

CITY OF MUSKEGON

CITY COMMISSION MEETING

SEPTEMBER 9, 2014

CITY COMMISSION CHAMBERS @ 5:30 P.M.

AGENDA

- ☐ CALL TO ORDER:
- ☐ PRAYER:
- ☐ PLEDGE OF ALLEGIANCE:
- ☐ ROLL CALL:
- ☐ HONORS AND AWARDS:
- ☐ INTRODUCTIONS/PRESENTATION:
- ☐ CITY MANAGER'S REPORT:
- ☐ CONSENT AGENDA:
 - A. Approval of Minutes. CITY CLERK
 - B. Certification of MERS Representatives. FINANCE
 - C. Part Time Wage Scale (Police Officer). PUBLIC SAFETY
 - D. Approval of Transfer of City-Owned Property at 2355 Lincoln. COMMUNITY & NEIGHBORHOOD SERVICES
 - E. Renewal of Maintenance Contract with MDOT Trunkline within the City of Muskegon. PUBLIC WORKS
 - F. Muskegon High School Community Officer Agreement. PUBLIC SAFETY
 - G. Youth Basketball League and Open Gym Proposal – Muskegon Public Schools. PLANNING & ECONOMIC DEVELOPMENT
 - H. Consideration of Bids – HVAC Work at Public Service Building. PUBLIC WORKS
- ☐ PUBLIC HEARINGS:
- ☐ COMMUNICATIONS:
- ☐ UNFINISHED BUSINESS:
- ☐ NEW BUSINESS:

☐ **ANY OTHER BUSINESS:**

☐ **PUBLIC PARTICIPATION:**

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

Memorandum

To: Mayor and Commissioners

From: Frank Peterson

Re: City Commission Meeting

Date: September 4 2014

We have a number of items on the agenda, and I thought you could use a little background on them as you prepare for our meeting next week.

1. At the work session, we are asking the Commission to consider moving our local Commission elections to even years. This is an efficiency, voter-turnout, and cost issue. I think it improves all aspects of these three areas. If approved, all Commissioners would gain an additional year on their current terms.
2. Also, under other business at the Work Session, we may be in a position to discuss the medical marijuana ordinance. It's not on the formal work session agenda at this time because we are meeting with staff and counsel on Monday afternoon. If we are comfortable with all of the changes proposed/made, we will present those changes to the Commission during the work session. If not, it'll likely wait until the October work session. Either way, we will **not** be asking for a vote on the ordinance this week.
3. We are also working on a draft resolution for the usage of the 4-mill increase. We hope to have that ready to present at the work session. If the Commission agrees with the wording, we can add it to the regular agenda.
4. Under the consent agenda, we are asking for approval of a wage scale for part time police officers. These officers were authorized by the union in the last collective bargaining agreement. We are also asking to sell the property at 2355 Lincoln to Habitat for Humanity so they can build a home on the site in 2015. We are asking for a renewal of the trunkline maintenance contract with MDOT, as well as the renewal of the youth basketball league and open gym program. Finally, we are asking to accept bids for HVAC work at the Public Services building.

Date: September 9, 2014
To: Honorable Mayor and City Commissioners
From: Ann Marie Cummings, City Clerk
RE: Approval of Minutes

SUMMARY OF REQUEST: To approve minutes of the August 26th City Commission Meeting.

FINANCIAL IMPACT: None.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: Approval of the minutes.

CITY OF MUSKEGON

CITY COMMISSION MEETING

AUGUST 26, 2014

CITY COMMISSION CHAMBERS @ 5:30 P.M.

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, August 26, 2014.

Mayor Gawron opened the meeting with prayer from George Monroe from the Evanston Avenue Baptist Church after which the Commission and public recited the Pledge of Allegiance to the Flag.

ROLL CALL FOR THE REGULAR COMMISSION MEETING:

Present: Mayor Stephen Gawron, Vice Mayor Lawrence Spataro, Commissioners Byron Turnquist, Ken Johnson, Eric Hood, Willie German, and Dan Rinsema-Sybenga, City Manager Franklin Peterson, City Attorney John Schrier, and City Clerk Ann Marie Cummings.

2014-60 CONSENT AGENDA:

A. Approval of Minutes. CITY CLERK

SUMMARY OF REQUEST: To approve minutes of the August 11th Commission Worksession Meeting, and the August 12th City Commission Meeting.

FINANCIAL IMPACT: None.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: Approval of the minutes.

C. Sale of Buildable Vacant Lot at 360 East Isabella. PLANNING & ECONOMIC DEVELOPMENT

SUMMARY OF REQUEST: To approve the sale of a vacant buildable lot at 360 East Isabella to May Property Management, LLC, a Michigan limited liability company who owns the adjacent parcel at 1089 Sophia, Muskegon, MI. The lot is 66 x 132 ft. and is being offered to May Property Management, LLC for \$900 plus the fee to register the deed. May Property Management, LLC will be combining this property with his existing property, which would be considered unbuildable should his home be destroyed over 75%. His property is 33 x 132 ft. The True Cash Value (TCV) for the property listed in the Assessor's office is \$2,500,

and our price is set at \$1,875 which is 75% of that amount. The City has owned the property since 2004 and there have been no inquiries for potential construction.

FINANCIAL IMPACT: The sale of this lot will generate additional tax revenue for the City and will place the property back on the City's tax rolls thus relieving the City of continued maintenance costs.

BUDGET ACTION REQUIRED: None.

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

E. Approval of Architectural Services Procurement Proposal for CNS.
COMMUNITY & NEIGHBORHOOD SERVICES

SUMMARY OF REQUEST: To approve Andrea Riegler as the Architectural Services provider for Community and Neighborhood Services.

The bidding process resulted in four proposals.

FINANCIAL IMPACT: None.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: To approve Andrea Riegler as the Architectural Services provider for the Community and Neighborhood Services office for two years.

F. 2014 Great Lakes Shoreline Cities Green Infrastructure Grant.
PLANNING & ECONOMIC DEVELOPMENT

SUMMARY OF REQUEST: The US Environmental Protection Agency has released applications for a Green Infrastructure Grant, to be used for projects that improve the Great Lakes water quality by reducing/treating stormwater runoff via green infrastructure. The West Michigan Shoreline Regional Development Commission (WMSRDC) has offered to prepare the grant application (in conjunction with Nederveld, Inc. and Golder & Associates). WMSRDC will also manage the project, if the grant funding is approved (with City participation and oversight). The project must be for public property, therefore the City must officially apply for the grant. The proposed project will be based on the SAW grant proposal (previously approved), with implementation through the new grant for stormwater management/green infrastructure. The project will include stormwater management/green infrastructure on the properties surrounding the Beidler Road end area (City and County parcels). It may also include a rain garden at Hartshorn near the far back side of the Fricano's parking lot. This area would be visible from the Lakeshore Trail, Hartshorn and Fricano's. There is currently a low spot where wetland vegetation attempts to grow and this will be enhanced as it will function for stormwater filtration and will be more attractive.

FINANCIAL IMPACT: The previously approved SAW grant will act as match for the grant. There may be in-kind elements that the City can assist with.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: To approve the City's application for the USEPA Green Infrastructure Grant, which includes committing to preserve/maintain the green infrastructure for 15 years and erect appropriate signage; and authorize the Mayor and Clerk to sign the necessary documents for the grant submittal, as well as any documents required to accept the grant, if we receive approval.

Motion by Commissioner German, second by Commissioner Johnson to approve the Consent Agenda as presented minus Items B and D.

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

Nays: None

MOTION PASSES

2014-61 ITEMS REMOVED FROM THE CONSENT AGENDA:

B. Amendment to the City Code of Ordinances – Livestock and Poultry.
PLANNING & ECONOMIC DEVELOPMENT

SUMMARY OF REQUEST: Staff is requesting to amend the livestock and poultry ordinance to allow for an education exception, which would allow accredited educational institutions to keep a limited number of livestock, poultry, fowl, rabbits and other animals for educational purposes. These institutions would first need to receive Planning Commission approval after a public hearing.

FINANCIAL IMPACT: None.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: Approval of the amendment to the City Code of Ordinances regarding livestock and poultry.

Motion by Commissioner Turnquist, second by Commissioner German to approve the ordinance amendment.

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

Nays: None

MOTION PASSES

D. Contract for Analysis of Impediment Study. COMMUNITY &
NEIGHBORHOOD SERVICES

SUMMARY OF REQUEST: The cities of Muskegon, Muskegon Heights, Norton Shores and the County of Muskegon are entering into an agreement with Intellectual Business Solutions to conduct an Analysis of Impediment Study in the County of Muskegon to further Fair Housing initiatives.

FINANCIAL IMPACT: The total amount of the contract is \$30,000; the City of Muskegon will pay \$12,000 of the cost.

BUDGET ACTION REQUIRED: None.

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

Motion by Commissioner Turnquist, second by Commissioner Rinsema-Sybenga to approve the contract for Analysis of Impediment Study.

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

Nays: None

MOTION PASSES

2014-62 PUBLIC HEARINGS:

A. Request for an Industrial Facilities Exemption Certificate – Ameriform.
PLANNING & ECONOMIC DEVELOPMENT

SUMMARY OF REQUEST: Pursuant to public Act 198 of 1974, as amended, Ameriform Acquisition, LLC, 1790 Sun Dolphin Drive, has requested the issuance of an Industrial Facilities Tax Exemption Certificate. The total capital investment will be \$375,000 in real property and \$4,625,000 in personal property and will create 35 new jobs. This qualifies them for a tax abatement of 12 years on real property and 9 years on personal property.

FINANCIAL IMPACT: The City will capture certain additional property taxes generated by the expansion.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: Approval of the resolution granting an Industrial Facilities Exemption Certificate for a term of 12 years for real property and 9 years for personal property.

The Public Hearing opened to hear and consider any comments from the public. No comments were made.

Motion by Vice Mayor Spataro, second by Commissioner Johnson to close the Public Hearing and approve the resolution granting an Industrial Facilities Exemption Certificate for a term of 12 years for real property and 9 years for personal property for Ameriform Acquisition, LLC, 1790 Sun Dolphin Drive.

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

Nays: None

MOTION PASSES

2014-63 NEW BUSINESS:

A. Extend the Moratorium for Marihuana Licensing. CITY CLERK

SUMMARY OF REQUEST: On June 24, 2014, the City Commission extended the

current moratorium 60 days. Due to pending legislation that recently passed in the House and Senate, staff is asking to extend the moratorium by an additional 90 days.

If the proposed bills are signed, it will create significant changes to our proposed ordinance.

FINANCIAL IMPACT: None.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: To extend the moratorium an additional 90 days.

Motion by Commissioner Johnson, second by Commissioner Turnquist to extend the moratorium for an additional 90 days.

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

Nays: None

MOTION PASSES

ANY OTHER BUSINESS: Kathy Evans, WMSRDC, explained the grant.

PUBLIC PARTICIPATION: Public comments were received.

2014-64 CLOSED SESSION: To Discuss Pending Litigation.

Motion by Commissioner Hood, second by Commissioner Rinsema-Sybenga to go into Closed Session to discuss pending litigation.

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

Nays: None

MOTION PASSES

Motion by Commissioner Rinsema-Sybenga, second by Commissioner Johnson to come out of Closed Session.

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

Nays: None

MOTION PASSES

ADJOURNMENT: The City Commission Meeting adjourned at 7:01 p.m.

Respectfully submitted,

Ann Marie Cummings, MMC
City Clerk

Commission Meeting Date: September 9, 2014

Date: August 29, 2014
To: Honorable Mayor and City Commissioners
From: Finance
RE: Certification of MERS Representatives

SUMMARY OF REQUEST: The MERS plan document provides that “the governing body for each municipality shall certify the names of two (2) delegates to the Annual Meeting. One delegate shall be a member who is an officer of the municipality appointed by the governing body of the municipality. The other delegate shall be a member who is not an officer of the municipality, elected by the member officer/employees of the municipality.”

The City’s employee units previously agreed to a rotating system (based on date of joining MERS) to select one official employee representative. This year the official employee representative attending the MERS conference will be Steve Waltz (Police Lieutenant) from the police command employee union group.

It is recommended that Elizabeth Lewis (Assistant Finance Director) be designated as the City’s employer delegate.

FINANCIAL IMPACT: Registration for the MERS conference in Detroit is \$200 per person. Additionally, mileage, hotel and related costs will be incurred.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: Certification of Elizabeth Lewis and Steve Waltz to be the City’s officer and employee delegates at the MERS annual meeting in Detroit September 24 - 26.

COMMITTEE RECOMMENDATION: None.



Municipal Employees' Retirement System of Michigan
1134 Municipal Way • Lansing, MI 48917
800.767.MERS (6377) • Fax: 517.703.9707
www.mersofmich.com

2014 Officer and Employee Delegate Certification Form

MERS 68th Annual Meeting | September 24 – 26, 2014 | Detroit Marriott at the Renaissance Center

Please print clearly • Retain a copy for your records

IMPORTANT: A **voting delegate** registered to attend the **MERS Annual Meeting** is **NOT** confirmed to have voting rights until this form has been received by MERS.

The voting delegate representative must be a MERS member, defined as an **active employee on payroll** who is enrolled in either a MERS Defined Benefit Plan, Defined Contribution Plan or Hybrid Plan.

If you are not attending MERS Annual Meeting, you do not need to submit this form.

1. Officer (and alternate) delegate information

The officer delegate (or alternate) shall be a MERS member who holds a department head position or above, exercises management responsibilities, and is directly responsible to the legislative, executive, or judicial branch of government.

Officer Delegate name

ELIZABETH LEWIS

Officer Alternate name

Officer delegate and alternate listed above were appointed to serve at the 2014 MERS Annual Meeting by official action of the governing body (or chief judge for a participating court) on 9/12, 2014.

2. Employee (and alternate) delegate information

The employee delegate (or alternate) shall be an employee member who is not responsible for management decisions, receives direction from management and, in general, is not directly responsible to the legislative, executive, or judicial branch of government.

Employee Delegate name

STEVE WALTZ

Employee Alternate name

Employee delegate and alternate listed above were elected to serve at the 2014 MERS Annual Meeting by secret ballot election conducted by an authorized officer on _____, 2014. PER CITY POLICY

3. Certification

NOTE: Certification should be signed by a member of the governing body or chief administrative officer, or the chief judge for a participating court, and municipality number provided in space at the bottom of certification box.

I certify that the officer delegate and alternate selections are true and correct, and the secret ballot election results for employee delegate and alternate are true and correct.

Employer/municipality name*

CITY OF MUSKEGON

Municipality number*

6116

Email address

Employer address

933 TERRACE ST

Employer city

MUSKEGON

Employer state

MI

Employer zip code

49440

Signature of authorized authority*

Printed name

Title of authorized authority*

Date

* Required field

Date: August 29th, 2014
To: Honorable Mayor and City Commissioners
From: Director of Public Safety Jeffrey Lewis
RE: Part time wage scale (police officer)

SUMMARY OF REQUEST:

The Director of Public Safety requests that the City Commission review and authorize the proposed amendment to the wage matrix for non-union part-time employees (police).

The police department will begin to implement part time police officers per section 38 of the current (2014-2016) POLC Police Officers contract.

Step 9:

Evidence/Court Officer	Grade 1; 20.00	Grade 2; 21.00	Grade 3; 22.00
	Start	1,000 hours	2,000 hours of service
Police Officer (PT)	Grade 1; 14.35	Grade 2; 14.86	Grade 3; 15.37
	Start	1,000 hours	2,000 hours of service

- Officer(s) *may* start at a higher grade based on experience.

FINANCIAL IMPACT:

Positive financial impact - contract limits PT to 7,000 max working hours annually.

BUDGET ACTION REQUIRED:

N/A

STAFF RECOMMENDATION:

Staff recommends adopting this amendment to the non-union part time wage matrix to include part time police officers.

CITY OF MUSKEGON
2012 - 2014 WAGE MATRIX FOR NON-UNION PART-TIME AND LIMITED-TERM EMPLOYEES

<u>JOB TITLE</u>	<u>GRADE 1</u>	<u>GRADE 2</u>	<u>GRADE 3</u>	<u>GRADE 4</u>	<u>GRADE 5</u>	<u>GRADE 6</u>	<u>GRADE 7</u>
STEP 1 PARKING RAMP ATTENDANT RECREATION AIDE	7.40	7.50	7.75	8.00	8.25	8.50	8.75
STEP 2 BUILDING FACILITY CARETAKER	7.65	7.90	8.15	8.40	8.65	8.90	9.15
STEP 3 INTERN, EXCLUDING PARK INTERN	8.00	8.50	9.00	9.50	10.00	<i>Note: these are suggested intern rates; actual figures are grant and/or budget-dependent</i>	
STEP 4 GYMNASIUM SUPERVISOR MARINA AIDE PARK RANGER PLAYGROUND LEADER PROGRAM LEADER	8.25	8.50	8.75	9.00	9.25	9.50	10.00
STEP 5 ASSISTANT PARK RANGER CAPTAIN ASSISTANT PLAYGROUND SUPERVISOR FACILITY SUPERVISOR I LIFEGUARD SCHOOL CROSSING GUARD SENIOR TRANSIT DRIVER	9.25	9.65	10.05	10.45	11.05	11.55	12.25
STEP 6 FACILITY SUPERVISOR II LIFEGUARD CAPTAIN PARK RANGER CAPTAIN PLAYGROUND SUPERVISOR SOFTBALL SUPERVISOR ASSISTANT HARBOR MASTER	9.80	10.55	11.30	12.05	12.80	13.55	14.30
STEP 7 AQUATICS DIRECTOR PARK INTERN	10.40	11.15	11.90	12.65	13.40	14.15	14.90
STEP 7 A FARMER'S MARKET MASTER HARBOR MASTER	11.00	11.75	12.50	13.25	14.00	14.75	15.50
STEP 8 BOARD OF CANVASSERS BOARD OF REVIEW RECEIVING BOARD ELECTION WORKERS (INSPECTORS) ELECTION WORKER CHAIRPERSON ELECTION WORKER CO-CHAIRPERSON	\$65.00 per day \$75.00 per day \$50.00 per day \$8.50 per hour \$11.00 per hour \$10.00 per hour						

with all Internal Revenue Code provisions, regulations, and rulings. To the extent that there is a conflict, the Internal Revenue Code supersedes any collective bargaining agreement provision.

SECTION 36 – MERS HEALTH CARE SAVINGS PLAN

Members of the unit will be allowed to contribute to the MERS Health Care Savings Plan (HCSP) by the following methods:

- (1) Cash out up to forty (40) hours of compensatory time at the end of the calendar year.
- (2) Payout of accumulated sick leave as under the schedule listed below. Payout shall be one hundred percent (100%) of the Employee's rate of pay at the time of the payout:

<u>Amount of Sick Leave Accrued as of First of the Year:</u>	<u>Maximum Number of Hours May Be Cashed Out Annually:</u>
Less than 160 hours	0 hours
160 hours to 320 hours	80 hours
321 hours to 480 hours	120 hours
481 hours or more	160 hours

SECTION 37 - RESIDENCY

The Union acknowledges the City's desire to encourage residency but not require such for employees of this bargaining unit. Effective January 1, 1999, all employees who were members of this bargaining unit are free to maintain their residence at any location and are no longer bound by collective bargaining agreements requiring residency.

Union acknowledges that City may adopt, amend, modify or eliminate any incentive plan to encourage employees to live in the city. For purposes of any incentive, City reserves the right, in its sole discretion, to determine whether an employee is a resident. The incentives will not eliminate, change or modify any present benefit provided for in this collective bargaining agreement.

SECTION 38 - PART-TIME POLICE OFFICERS

The Employer may hire part-time police officers. Part-time police officers may be used under any of the following conditions:

38.1 Part-time employee shall not be union members and are not entitled to union membership benefits as outline in this collective bargaining agreement.

38.2 Part-time employees shall not be scheduled to work more than 29 hours per week per employee.

38.3 Part-time employees will be limited to the following work assignments: Beaches/Parks, Special Events, Evidence Room, Schools, Hospital Security, College Campus Security, other overtime refused by full-time officers.

38.4 Full-time employees shall always have the first opportunity to work overtime assignments.

38.5 Part-time employees shall not work patrol assignments until they have finished the full FTO program designed for patrol officers.

38.6 Part-time employees shall cumulatively work a maximum of 7,000 hours annually. Training hours shall not be counted in the maximum total.

38.7 No part-time employees shall work if there are any layoffs of full-time employees.

38.8 Employer will maintain the number of full-time officers department wide at 76. This shall be satisfied as long as the Employer is in the hiring process.

SECTION 39 - DRUG TESTING POLICY

A labor-management committee shall be established to prepare a mutually acceptable drug testing policy. Prior to a policy being implemented, the policy must be approved by both the Union and Employer. This section is not intended to, nor does, affect the Employer's right to discipline employees for drug activity under present contractual or policy provisions.

SECTION 40 - PHYSICAL FITNESS

A labor-management committee shall be established to prepare a mutually acceptable physical fitness program, which shall be voluntary for all employees.

SECTION 41 - PRACTICE AMMUNITION

Employer shall provide ammunition during weapons qualifications.

SECTION 42 - LOCAL GOVERNMENT AND SCHOOL DISTRICT FISCAL ACCOUNTABILITY ACT

An emergency manager appointed under the Local Government and School District Fiscal Accountability Act, MCL §141.1501 *et. seq.*, shall be allowed to reject, modify, or terminate this collective bargaining agreement as provided for in MCL § 141.1519(k).

SECTION 43 - DURATION AND RENEWAL

This Agreement shall be binding upon the parties hereto, their successors and assigns. The Agreement shall commence as of the first day of January, 2014, and terminate as of the 31st day

Commission Meeting Date: September 9, 2014

Date: September 2, 2014

To: Honorable Mayor & City Commission

From: Community and Neighborhood Services Department

**RE: Approval of Transfer of City-owned Property at 2355
Lincoln**

SUMMARY OF REQUEST: To approve the attached Quit Claim Deed and direct the Mayor and Clerk to sign Quit Claim Deed to Muskegon County Habitat for Humanity, 280 Ottawa St., for the vacant property located at 2355 Lincoln.

FINANCIAL IMPACT: The property transfer will relieve the City of the financial obligation to keep it cleared.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: To approve the Quit Claim Deed and direct CNS staff to file the Quit Claim Deed.

COMMITTEE RECOMMENDATION: None.

QUIT-CLAIM DEED

KNOW ALL MEN BY THESE PRESENTS: That the **City of Muskegon**, a municipal corporation, of 933 Terrace Street, Muskegon, Michigan 49440,

QUIT CLAIMS to **Muskegon County Habitat for Humanity**, a Michigan nonprofit corporation, of 280 Ottawa Street, Muskegon, Michigan 49442

the following described premises situated in the City of Muskegon, Muskegon County, Michigan:

CITY OF MUSKEGON REVISED PLAT OF 1903 Northerly 72 Feet Lots 1 & 2 Block 674
Property Number: 24-205-674-0001-00

for the sum of: Less than \$1.00

This deed is exempt from real estate transfer tax pursuant to the provisions of MCLA 207.505(a)(h)(i) and MCLA 207.526 Sec. 6(a)(h)(i).

Dated this ____ day of _____, 2014.

City of Muskegon

By: _____
Stephen Gawron, Its Mayor

By: _____
Ann Marie Cummings, MMC, City Clerk

STATE OF MICHIGAN
COUNTY OF MUSKEGON

Signed and sworn to before me in Muskegon County, Michigan, on _____, 2014, by **Stephen Gawron** and **Ann Marie Cummings** the Mayor and City Clerk, respectively, of the **City of Muskegon**, a municipal corporation, on behalf of the City.

_____, Notary Public
Muskegon County, Michigan
My commission expires _____

PREPARED BY: Oneata Bailey
City of Muskegon
933 Terrace Street/P.O. Box 536
Muskegon, MI 49443-0536
Telephone: 231/722-1621

WHEN RECORDED RETURN TO: Grantee
SEND SUBSEQUENT TAX BILLS TO: Grantee

AGENDA ITEM NO. _____

CITY COMMISSION MEETING _____

TO: Honorable Mayor and City Commissioners

FROM: Department of Public Works

DATE: September 9, 2014

SUBJECT: Renewal of Maintenance Contract with MDOT
Trunkline within the City of Muskegon

SUMMARY OF REQUEST:

The Michigan Department of Transportation (MDOT) seeks to renew its contract with the City of Muskegon for road maintenance on State Highways located within the City of Muskegon.

The City of Muskegon designates Mohammed Al-Shatel, its Director of Public Works, as the Contract Administrator and Maintenance Superintendent on state trunkline highways, and authorizes him and Ann Marie Cummings, City Clerk, to execute this contract on the City's behalf.

This is a five-year, renewable contract.

FINANCIAL IMPACT:

Our annual contract with MDOT is approximately \$230,000.

BUDGET ACTION REQUIRED:

None.

STAFF RECOMMENDATION:

Recommend approval of five-year contract and the designation of Mohammed Al-Shatel as the Contract Administrator and Maintenance Superintendent, and authorize him and Ann Marie Cummings, City Clerk, to execute the contract on the City's behalf.

COMMITTEE RECOMMENDATION:

Resolution No. _____

MUSKEGON CITY COMMISSION

RESOLUTION DESIGNATING CONTRACT ADMINISTRATOR AND
MAINTENANCE SUPERINTENDENT
ON STATE TRUNK LINE HIGHWAYS
AND
OFFICIALS AUTHORIZED TO SIGN MICHIGAN DEPARTMENT OF
TRANSPORTATION MAINTENANCE CONTRACT

WHEREAS, the Michigan Department of Transportation has affirmatively found that contracting with municipalities for the maintenance of state trunklines and bridges within its jurisdiction is in the best public interest; and

WHEREAS, 1925 PA 17 Section 2, MCL 250-61 et seq; MSA 9.902 authorizes the Michigan Department of Transportation MDOT to contract with municipalities for the construction, improvement, and/or maintenance of State trunkline highways; and

WHEREAS, the Michigan Department of Transportation has presented to the City of Muskegon a maintenance contract, the term of which is October 1, 2014 through September, 30, 2019; and

WHEREAS, the City of Muskegon desires to enter into this agreement; and

WHEREAS, the City of Muskegon must designate a Contract Administrator and Maintenance Superintendent on State trunk line highways, one who will supervise all work covered by the contract; and

WHEREAS, the City of Muskegon must designate City of Muskegon officials authorized to sign the maintenance contract.

NOW THEREFORE BE IT RESOLVED THAT, the Muskegon City Commission of the City of Muskegon, Michigan that:

1. Mohammed Al-Shatel, Director of Public Works, is designated as the Contract Administrator and Maintenance Superintendent on State trunk line highways, as applies to this contract.

2. Mohammed Al-Shatel, Director of Public Works, and Ann Marie Cummings, City Clerk, are authorized to sign this contract.

Adopted this 9th day of September, 2014.

Ayes:

Nays:

Absent:

By: _____
Stephen J. Gawron
Mayor

Attest: _____
Ann Marie Cummings
City Clerk, MMC

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Commission for the City of Muskegon, County of Muskegon, Michigan, at a regular meeting held on September 9, 2014.

Ann Marie Cummings
City Clerk, MMC

Date: September 2, 2014
To: Honorable Mayor and City Commissioners
From: Director of Public Safety Jeffrey Lewis
RE: MHS Community Officer Agreement

SUMMARY OF REQUEST:

The Director of Public Safety requests that the City Commission review and approve the agreement between the City of Muskegon Police Department and the Muskegon Public Schools.

The agreement is for a Community Officer at the High School during the 2014 – 2015 school year.

FINANCIAL IMPACT:

This agreement is a three percent increase from last year's (2013–2014) agreement.

BUDGET ACTION REQUIRED:

N/A

STAFF RECOMMENDATION:

Staff recommends approving the agreement between the City of Muskegon Police Department and the Muskegon Public Schools for a Community Officer for the school year 2014 – 2015.

COMMUNITY OFFICER & MUSKEGON PUBLIC SCHOOLS

AGREEMENT 2014 – 2015

This Agreement is effective **August 25, 2014** – through **June 5, 2015**, 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 2, 2014** (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 **\$2,251.01** on the first of **EACH MONTH**, as invoiced, commencing **September 2, 2014** through **June 5, 2015**. Total payment will not exceed **\$20,259.09**.

3. **Term: Termination.** The term of this Agreement shall be for one year from **August 25, 2014** through **June 5, 2015**, 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: Jon A. Felske
Name: Jon A. Felske
Title: Superintendent
Date: 8-28-14

CITY OF MUSKEGON

By: _____
Name: Stephen J. Gawron
Title: Mayor
Date: _____

Commission Meeting Date: September 9, 2014

Date: September 3, 2014
To: Honorable Mayor & City Commission
From: Planning & Economic Development Department
**RE: Youth Basketball League and Open Gym
Proposal- Muskegon Public Schools**

SUMMARY OF REQUEST: The City of Muskegon has contracted with the Muskegon Public Schools ("Schools") for the management of the Youth Basketball League and Open Gym since 2010. The program has been successful (see attached report) and the Schools would like to manage the program for the 2014-2015 school year. The Commission is requested to approve the attached proposal and authorize staff to enter into an agreement with the Schools for oversight of the basketball program and the Open Gym program.

FINANCIAL IMPACT: The cost for the program is \$18,500 (which has not changed since 2010).

BUDGET ACTION REQUIRED: Funds are available through the Leisure Services budget.

STAFF RECOMMENDATION: To approve the "Youth Basketball League and Open Gym Proposal" and authorize staff to enter into a formal agreement with the Schools.



21st CCLC After School Programs 349 W. Webster Avenue, Muskegon, MI 49440 231-720-2000 Fax 231-720-2050

August 19, 2014

MPS 21st CCLC Youth Basketball League & Open Gym Proposal

From: Muskegon Public Schools
To: The City of Muskegon

Muskegon Public Schools is continually looking for new ways to "reach out and change lives" in our community. Collaborating with the City of Muskegon will help offer safe, positive after school recreational opportunities for the students serviced throughout our communities. Last year's Youth Basketball and Open Gym program established a successful foundation to sustain this collaborative effort. Based on review of expenses our current proposal is as follows:

- 1.) The MPS Youth Support Services Office located @ Muskegon Hackley Administration Building, would administer the following programs: Open Gym and the Youth Basketball League. These programs would run between October 2014 and March 2015.
- 2.) The City of Muskegon would contribute \$18,500 towards this partnership. The funds would be used for the following expenses: program administration and supervision, custodial services, supplies/materials and support personnel (i.e. referee's and statisticians).

Program Descriptions:

- 1.) Boy's and girl's basketball seasons would run consecutively for (6) weeks with the (6th) week being tournament play to conclude each season. The girl's season would start Fall of 2014 and the boy's would begin after the conclusion of Christmas break (Winter 2015).
- 2.) Student registration fee would remain \$25 per student to include: reversible game jerseys, individual participation medals, team plaques, and trophies for the tournament champion and runner up teams.
- 3.) MPS will accept responsibility for all administrative and supervisory obligations for the Youth Basketball League and Open Gym.

Open Gym:

- 1.) Open gym will be offered for (3) hours to the community the day following the Saturday basketball games of both girls and boys seasons.
- 2.) MPS will accept responsibility for all administrative and supervisory obligations for the Open Gym program.

It is the policy of the Public Schools of the City of Muskegon that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. If you feel you have been discriminated against, please contact the Office of the Assistant Superintendent of Human Resources, 349 W. Webster Avenue, Muskegon, MI 49440 (231) 720-2000

Grant Contacts

George Sharp
Assistant Director
21st CCLC
gsharp@mpsk12.net

231-720-2061

Kimberly Leavell
Director
21st CCLC
kleavell@mpsk12.net

231-720-2557

Muskegon Public Schools looks forward to our partnership for the 2014/2015 academic year.

City of Muskegon Final Report
Narrative & Financial Section
2013-2014

Program: Muskegon Public Schools Youth Basketball League and Open Gym

Legal name of Organization: MPS 21st CCLC Youth Basketball League and Open Gym

Contact Person: Kimberly Leavell & George Sharp **Phone Number:** 231-720-2557 or 720-2061

Address: 349 W. Webster Ave. Muskegon, MI. 49440

E-Mail Address: kleavell@mpsk12.net & gsharp@mpsk12.net

1. Narrative (on separate page/s)
 - a. Include specific outcomes and quantitative data (**for Community Development Block Grant/CDBG funds, which are being used by the City for this program, the following information is needed: number of people served, race of people served, income level of people served- low-income, low-moderate, etc).**
 - b. Explain results in outcome-based terms (e.g., what difference did it make for the population being served).
 - c. Did the project vary from the initial plans?
 - d. Describe any unanticipated benefits or challenges encountered during the programs.
 - e. What collaborative/cooperative efforts took place (organizations, individuals, etc)?
2. Public Relations
 - a. Any human interest story that helps explain the success of the programs?
 - b. Attach any material relating to the programs: press or news items, brochures, photographs.
3. Future Plans
 - a. Do you plan to sponsor these programs in the future? If so, what, if any changes are needed?
4. Financials
 - a. Provide a final budget for the Youth Basketball League program (including revenues and expenditures; **break-down of expenses per item for salary, supplies, etc, which is required for CDBG fund use).**
 - b. Provide a final budget for the Open Gym program (including revenue and expenditures).

I hereby certify that the funds provided by the City of Muskegon for the purposes of the aforementioned recreation programs were used for the direct support of these programs and for no other purposes.

_____*Kimberly Leavell*_____
Signature, Director

_____04/01/14_____
Date

1. Narrative:

- A. - Number of People Served 500-600
- Race of individuals served: 91% African American, 7% Caucasian, 1% Hispanic, 1% Other
- Low-Income/Poverty

Youth Basketball League 2013-2014

B. (Outcomes)

Muskegon Public Schools 21st CCLC Youth Basketball League serviced approximately 95 youth girl participants (22 youth girls participation increase from 2012) and 205 youth boy participants (30 youth boys participation increase from 2013) for a grand total of 300 youth throughout the 2013-2014 season. This year's program proved to be another success in impacting the community and population being served by providing an outlet for youth to compete in a highly organized safe environment ensuring all in attendance and the youth involved from the potential of indulging in high risk activity. Our department, staff, and coaches partnered very closely with the building Principals, Dean of Students, and Faculty of each participating building to ensure all student athletes participating were meeting behavior & academic expectations outlined by their respective schools. The absolute qualification for student participation in games was wholly predicated on good behavior and good grades at school along positive sportsmanship during games. Although it is hard to quantify if the reduction in negative behaviors in school were directly associated with involvement in the youth basketball league, what we can measure is that our program significantly contributed to the behavior improvements exhibited daily at school and during youth league events by all youth associated with this year's youth basketball league.

Open Gym 2013-2014

This year Muskegon Public Schools 21st CCLC department offered the City of Muskegon Open Gym Program to the community from October 27, 2013 to December 8, 2013 and January 26, 2014 to February 23, 2014 totaling 10 weeks. From 1-4pm on Sunday evenings, residents of Muskegon could use the gym for recreational use as an alternative to high risk activity. Through 10 weeks, a total of 450 individuals participated in this program averaging 45-50 youth on a weekly basis. Sign in sheets documented that 100% of the participants were residents of Muskegon with 80% of the youth participants documented being eligible for free or reduced lunch.

- C. Our Project accomplished all initial plans and exceeded expectations with garnering a higher number of participants from the previous year.

- D. An unanticipated benefit was concession/admission donations as it allowed our department to employ more youth and generate enough funds to cover all additional expenses that were not covered by the award provided from the City of Muskegon.
- E. The following mentioned below made significant contributions so that our youth basketball league could operate successfully. Their collaborations were greatly appreciated!
- Muskegon Public Schools through their in-kind contributions of (building usage, electricity, advertisement, HR Department, etc.)
 - Three Oaks Academy (building usage)
 - Duren Photography (game photographs)

2. Public Relations: (Flyers, Cover Letters, Program Pictures)

Hurry!
Registration
Deadline...
OCTOBER 18!
5 pm

LET THE GAMES BEGIN!

Muskegon Public Schools

Girl's Youth
Basketball

- \$25 per player includes reversible jersey, participation medal, 5 regular season games and tournament
- Registration dates and times are October 14 – October 18th (4pm-6pm Mon-Thurs & Friday 4pm-5pm)
- Girls Grades 4th, 5th, & 6th
- Registration packets are available in the main office of your school or upon registering @ the Muskegon Hackley Administration Building 349 W. Webster Ave. Muskegon, MI. 49440 room 206

Contact: George Sharp (League Coordinator)
720-2061

MUSKEGON YOUTH BASKETBALL LEAGUE

Hurry!

Registration
Deadline...
JANUARY 15th!

6pm

LET THE GAMES BEGIN!

Muskegon Public Schools



- \$25 per player includes reversible jersey, participation ribbon, 5 regular season games and tournament
- Registration dates and times are January 6th – January 10th (4pm-6pm Mon-Thurs & Friday (1/10/14) 4pm-5pm) January 13th - January 15th Mon-Wed 4pm-6pm
- Boys Grades 4th, 5th, & 6th
- Registration packets are available in the main office of your school or upon registering @ the Muskegon Hackley Administration Building 349 W. Webster Ave. Muskegon, MI. 49440 room 206

Contact: George Sharp (League Coordinator)
720-2061

Muskegon Public Schools

City Open Gym

MUSKEGON HIGH SCHOOL

REDMOND POTTER GYMNASIUM

2013 Dates:

10/27

11/03

11/10

11/17

11/24

12/08

2013 Dates:

1/26

2/02

2/09

2/23



Cost Only: \$2

Time: 1-4pm



349 West Webster Avenue • Muskegon, MI 49440 • (231) 720-2000 • fax (231) 720-2050

Muskegon Public Schools Youth Basketball League

The Muskegon Public Schools Youth Basketball League will begin registration for the boys' basketball season on January 6th, 2014. Complete the attached registration form and deliver it the Muskegon Hackley Administration Board of Education building (349 W. Webster Ave Muskegon, MI. 49440) room 206.

Registration forms are only being accepted January 6th thru January 10th from 4pm – 6pm Mon-Thurs, 4-5pm Friday (Jan. 10th) and January 13th thru January 15th Mon-Wed 4pm – 6pm. **Please note that absolutely NO REGISTRATION FORMS will be accepted after January 15th!**

All athletes **MUST** have a completed registration form signed by the athlete and a parent or guardian with the entire registration fee of \$25 submitted before the student athlete can participate in practices or games with the MPS Youth Basketball League. Each player will receive a reversible jersey for games. If you have any further questions, please contact George Sharp (231-720-2061).

Thank You,

George Sharp
21st CCLC Assistant Director
Muskegon Public Schools
231-720-2061 office
gsharp@mpsk12.net



349 West Webster Avenue • Muskegon, MI 49440 • (231) 720-2000 • fax (231) 720-2050

Youth Basketball League

The Muskegon Public Schools Youth Basketball League will begin registration for the girls' basketball season on October 7th, 2013. Complete the attached registration form and deliver it to the Muskegon Hackley Administration Board of Education building (349 W. Webster Muskegon, MI. 49440) room 206.

Registration forms are only being accepted October 7th thru October 18th at designated times Monday – Friday each week. All designated times for registering are located inside the registration packet. **Please note that Absolutely NO registration forms will be accepted after October 18th!**

All athletes **MUST** have a completed registration form signed by the athlete and a parent or guardian with the entire registration fee of \$25 (jersey included) submitted before the student athlete can participate in practices or games with the MPS Youth Basketball League. If you have any further questions, please call George Sharp (231-720-2061).

Thank You,

George Sharp
21st CCLC Assistant Program Director
Muskegon Public Schools
231-720-2061 (office)
gsharp@mpsk12.net

4th & 5th grade Girls Youth Basketball League Runner-Ups 2013



4th & 5th grade Girls Youth Basketball League Champs 2013



6th grade Girls Youth Basketball League Runner-Ups 2013



6th grade Girls Youth Basketball League Champs 2013



4th & 5th grade Boys Youth Basketball League Runner-Ups 2014



4th & 5th grade Boys Youth Basketball League Champs 2014



6th grade Boys Youth Basketball League Runner-Ups 2014



6th grade Boys Youth Basketball League Champs 2014



3. Future Plans:

- A. Yes Muskegon Public Schools plans on sponsoring these programs in the future. MPS will continue to grow the programs and extend invitations of collaborative efforts to other youth basketball leagues of the community that may be happening during the same time.

4. Financials: Please note, the youth basketball league and open gym are included within the same budget.

Budget: MPS 21st CCLC Youth Basketball & Open Gym

Revenues:

CDBG Funds:	\$18,500.00
Tuition:	\$ 7,225.00
Open gym/Admissions	\$ 3,672.20
Total Revenues:	\$29,397.20

Expenditures:

Staff (admin, event staff, supervisor):	\$12,138.88
Referees:	\$ 4,810.00
Custodial:	\$ 7,950.00
Supplies (jerseys, ribbons, trophies, balls, etc.)	\$ 3,578.91
Scholarships:	\$ 500.00
Total Expenditures:	\$28,977.79

Revenues – Expenditures	\$ 419.41
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Date: September 9, 2014
To: Honorable Mayor and City Commissioners
From: DPW
RE: Consideration of Bids
HVAC Work at public Service building

SUMMARY OF REQUEST:

Authorize staff to enter into a contract with American Mechanical to install heating pumps for three offices at public service building to enhance heating and cooling at a total cost of \$9,843.25. Quotes were solicited from three qualified contractors, however, only two submitted bids as shown on the attached tabulation sheet.

FINANCIAL IMPACT:

The cost of \$9,843.25 from PSB funds.

BUDGET ACTION REQUIRED:

None at this time.

STAFF RECOMMENDATION:

Authorize staff to enter into an agreement with American Mechanical to install the pumps for the HVAC system at PSB for \$9,843.25.

COMMITTEE RECOMMENDATION:

TELEPHONE BID TABULATION

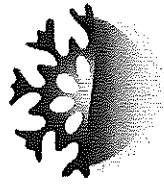
August 14, 2014

Requisition

		Name of Bidder		Name of Bidder		Name of Bidder	
	Vendor	BISHOP HEATING INC		AMERICAN MECHANICAL			
	Telephone Number	773-6857		788-5200			
	Quoted By	JAY PICARD		SHANE SUTTON			
Quantity	Description	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
2	MINI SPLIT HEAT / A/C UNITS		\$11,386.00		\$9,843.25		
TOTAL BID			\$ 11,386.00		\$ 9,843.25		\$
Cash Discount Terms							
F.O.B.							
Delivery Time From Receipt of Purchase Order							

CHARLES HEATING AND AIR CONDITIONING
DIDN'T WANT TO BID ON SPLIT A/C UNITS
SAYING HE WOULD LIKE TO PASS ON BIDDING
THIS JOB.

LASKO WAS CONTACTED NUMEROUS TIMES
AND THEIR SALESMAN ADAM NEVER RETURNED
MY CALLS



Bishop

Heating and Air Conditioning

HEATING – AIR CONDITIONING – REFRIGERATION

2150 E. Laketon Ave. Muskegon, MI 49442

Phone (231) 773.6857 Toll Free 1.800.822.0879

Grand Haven/Spring Lake (616) 847.9999 Fax (231) 777.1656

August 6, 2014

Muskegon Sewer and Water
1350 E Keating Avenue
Muskegon, MI 49442

Attn: Terry Spyke
Subject: Office and conference room air conditioning

We will provide and install Heat Pump mini splits in the two offices and conference room including:

- Carrier 38GVQ 9,000 BTU evaporator in each office
- Carrier 40GVQ 9,000 BTU condensers for each office
- Carrier 38GVQ 12,000 BTU evaporator for the conference room
- Carrier 40GVQ 12,000 BTU condensers for the conference room
- Refrigeration tubing
- Drain piping
- Electrical
- Labor
- Permits

Total Cost: **\$11,386.00**

Thank you for this opportunity to serve you. Please call with any questions you may have.

Sincerely,

Jay Pickard

Estimate

American Mechanical Services Of West
MI Inc.

7815 Apple Ave
Muskegon, MI 49442
Phone: (231) 788/5200

Date	Estimate #
7/2/2014	2561

Name / Address
CITY OF MUSKEGON ATTN: TERRY 933 TERRACE ST. P.O. BOX 536 MUSKEGON, MI 49443

Project

Item	Description	Qty	Cost	Total
Labor And Materi...	PARTS AND LABOR DPW BUILDING - INSTALL A SINGLE HEAD MINI-SPLIT FOR THE CONFERENCE ROOM.	1	3,863.25	3,863.25
Thank you for your business.			Total	\$3,863.25

Customer Signature _____

Estimate

American Mechanical Services Of West
MI Inc.

7815 Apple Ave
Muskegon, MI 49442
Phone: (231) 788/5200

Date	Estimate #
7/2/2014	2560

Name / Address
CITY OF MUSKEGON ATTN: TERRY 933 TERRACE ST. P.O. BOX 536 MUSKEGON, MI 49443

				Project
Item	Description	Qty	Cost	Total
Labor And Materi...	PARTS AND LABOR DPW BUILDING - INSTALL A DUAL HEAD MINI-SPLIT IN THE TWO OFFICES.	1	5,980.00	5,980.00
Thank you for your business.			Total	55,980.00

Customer Signature _____