

CITY OF MUSKEGON

CITY COMMISSION MEETING

SEPTEMBER 12, 2017 @ 5:30 P.M.

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

MINUTES

The Regular Commission Meeting of the City of Muskegon was held at City Hall, 933 Terrace Street, Muskegon, MI at 5:30 p.m., Tuesday, September 12, 2017. George Monroe, from Evanston Avenue Baptist Church, opened the meeting with prayer, after which the Commission and public recited the Pledge of Allegiance to the Flag.

ROLL CALL FOR THE REGULAR COMMISSION MEETING:

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

INTRODUCTIONS/PRESENTATION:

A. Presentation of 2017 Beautification Awards

Recipients of the Residential and Business 2017 Neighborhood Beautification Awards were recognized for their effort in making the city a beautiful place. Those present were presented with a Certificate of Recognition.

2017-73 CONSENT AGENDA:

A. Approval of Minutes City Clerk

SUMMARY OF REQUEST: To approve minutes of the August 22, 2017 Regular City Commission Meeting.

FINANCIAL IMPACT: None.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: Approval of the minutes.

B. Supplemental MERS Contribution Finance

SUMMARY OF REQUEST: For the fiscal year that ended June 30, 2017, staff conservatively budgeted for pension costs. During the course of fiscal year 2016-17, changes were made to the Non Union group along with the Police Patrol

and the SEIU group that lower the City's required payment costs. The amount the City was expensing each pay period for our pension costs was not adjusted, this created a surplus. At this time staff believes it is appropriate to take this opportunity to make a \$379,042.54 supplemental payment (above the actuarial computed amount) to MERS. This is money that the City would be required to pay MERS eventually. Paying early, while the City is in a position to do so, may help ease some pressure on future city budgets.

FINANCIAL IMPACT: \$379,042.54 supplemental payment to MERS.
\$379,042.54 will be paid from monies already set aside for MERS in the collector fund.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: Authorize staff to make a supplemental \$379,042.54 payment to MERS no later than October 31, 2017.

C. MERS Benefit Window City Manager

SUMMARY OF REQUEST: Staff is requesting to open a F53(25) Benefit Window in Division 1 of the MERS Defined Benefit Pension Program. The traditional benefit in this division is F55(25). The window would allow division members to retire up to two years earlier than currently allowed. The Benefit Window would be open from September 1, 2017 through October 31, 2017. Two employees could become eligible at a total cost of \$35,883.

FINANCIAL IMPACT: \$35,883

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: Approve the MERS Defined Benefit Plan Adoption Agreement to include a temporary benefit of F53(25) from September 1, 2017 through October 31, 2017.

D. Vinyl Siding Installer Contracts for Fiscal Year 2017 Community & Neighborhood Services Department

SUMMARY OF REQUEST: To authorize Community and Neighborhood Services to enter into a contract with JR Tucker Construction to install vinyl siding at an agreed price of \$52.00 per building square for the Vinyl Siding Program's 2017 fiscal year.

FINANCIAL IMPACT: Funding will be disbursed from the July 1, 2017 – June 30, 2018 Community Development Block Grant Vinyl Siding fund.

BUDGET ACTION REQUIRED: None at this time.

STAFF RECOMMENDATION: To approve the request.

COMMITTEE RECOMMENDATION: The funding for the Vinyl Siding Program was approved by the Citizen's District Council during the 2017 CDBG Grant process.

E. Vinyl Siding Supplier Contract for Fiscal Year 2017 Community & Neighborhood Services Department

SUMMARY OF REQUEST: To authorize Community and Neighborhood Services to enter a new contract with Keene Lumber Company to be the Vinyl Siding Supplier for the 2017 fiscal year. Keene Lumber has agreed to honor the existing contract price of \$46.95 per building square for standard siding.

FINANCIAL IMPACT: Funding will be disbursed from the July 1, 2017 – June 30, 2018 Community Development Block Grant Vinyl Siding fund.

BUDGET ACTION REQUIRED: None at this time

STAFF RECOMMENDATION: To approve the request.

COMMITTEE RECOMMENDATION: The funding for the Vinyl Siding Program was approved by the Citizen's District Council during the 2017 CDBG Grant process.

F. Police Detective Vehicle DPW/Equipment

SUMMARY OF REQUEST: Authorize staff to purchase one Chevy Impala from Berger Chevrolet, the Mi-Deal State contract holder. This will replace the oldest detective vehicle currently being used.

FINANCIAL IMPACT: \$23,612.00

BUDGET ACTION REQUIRED: None. Amount is what was budgeted.

STAFF RECOMMENDATION: Authorize staff to purchase one Chevy Impala from Berger Chevrolet.

G. Leaf Vac DPW/Equipment

SUMMARY OF REQUEST: The Equipment Division is requesting permission to purchase one (1) Leaf Vac coming from Fredrickson Equipment Supply, the sole source dealer for this brand of equipment. Cost for this vac is \$29,000.00 coming from the Equipment Division Fund.

FINANCIAL IMPACT: \$29,000.00

BUDGET ACTION REQUIRED: None. Amount is what was budgeted.

STAFF RECOMMENDATION: Authorize staff to purchase one Leaf Vac from Fredrickson Equipment Supply, the sole source dealer for this brand of equipment.

H. Water Main Purchase and Installation Department of Public Works

SUMMARY OF REQUEST: Authorize staff to purchase and install an 8 inch water main in the alley between Sherman and LeTart from Torrent to McCracken. This project will replace an existing 2 inch galvanized main that has been repaired multiple times. The City of Muskegon Water Department will install the water main using our in-house workforce. Pipe and appurtenances (\$18,316.75) will be

purchased from Etna Supply, excavator rental (\$2,906.00) from MacAllister Cat and contract trench dewatering (\$7,800.00) to Dewind Wells & Dewatering.

FINANCIAL IMPACT: The total cost for material, equipment rental and dewatering is \$29,022.75

BUDGET ACTION REQUIRED: None at this time. Expenditure will be addressed during the 1st quarter reforecast.

STAFF RECOMMENDATION: Approve material purchase from Etna Supply, excavator rental from MacAllister Can, and dewatering from Dewind Wells & Dewatering.

Motion by Commissioner Rinsema-Sybenga, second by Commissioner Johnson, to approve the consent agenda as presented, except items I, J, and K.

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

Nays: None

MOTION PASSES

2017-74 ITEMS REMOVED FROM THE CONSENT AGENDA

I. Selection of the Consultants for the Imagine Muskegon Lake Plan
Planning & Economic Development

SUMMARY OF REQUEST: Imagine Muskegon Lake will be a conceptual plan that focuses on how to better utilize and connect all of the great assets on the Muskegon Shoreline. Staff interviewed three consultants in August and have recommended Nederveld/Williams & Works for selection. Their proposal includes two key stakeholder meetings and one general public workshop. It is anticipated that the plan will be finalized before the end of the calendar year. Staff is recommending these firms because of their experience on similar waterfront projects and also on previous work done for the City, including the City's Form Based Code implementation in 2015.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: The total cost for the consultants is \$40,000. The City will be covering \$9,000 and the rest will be covered by grants.

STAFF RECOMMENDATION: To approve the selection of Nederveld/Williams & Works and authorize staff to sign the contract.

Motion by Commissioner Johnson, second by Commissioner Warren, to approve the selection of Nederveld/Williams & Works and to authorize staff to sign the contract.

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

Nays: None

MOTION PASSES

J. Fund Transfer City Manager

SUMMARY OF REQUEST: FY 2016-17 finished slightly stronger than anticipated. In particular, the police department was nearly \$800,000 under budget and revenues associated with income taxes and rental registrations were up. The net result is an anticipated one-time surplus in the General Fund equal to nearly \$1.2 Million. Staff is recommending that \$1 Million be transferred to the Public Improvement Fund in preparation for a number of anticipated capital needs.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: Amend the 2016-17 Budget to transfer \$1 Million from the General Fund to the Public Improvement Fund.

STAFF RECOMMENDATION: Approve the transfer of \$1 Million from the General Fund to the Public Improvement Fund.

Motion by Commissioner German, second by Vice Mayor Hood, to approve the transfer of \$1 Million from the General Fund to the Public Improvement Fund.

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

Nays: None

MOTION PASSES

K. GVSU Affiliate Agreement City Manager

SUMMARY OF REQUEST: Enter into an affiliate agreement with GVSU to accommodate Commissioner Warren's continued education in the Clinical Dietetics Program.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: Approve the affiliate agreement with Grand Valley State University.

Motion by Commissioner Warren, second by Commissioner Rinsema-Sybenga, to approve the affiliate agreement with Grand Valley State University.

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

Nays: None

MOTION PASSES

2017-75 PUBLIC HEARINGS:

A. 2016 Consolidated Annual Performance Evaluation Report (CAPER)

Community and Neighborhood Services Department

<http://www.muskegon-mi.gov/cresources/Public%20Comment%20CAPER.pdf>

SUMMARY OF REQUEST: To conduct a public hearing of the 2016 CAPER projects funded through CDBG and HOME allocations to the City of Muskegon Community and Neighborhood Services Department.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: To submit the 2016 CAPER, including any public comments received during the 15 day comment period ending September 19, 2017.

PUBLIC HEARING COMMENCED: No public comments were received.

Motion by Commissioner Johnson, second by Commissioner Rinsema-Sybenga, close the public hearing and submit the 2016 CAPER, including any public comments received during the 15 day comment period ending September 19, 2017.

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

Nays: None

MOTION PASSES

B. Amendments to the Downtown Development Plan and Tax Increment Finance Plan of the City of Muskegon Planning & Economic Development

SUMMARY OF REQUEST: To hold a public hearing and approve the amendments to the Downtown Development Plan and Tax Increment Finance Plan, which includes removing certain parcels from the plan and adding other certain parcels into the plan. The amendments also include extending the duration of the plan until October 1, 2042.

FINANCIAL IMPACT: It is anticipated that the Downtown Development Authority will capture increased values with future development.

STAFF RECOMMENDATION: To approve the plan amendments.

COMMITTEE RECOMMENDATION: The Downtown Development Authority unanimously approved the plan amendments at their August 8, 2017 meeting.

PUBLIC HEARING COMMENCED: No public comments were received.

Motion by Commissioner Rinsema-Sybenga, second by Commissioner Johnson,

close the public hearing and approve the plan amendments.

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

Nays: None

PUBLIC PARTICIPATION: Public comments were received.

ADJOURNMENT: The City Commission Meeting adjourned at 6:57 p.m.

Respectfully Submitted,

Ann Marie Meisch, MMC, City Clerk