absent: None

PUBLIC COMMENT ON AGENDA ITEMS: Public Comments were received.

2020-70 150TH Celebration Financials

SUMMARY OF REQUEST: City Staff is sharing financial information related to the 150th Celebration. Commission action to-date has budgeted \$250,000 for expenses and \$20,000 for revenues associated with the event, overall expenses were roughly \$550,000. The Commission approved deficit for the event was \$230,000. Actual net expenditures for the event totaled -\$120,033. Staff IMPROVED on the Commission-approved budget by \$110,000.

STAFF RECOMMENDATION: To accept the results of the internal audit of the 150th Celebration and end all formal inquiries into the City's various funds.

Motion by Commissioner Rinsema-Sybenga second by Commissioner German, to accept the results of the internal audit of the 150th Celebration and end all formal inquiries into the City's various Funds.

**ROLL VOTE: Ayes: Rinsema-Sybenga, Gawron, Hood, and Ramsey
 Nays: German, Emory, and Johnson**

MOTION PASSES

2020-71 Farmers Market Deficit

SUMMARY OF REQUEST: Staff recently learned that the Farmers Market NET position greatly underperformed City Commission approved budget for FY 2019-

20. At the same time, staff learned that the NET position of the fund was trending to greatly under-perform current budgeted figures for FY 2020-21. Staff is seeking additional funding to operate the Farmers Market through June 30, 2021.

Staff made the decision to begin cutting costs at the Farmers Market immediately upon receiving a report from the Finance Department that indicated that the fund was grossly underperforming the Commission-approved budget. In the recent past, as City Manager, I would have used my discretion to approve the expenses and wait for a Commission meeting to address the shortfall. With this situation coming on the heels of the Commission calling for the review of funds/expenses from previous fiscal years to look for unapproved spending, and the previous results of the Coronavirus Economic Relief effort, I felt that I could follow no other course than to significantly reduce the spending at the Market immediately. The expectation is to address this at the City Commission Meeting.

AMOUNT REQUESTED: \$150,000

FUND OR ACCOUNT: General Fund

STAFF RECOMMENDATION: To authorize the transfer of \$45,000 from the General Fund to offset costs related to the Farmers Market in FY 2019-20 and an additional \$105,000 to offset costs related to the Farmers Market in FY 2020-21.

Motion by Commissioner Johnson second by Commissioner Ramsey to authorize the transfer of \$45,000 from the General Fund to offset costs related to the Farmers Market in FY 2019-20 and an additional \$105,000 to offset costs related to the Farmers Market in FY 2020-21.

ROLL VOTE: Ayes: Emory, Johnson, Gawron, Hood, Ramsey, German, and Rinsema-Sybenga

Nays: None

MOTION PASSES

2020-72 Election Grant Expenditures To-Date

SUMMARY OF REQUEST: City Commissioners previously authorized the City Clerk to expend all Election Grant Funds in the amount of \$433,580. Staff wanted to bring Commission up-to-date on purchases made thus far in the amount of \$190,915.60.

Several other purchases/marketing expenses are in process and we will update the Commission at the next meeting.

At this time, we have purchased the following:

Hart High Speed Tabulator - \$98,335

6 carts for ballots - \$719.88

200 voting booths - \$25,982

Chair and mechanics to lift desks from Lakeshore Furniture - \$2,438.72

16 laptops from Dell - \$16,768

Marketing Coordinator Carla Flanders - \$6,000

Lamar Billboards - \$10,420

Trailer - \$19,849

Election Worker Shirts - \$5,080

Replacement Drop Box by Police Department - \$3,888

Adams Outdoor Billboards - \$1,435

In addition, we have used many Election Workers the past week to process absentee ballots and purchased lunches for them as well. We do not have a total on this expenditure yet, but will in the future – most likely after the Election.

AMOUNT REQUESTED: \$190,915.60 AMOUNT BUDGETED: \$433,580

STAFF RECOMMENDATION: To acknowledge and approve the purchases made in the amount of \$190,915.60 for the November Election as authorized by the Commission on September 22, 2020.

Motion by Commissioner Rinsema-Sybenga second by Commissioner Emory to acknowledge and approve the purchases made in the amount of \$190,915.60 for the November Election as authorized by the Commission on September 22, 2020.

ROLL VOTE: Ayes: Johnson, Gawron, Hood, Ramsey, German, Rinsema-Sybenga, and Emory

Nays: None

MOTION PASSES

2020-73 Closed Session – Consider Periodic Personnel Evaluation of City Manager as it Relates to the Covid 19 Economic Stimulus Package Launched in March 2020

Motion by Commissioner German second by Commissioner Ramsey to go into closed session to consider periodic personnel evaluation of city manager as it related to the Covid-19 Economic Stimulus Package launched in March 2020.

ROLL VOTE: Ayes: Gawron, Hood, Ramsey, German, Rinsema-Sybenga, Emory, and Johnson

Nays: None

MOTION PASSES

Motion by Commissioner Rinsema-Sybenga second by Commissioner Ramsey to

come out of closed session. – All in favor.

MOTION PASSES

Motion by Commissioner Johnson second by Commissioner Rinsema-Sybenga to pursue mediation, pursue a deputy director and social media engagement specialist, and to schedule monthly meetings with the City Manager.

ROLL VOTE: Ayes: Hood, Ramsey, German, Rinsema-Sybenga, Emory, Johnson, and Gawron

Nays: None

MOTION PASSES

Public Comment: No public comments were received.

Adjournment: The City Commission meeting adjourned at 12:39 p.m.

Respectfully Submitted,

Ann Marie Meisch, MMC – City Clerk