CITY OF MUSKEGON

CITY COMMISSION WORKSESSION MEETING

AUGUST 7, 2017 @ 5:30 P.M.

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

WORKSESSION MINUTES

2017-64

Present: Gawron, Hood, Warren, German, Rinsema-Sybenga, Johnson, and Turnquist

Absent: None

PRESENTATION:

Muskegon Convention Center Presentation Jonathan Wilson & Doug Pollock

Muskegon County, Convention and Visitors Bureau, and Holiday Inn Representatives made a presentation to the City Commission regarding a public/private partnership that the parties believe will result in a sustainable convention center for downtown Muskegon. The partnership would include the City of Muskegon, Muskegon County, and Parkland Properties. The presentation covered the following components:

a. A commitment from the owners of the Shoreline Inn and the Holiday Inn to assess a 4% assessment on their room rates for a period of 20 years, and to transfer 100% of those dollars to the County via the Convention and Visitors Bureau to market Muskegon County.
b. A commitment from Muskegon County to allocate a portion of current accommodation tax revenue to cover the debt service of a new convention center.
c. A commitment from the City of Muskegon to undertake the buildout of the convention center (and own the facility).
d. A commitment from Parkland Properties to operate, manage, and market the facility at no cost to the City, with Parkland responsible for all profits/losses associated with the operation of the facility.

e. A commitment to create a reserve fund to cover costs associated with maintenance and upgrades throughout the 20 year debt period.

2017-65 CONSENT AGENDA:

A. <u>Easement over C.E. Property by the Cobb Plant for Bike Trail</u>
Engineering

SUMMARY OF REQUEST: Accept the easement agreement from C.E. for the existing bike path on their property along the Cobb Plant/Causeway and authorize the mayor and clerk to sign said agreement.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: Staff recommends that a 15' easement be granted to the Mazureks.

D. <u>Set Public Hearing for the Downtown Development Plan and Tax Increment Financing Plan</u> Planning

SUMMARY OF REQUEST: To approve the resolution setting a public hearing for an amendment to the Downtown Development (DDA) Plan and Tax Increment Financing (TIF) Plan, and notifying the taxing jurisdictions of the plan amendment including the opportunity to express their views and recommendations regarding the proposed amendment at the public hearing. The proposed amendment is to remove and add certain properties to the TIF and to extend the duration of the plan.

FINANCIAL IMPACT: None.

BUDGET ACTION REQUIRED: None.

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

E. <u>Special Liquor License for Farm-to-Table Fundraiser Dinner at Farmers Market</u> Clerk

SUMMARY OF REQUEST: The Muskegon Farmers Market will be hosting Farm-to-Table Fundraiser Dinner on Friday, September 8, 2017 at the Farmers Market and we are requesting a liquor license for beer and wine. Proceeds will benefit the Farmers Market.

FINANCIAL IMPACT: $50 permit from the State for every date requested and $75 bond.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: To approve the request.

G. **Rezoning Request for Several Properties to R-2, Single Family Medium Density Residential District** Planning & Economic Development (SECOND READING)

SUMMARY OF REQUEST: Staff initiated request to rezone several properties from R-1, Single Family Low Density Residential District to R-2, Single Family Medium Density Residential District.

FINANCIAL IMPACT: None.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: Staff recommends approval of the rezoning.

H. **Rezoning Request for Several Properties to R-3, Single Family High Density Residential District** Planning & Economic Development (SECOND READING)

SUMMARY OF REQUEST: Staff initiated request to rezone several properties from R-1, Single Family Low Density Residential District to R-3, Single Family High Density Residential District.

FINANCIAL IMPACT: None.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: Staff recommends approval of the rezoning.

Motion by Commissioner Johnson, second by Commissioner Warren, to approve the consent agenda as presented, except items B, C, and F.

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

Nays: None

MOTION PASSES

2017-66 ITEMS REMOVED FROM CONSENT AGENDA:

B. **Vehicle Based Utility Meter Reading System** Engineering

SUMMARY OF REQUEST: Authorize staff to purchase a new vehicle based reading system (Sensus Flexnet Vehicle Gateway Base Station with Software) for $26,500 from ETNA Supply Company to read our customers' water meters.

Sensus Metering Systems is in the process of discontinuing the current radio (model 510R). Our current vehicle based reading system can only read the older 510R radios, while the new vehicle based reading system will only read the newer radios (510) thus both reading systems will be needed until we complete the switch over of all of our radios.

FINANCIAL IMPACT: Total Cost $26,500.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: Authorize staff to purchase a new vehicle based reading system from ETNA Supply Co. (Sole Sources due to the type of meters the city uses.

Motion by Commissioner Johnson, second by Commissioner German, to authorize staff to purchase a new vehicle based reading system from ETNA Supply Co.

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

Nays: None

MOTION PASSES

C. <u>Consideration of Bids for Paving of Hartford, Pine, & Diana (H-1712, W-756, S-679_</u> Engineering

SUMMARY OF REQUEST: To award above referenced project to C & D Hughes, Inc. since they were the lowest responsible bidder with a total bid price of $489,990.20.

This award, if approved, requires revisions to the 17/18 budgeted amount via the 1st quarterly reforecast. The increase is due to a much more extensive work needs than was anticipated during the budget.

FINANCIAL IMPACT: The construction cost of $489, 990.20 plus engineering cost of an additional 15%.

BUDGET ACTION REQUIRED: Revise the budgeted amount via the 1st quarterly reforecast.

STAFF RECOMMENDATION: Award the contract to C & C Hughes, Inc. for a bid price of $489,990.20 and revise the CIP amounts in the 17/18 C.I.P. budget via the 1st Quarterly Reforecast.

This is a prevailing wage job.

Motion by Commissioner Rinsema-Sybenga, second by Commissioner Johnson, to award the contract to C & D Hughes, Inc. for a bid price of $489,990.20 and revise the CIP amounts in the 17/18 C.I.P. budget via the 1st Quarterly Reforecast.

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

Nays: None

MOTION PASSES

F. <u>Permanent Traffic Control Order – Removal of Traffic Signals and Installation of Permanent 4-way "STOP" signs at Muskegon Avenue @ 3rd Street per TCO #32-(2017) and at Webster Avenue@ 3rd Street per TCO #33-(2017)</u> DPW

SUMMARY OF REQUEST: Authorize the removal of Traffic Signals and installation of permanent 4-way "Stop" signs at Muskegon Ave. at 3rd Street and Webster Avenue at 3rd per Traffic Control Orders #32-(2017) and #33-(2017).

FINANCIAL IMPACT: None.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: Remove Traffic Signals and install permanent 4-way "Stop" signs at Muskegon Avenue, at 3rd Street and Webster Avenue at 3rd Street, per Traffic Control Orders #32-(2017) and #33-(2017).

Motion by Commissioner Warren, second by Commissioner German, to remove traffic signals and install permanent 4-way "Stop" signs at Muskegon Avenue @ 3rd Street and Webster Avenue @ 3rd Street, per Traffic Control Orders #32-(2017) and #33-(2017).

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

Nays: None

MOTION PASSES

2017-67 ANY OTHER BUSINESS:

A letter of support is needed for Muskegon County to apply for grant funds for FY2018 Michigan Medicaid CHIP Lead Hazard Control Grant.

Motion by Commissioner Rinsema-Sybenga, second by Commissioner Johnson, to authorize the Mayor to sign the CNS letter.

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

Nays: None

MOTION PASSES

ADJOURNMENT: The City Commission meeting adjourned at 7:15 p.m.

Respectfully Submitted,

Ann Marie Meisch, MMC, City Clerk