

CITY OF MUSKEGON

CITY COMMISSION MEETING

SEPTEMBER 9, 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, September 9, 2014.

Mayor Gawron opened the meeting with prayer from Mr. George Monroe from 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 Willie German, Dan Rinsema-Sybenga, Byron Turnquist, Ken Johnson, and Eric Hood, City Manager Franklin Peterson, City Attorney John Schrier, and City Clerk Ann Marie Cummings.

2014-66 CONSENT AGENDA:

A. Approval of Minutes. CITY CLERK

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.

B. Certification of MERS Representatives. FINANCE

SUMMARY OF REQUEST: The MERS plan document provides that "the governing body for each municipality shall certify the names of two 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 on September 24-26.

D. Approval of Transfer of City-Owned Property at 2355 Lincoln.
COMMUNITY & NEIGHBORHOOD SERVICES

SUMMARY OF REQUEST: To approve the Quit Claim Deed and direct the Mayor and Clerk to sign the 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.

E. Renewal of Maintenance Contract with MDOT Trunkline within the City of Muskegon. PUBLIC WORKS

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: 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.

F. Muskegon High School Community Officer Agreement. PUBLIC SAFETY

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: None.

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.

G. Youth Basketball League and Open Gym Proposal – Muskegon Public Schools. PLANNING & ECONOMIC DEVELOPMENT

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 and the Schools would like to manage the program for the 2014-2015 school year. The Commission is requested to approve the 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.

H. Consideration of Bids – HVAC Work at Public Service Building. PUBLIC WORKS

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.

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 the Public Service Building for \$9,843.25.

I. Snow Plows. PUBLIC WORKS

SUMMARY OF REQUEST: Per the request of our Highway Department, and checking with surrounding communities, we have decided to purchase three front plows: (1) Hydro-turn, and (2) Stationary, from Truck and Trailer Specialties, Dutton, MI, the sole source provider of the preferred front plows being used by several surrounding municipalities.

FINANCIAL IMPACT: \$20,415.

BUDGET ACTION REQUIRED: None, this is the amount budgeted for.

STAFF RECOMMENDATION: Authorize staff to purchase (1) Hydro-turn, and (2) Stationary front plows from Truck and Trailer Specialties, Dutton, MI.

Motion by Vice Mayor Spataro, second by Commissioner Rinsema-Sybenga to approve the Consent Agenda as read with the exception of Item C.

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

Nays: None

MOTION PASSES

2014-67 ITEM REMOVED FROM THE CONSENT AGENDA:

C. Part Time Wage Scale (Police Officer). PUBLIC SAFETY

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: None.

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

Motion by Commissioner Turnquist, second by Commissioner Johnson to adopt the amendment to the non-union part time wage matrix to include part time

police officers.

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

Nays: None

MOTION PASSES

2014-68 NEW BUSINESS:

A. Road Millage Resolution.

Motion by Vice Mayor Spataro, second by Commissioner Rinsema-Sybenga to adopt the Road Millage Resolution.

Motion by Commissioner Johnson, second by Commissioner Turnquist to amend the motion to move the annual street sweeping funding to street maintenance construction.

Motion by Vice Mayor Spataro, second by Commissioner Rinsema-Sybenga to table action on this item to the October 13, 2014, Worksession.

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

Nays: Gawron and Hood

MOTION TO TABLE PASSES

2014-69 ANY OTHER BUSINESS:

Motion by Commissioner German, second by Commission Hood to start up the Equal Employment Opportunity Committee.

Motion by Commissioner Johnson, second by Commissioner Rinsema-Sybenga to table the establishment of the Equal Employment Opportunity Committee to the October 13, 2014, Community Relations Committee Meeting.

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

Nays: None

MOTION TO TABLE PASSES

PUBLIC PARTICIPATION: Public comments were received.

ADJOURNMENT: The City Commission Meeting adjourned at 6:48 pm.

Respectfully submitted,

Ann Marie Cummings, MMC
City Clerk