

CITY OF MUSKEGON

CITY COMMISSION MEETING

JULY 27, 2021 @ 5:30 P.M.

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

AGENDA

- ☐ **CALL TO ORDER:**
- ☐ **PRAYER:**
- ☐ **PLEDGE OF ALLEGIANCE:**
- ☐ **ROLL CALL:**
- ☐ **HONORS, AWARDS, AND PRESENTATIONS:**
- ☐ **PUBLIC COMMENT ON AGENDA ITEMS:**
- ☐ **CONSENT AGENDA:**
 - A. Approval of Minutes City Clerk
 - B. 2021 Justice Assistance Grant (JAG) Public Safety
 - C. Special Event Fee Waiver – Increase the Peace Public Works
 - D. Concession Agreement – So Ridiculously Delicious Public Works
 - E. Public Works & Water Filtration Plant Roofing Public Works
 - F. New Standard Park Place – Consumption Event City Clerk
 - G. Michigrown – Consumption Event City Clerk
 - H. Assigning Delegates for MERS Conference Assistant Finance Director
 - I. 1192 & 1194 Pine Lease Development City Manager
- ☐ **PUBLIC HEARINGS:**
- ☐ **UNFINISHED BUSINESS:**
 - A. Amendment to Harbour Towne PUD Planning
- ☐ **NEW BUSINESS:**
 - A. Rezoning of 1128 Roberts Street Planning

☐ **ANY OTHER BUSINESS:**

☐ **PUBLIC COMMENT ON NON-AGENDA ITEMS:**

- ▶ **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 MEISCH, CITY CLERK, 933 TERRACE STREET, MUSKEGON, MI 49440 OR BY CALLING (231) 724-6705 OR TTY/TDD DIAL 7-1-1-22 TO REQUEST A REPRESENTATIVE TO DIAL (231) 724-6705.

WATCH MUSKEGON

Agenda Item Review Form Muskegon City Commission

Commission Meeting Date: July 27, 2021	Title: Approval of Minutes
Submitted By: Ann Marie Meisch, MMC	Department: City Clerk
Brief Summary: To approve the minutes of the July 12, 2021 Worksession and July 13, 2021 Regular Meeting.	
Detailed Summary: N/A	
Amount Requested: N/A	Amount Budgeted: N/A
Fund(s) or Account(s): N/A	Fund(s) or Account(s): N/A
Recommended Motion: To approve the minutes.	
For City Clerk Use Only: Commission Action:	

CITY OF MUSKEGON
CITY COMMISSION WORKSESSION

Monday, July 12, 2021
5:30 p.m.
City Commission Chambers

Minutes

2021-63

Present: Mayor Gawron, Vice Mayor Hood (arrived at 5:40 p.m.), Commissioners Rinsema-Sybenga, Emory, Johnson, Ramsey, and German

Absent: Commissioner German

Update on Community Survey Results

City Manager, Frank Peterson, shared and discussed the results from a Community Survey that was available for city residents to provide input and feedback on a variety of issues.

Special Event Fee Waiver Revisions

The Department of Public works is seeking input on amendments to the current Special Event Fee Waiver Form to streamline the process for approval of fee waivers starting with events in 2022.

Questions and scoring criteria were added to the existing fee waiver form that event coordinators complete. Staff would verify the answers to these questions and based on the number of points awarded and the amount of the waiver requests fees could be waived at the staff level. Fee waiver requests over \$2,500 would go before the Commission.

Staff is seeking feedback on the concept of continuing fee waivers beyond 2021 and the desire to establish a procedure for a majority of these requests to be handled at the staff level.

Discussion took place regarding special event fee waivers. This will be coming back to commission for formal approval at some point in the future.

Pere Marquette Park – Investment

Staff is presenting a plan for investment in Pere Marquette Park and has outlined several potential improvements to pursue at Pere Marquette Park as previously discussed at the April 27th Commission Meeting. The total cost of the preliminary

identified options falls approximately in alignment with the target amount of \$100,000 that was established following the discussion in April.

Discussed options include:

Expanded Parking/Pedestrian Walkway – Cost of \$20,910.00

Electrical Upgrades – Cost of \$57,714.00

Tree Plantings – Cost of \$15,000.00

Staff is seeking discussion and direction on the proposed revisions.

Discussion took place regarding the proposed improvements at Pere Marquette Park.

Fire Station Upgrades (Central)

The Public Safety Director updated the Commission on upgrades, modifications, enhancements, and repairs to the Central Fire Station.

In November 2020 the Commission approved \$236,230.00 in enhancements and repairs for Muskegon Fire Central Station. Over the past 8 months change orders and other upgrades were required in addition to the Dispatch expansion & remodel. Some of the costs are in fact Dispatch's responsibilities while others are directly assigned to Muskegon Fire Department. A summary sheet with the scope, costs, updates and basic notes to support the upgrades and repairs to complete the dual fire station. At this time the Staff is requesting an additional \$165,468.00 in funding. (Total combined \$236,230 and \$165,468 is \$401,698). Some of the repairs have already occurred due to Covid 19, contractor's availability, etc.

This item will be on the regular meeting agenda on Tuesday, July 13, 2021.

Public Comment

Public comments were received.

Adjournment

The City Commission Worksession meeting adjourned at 8:10 p.m.

Respectfully Submitted,

Ann Marie Meisch, MMC – City Clerk

CITY OF MUSKEGON

CITY COMMISSION MEETING

JULY 13, 2021 @ 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, July 13, 2021, Mayor Stephen J. Gawron opened the meeting with a 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, Dan Rinsema-Sybenga, Teresa Emory, and Michael Ramsey, City Manager Frank Peterson, City Attorney John Schrier, and City Clerk Ann Meisch.

Absent: Commissioner Willie German

HONORS, AWARDS, AND PRESENTATIONS:

A. Check Presentation by Consumers Energy Development Services

Rich Houtteman from Consumer's Energy presented a check to the City to cover the cost of deconstruction of a pavilion near the city's leaf dump site. The pavilion will potentially be reconstructed at Buekema Park. Consumer's Energy also donated a plaque to be installed on the bike path near the former B.C. Cobb plant site. The plaque was installed by the Department of Public Works.

B. Food Assistance Report Community and Neighborhood Services

Oneata Bailey, Director of Community and Neighborhood Services, updated the City Commission on a Food Assistance program. The Community and Neighborhood Services Department has partnered with AgeWell Services of West Michigan and the YMCA to feed those in need. Food Assistance giveaways were introduced to respond to COVID-19 pandemic situations support with addition funds from HUD called CDBG-CV. AgeWell Services organized three separate events within the City of Muskegon. Three sites were chosen to assist citizens with Food Giveaways. The first was at Marsh Field; the second was dedicated to the Muskegon Housing Commission tenants, and the third site was completed at the Baker College parking lot across from the City's Farmer's market. The program was a great success and the turnout was outstanding.

PUBLIC COMMENT ON AGENDA ITEMS: No public comments were received.

2021-64 CONSENT AGENDA:

A. Approval of Minutes City Clerk

SUMMARY OF REQUEST: To approve the minutes of the June 22, 2021 Regular Meeting.

STAFF RECOMMENDATION: To approve the minutes

D. Olympia Ice Resurfacer Mercy Health Arena

SUMMARY OF REQUEST: Request to purchase a new replacement Olympia ice resurfacer (Zamboni). Our current ice resurfacer is 22 years old. We are looking toward the future, and a new resurfacer now will give us at least another 25 years of service. This is a piece of equipment that is absolutely essential for arena competitions and ice maintenance. During a typical 9-month season, it is used almost all day, 7 days per week. The new 2022 model is more fuel efficient, is much "smarter" with how it maintains the ice, and is also fully compatible with our current ice laser cutting system. The build time is about 10 months, so we need to order it soon to be ready for the 2022-2023 season.

AMOUNT REQUESTED: \$102,175 AMOUNT BUDGETED: \$125,000

FUND OR ACCOUNT: 254

STAFF RECOMMENDATION: To authorize the purchase of a new Olympia ice resurfacer in the amount of \$102,175.

F. CDBG/HOME Annual Action Plan Budget Community and Neighborhood Services

SUMMARY OF REQUEST: To approve the 2021 Annual Action Plan Budget representing the funding allocations from Housing and Urban Development (HUD) for Community Development Block Grant (CDBG) funds and HOME Investment Partnership Act (HOME) dollars. Upon review with the Citizen District Council and Public Comment submissions, the CNS Department has compiled a budget of proposed program activities to be funded in the coming year – July 2021 through June 30, 2022. The Budget/Program Activity Services funded with CDBG and HOME allocation for 2021 Annual Action Plan are provided.

AMOUNT BUDGETED: CDBG - \$988,508; HOME - \$336,456

FUND OR ACCOUNT: 472/473

STAFF RECOMMENDATION: To approve the 2021 Annual Action Plan Budget for CDBG and HOME HUD allocations.

G. Liquid Sodium Hypochlorite Public Works – Filtration

SUMMARY OF REQUEST: Staff is requesting authorization to accept the temporary price increase of liquid sodium hypochlorite from Alexander

Chemical.

The Water Filtration Plant uses sodium hypochlorite in the production of drinking water. The application of sodium hypochlorite is one of several crucial processes used to inactivate or remove pathogens from the water. Since 1996, the Water Filtration Plant has solicited competitive bids for water treatment chemicals jointly with the cities of Grand Haven, Grand Rapids, Holland, Muskegon Heights, and Wyoming.

Recently, major disruptions have occurred in the liquid sodium hypochlorite supply chain. Demand for precursor materials has well exceeded supply. Our supplier of liquid sodium hypochlorite, Alexander Chemical, has been able to obtain a limited supply of these materials in order to keep us supplied with the liquid sodium hypochlorite we require. However, it has come at a premium cost, with material prices increasing as much as 210%. This is an industry-wide problem and we would have experienced similar challenges with any of the other companies that provided quotes for the work.

At the April 13, 2021 meeting, the Commission approved a bid from Alexander Chemical at \$156.67 per ton (\$0.78 per gallon). Alexander Chemical is requesting a temporary price increase until the market stabilizes and pricing comes back in line. Alexander requests an increase to \$205.58 per ton (\$1.03 per gallon) to return to a break-even state after recently losing money on every order. Grand Rapids holds the master agreement for the purchasing cooperative and has already approved this change order.

The Water Filtration Plant has used an average of 456 tons of liquid sodium hypochlorite the previous two fiscal years. The temporary increase could cost an additional \$22,302.96 annually based on average use. Liquid sodium hypochlorite is included in the budget, but the actual amount spent will depend on water demand and source water quality. The additional amount requested will be addressed in a budget reforecast if necessary.

AMOUNT REQUESTED: \$93,744.48 (Estimate) AMOUNT BUDGETED: \$72,864.00

FUND OR ACCOUNT: 591-60558-5219

STAFF RECOMMENDATION: Authorize staff to purchase liquid hypochlorite from Alexander Chemical at a temporary increased price of \$1.03 per gallon.

H. Fire Station Upgrades (Central) Public Safety

SUMMARY OF REQUEST: Staff is seeking approval of the projected budget for the upgrades, modifications, enhancements, and repairs to the Central Fire Station. In November 2020, the Commission approved \$236,230.00 in enhancements and repairs for Muskegon Fire Central Station. Over the past 8 months change orders and other upgrades were required in addition to the Dispatch expansion and remodel. Some of the costs are in fact Dispatch's

responsibilities while others are directly assigned to Muskegon Fire Department. The Summary sheet with the scope, costs, updates and basic notes to support the upgrades and repairs to complete the dual use fire station is provided. At this time staff is requesting an additional \$165,468.00 in funding.

AMOUNT REQUESTED: \$165,468.00

FUND OR ACCOUNT: 101-92114-5750

STAFF RECOMMENDATION: Staff recommends that approval of the projected budget for the upgrades to the Fire Central Station.

I. Peck Street Change Order #003 & #004 Public Works

SUMMARY OF REQUEST: Staff is seeking approval of Change Orders #003 and #004 to the Peck Street Construction Project (590/591-92010) with Kamminga & Roodvoets.

Change Order #003 represents the additional work that will be completed on the project to facilitate the Muskegon Public Schools projects at their High School and Middle School site. This was previously discussed at the June 22, 2021 Commission Meeting in the form of a cost sharing agreement for these items. As discussed at that time, the plan for this work is that MPS will reimburse the City upon completion.

Change Order #004 represents several other minor adjustments needed on the project.

Both are brought for consideration as this project in total has exceeded the staff approval thresholds for Change Orders.

The remaining Contingency noted below is a snapshot prior to approval of these change orders. If approved that number will drop to \$89,769.24 which accounts for the \$508,762.31 in added expenses and the estimated \$468,980.36 in reimbursement from MPS. The end result being that the project still carries a positive contingency balance.

AMOUNT REQUESTED: \$508,762.31 AMOUNT BUDGETED: \$192,686.16

(Remaining Contingency)

STAFF RECOMMENDATION: Authorize staff to approve Change orders #003 and #004 to Project 92010 in the amount of \$508,762.31 for the additional work.

K. Special Event Fee Waiver – Muskegon Polish Festival Public Works

SUMMARY OF REQUEST: Muskegon Polish Festival is seeking a Special Event Fee Waiver for their annual festival in Hackley Park on September 3 and 4, 2021.

Muskegon Polish Festival is back in Hackley park to celebrate Polish Heritage with food vendors, polka music, dancing, and a children's area. They are asking their City fees be waived for 2021. Based on the needs of their event, the

estimated cost of their event is \$1,000. (\$1,000 – 2 days Hackley Park user fee.)

STAFF RECOMMENDATION: To approve the request from Muskegon Polish Festival to waive \$1,000 in special event fees.

L. MJ Verdant Consumption Event City Clerk

SUMMARY OF REQUEST: MJ Verdant is proposing a MJ Verdant harvest Celebration consumption event at 1823 Commerce Street in Muskegon. The City Clerk's signature is required on the attestation form for the event permit filed with the State of Michigan.

A detailed outline of the event is provided. This is an on-site cannabis consumption event. This is the first time this neighborhood has had live music so staff is asking for approval for the live bands as well as permission for the Clerk to sign the required attestation for the State. Staff met with the organizers to discuss logistics and is satisfied with the plan as outlined.

STAFF RECOMMENDATION: To authorize the clerk to sign the attestation and approve live music at 1823 Commerce Street on October 9, 2021

M. Community Relations Committee Recommendations City Clerk

SUMMARY OF REQUEST: To accept the resignation of a member, Ernest Fordham - from the Zoning Board of Appeals. Term expires 1/31/2023.

STAFF RECOMMENDATION: To concur with the recommendation of the Community Relations Committee and accept the resignation of Ernest Fordham from Zoning Board of Appeals.

Motion by Commissioner Johnson, second by Vice Mayor Hood, to accept the consent agenda as presented, except items B, C, E, and J.

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

Nays: None

MOTION PASSES

2021-65 REMOVED FROM CONSENT AGENDA:

B. Taste of Muskegon Special Liquor License City Clerk

SUMMARY OF REQUEST: The Muskegon City Clerk's Office is seeking Commission approval to apply for a special liquor license for beer, wine, and spirit service for the Taste of Muskegon being held in Hackley Park on Friday, September 24, 2021 and Saturday, September 25, 2021.

STAFF RECOMMENDATION: To authorize the City Clerk's office to apply for a special liquor license for the Taste of Muskegon.

Motion by Commissioner Ramsey, second by Commissioner Johnson, to authorize the City Clerk's Office to apply for a special liquor license for the Taste

of Muskegon

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

Nays: None

MOTION PASSES

C. Resolution to Place Charter Amendment on the November 2, 2021 Ballot
City Clerk

SUMMARY OF REQUEST: On May 22, 2021 the City Commission adopted a resolution approving a charter amendment to be placed on the November 2, 2021 Ballot. Our City Attorney sent a certified copy of the resolution and proposed ballot language to the Attorney General and his office has requested some changes.

STAFF RECOMMENDATION: To approve the resolution to place a charter amendment question on the November 2, 2021 ballot.

Motion by Commissioner Ramsey, second by Commissioner Rinsema-Sybenga, to approve the resolution to place a charter amendment question on the November 2, 2021 ballot.

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

Nays: None

MOTION PASSES

E. Issue Media Group City Manager

SUMMARY OF REQUEST: Issue Media Group is a weekly publication that looks to revive traditional media in smaller or underserved markets. The content is 100% independent – meaning that the underwriters do not drive the content. The strategy is to focus on news features/stories in our community from the perspective of finding solutions. While we do still have active media in Muskegon, its exceedingly difficult to cover all of the great things happening in the area. This partnership will help ensure that more of the stories coming from our neighborhoods are being told in a thoughtful and thorough way.

AMOUNT REQUESTED: \$12,000

AMOUNT BUDGETED: \$12,000

FUND OR ACCOUNT: Multiple

STAFF RECOMMENDATION: Authorize the expenditure of \$12,000 to partner with the Community Foundation for Muskegon County and Issue Group Media.

Motion by Commissioner Ramsey, second by Commissioner Rinsema-Sybenga, to authorize the expenditure of \$12,000 to partner with the Community Foundation for Muskegon County and Issue Media Group.

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

Nays: None

MOTION PASSES

J. Concession Agreement – Grand Traverse Pie Company Public Works

SUMMARY OF REQUEST: Staff is asking permission to enter into a contractual agreement for 2021 with Logan Linck of "Grand Traverse Pie Company" at Pere Marquette Park. Commission from the Concession would be \$500 plus 5% of Gross Receipts.

STAFF RECOMMENDATION: Authorize staff to enter into a Concession Agreement with Logan Linck of "Grand Traverse Pie Company", at Pere Marquette Park.

Motion by Commissioner Ramsey, second by Commissioner Johnson, to authorize staff to enter into a Concession Agreement with Logan Linck of Grand Traverse Pie Company, at Pere Marquette Park.

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

Nays: None

MOTION PASSES

2021-66 PUBLIC HEARINGS:

A. Establishment of Commercial Redevelopment District – 623/639 W Clay Avenue Planning

SUMMARY OF REQUEST: Pursuant to Public Act 255 of 1978, as amended, 639 W. Clay Partnership, LLC has requested the establishment of a Commercial Redevelopment District. The creation of the district will allow the building owner to apply for a Commercial Facilities Exemption Certificate which will provide a 50% reduction in the number of mills levied as ad valorem taxes, excluding the State Education Tax. The applicant intends on applying for the certificate at a later date.

STAFF RECOMMENDATION: To close the public hearing and approve the establishment of a Commercial Redevelopment District at 623 and 639 W. Clay Avenue

PUBLIC HEARING COMMENCED: No public comments were received.

Motion by Commissioner Rinsema-Sybenga, second by Commissioner Vice Mayor Hood, to close the public hearing and approve the establishment of a Commercial Redevelopment District at 623 and 639 W. Clay Avenue.

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

Sybenga

Nays: None

MOTION PASSES

2021-67 UNFINISHED BUSINESS:

A. Rezoning of 1747 7th Street – 2nd Reading Planning

SUMMARY OF REQUEST: Request to rezone the property at 1747 7th Street from I-2, General Industrial to B-4, General Business, by Muskegon Rescue Mission.

The Planning Commission unanimously voted in favor of recommending approval of the rezoning to the City Commission.

STAFF RECOMMENDATION: To approve the request to rezone the property at 1747 7th Street.

2021-68 NEW BUSINESS:

A. Phase 4 LED Upgrade Public Works

SUMMARY OF REQUEST: Authorize the DPW Director to sign the agreement with Consumer's Energy and issue payment for the final phase of LED Streetlight Upgrades.

The attached authorization represents LED upgrades throughout the remaining portions of the City. The geographic area for the remaining upgrades is entirely west of Seaway Drive within the City limits.

Once authorized and payment issued it is expected that upgrades will begin this fall. In previous years this process has taken between 2-6 months to complete once started depending on workload for Consumers Energy staff.

Updated pricing from Consumers Energy resulted in the small difference between the invoice and the established budget.

AMOUNT REQUESTED: \$486,401.00 AMOUNT BUDGETED: \$479,588.00

FUND OR ACCOUNT: 101-91508-5346

STAFF RECOMMENDATION: Authorize the DPW Director to sign the agreement with Consumers Energy and issue payment in the amount of \$486,401.00 for the final phase of LED upgrades.

PUBLIC COMMENT ON NON-AGENDA ITEMS: Public comments were received.

ADJOURNMENT: The City Commission meeting adjourned at 6:37 p.m.

Respectfully Submitted,

Ann Marie Meisch, MMC – City Clerk

WATCH MUSKEGON

Agenda Item Review Form Muskegon City Commission

Commission Meeting Date: July 27, 2021	Title: 2021 Justice Assistance Grant (JAG)
Submitted By: Director Jeffrey Lewis	Department: Public Safety
Brief Summary: Public Safety is seeking approval to enter into an MOU with the County of Muskegon and Muskegon Heights and to apply for the allocated 2021 JAG grant funds.	
Detailed Summary: Public Safety is seeking approval to enter into an MOU with the County of Muskegon and Muskegon Heights and to apply for the allocated 2021 JAG grant funds. This year's local JAG allocations to disparate jurisdictions in our county totals \$40,467. The City of Muskegon will continue to act as the fiduciary and receive \$21,901, the City of Muskegon Heights would be a subawardee and receive \$18,566 and the County of Muskegon would not receive funding. The County has approved the agreement. There is no match requirement for this grant. Similar to past years, the City of Muskegon's portion of this grant will be used for the prosecution of city ordinance cases dealing primarily with neighborhood issues.	
Amount Requested: \$0	Amount Budgeted: \$0
Fund(s) or Account(s):	Fund(s) or Account(s):
Recommended Motion: Approve the Memorandum of Understanding (MOU) and apply for the 2021 JAG grant funds.	
Check if the following Departments need to approve the item first: Police Dept ☒ Fire Dept. ☐ IT Dept. ☐ For City Clerk Use Only: Commission Action:	

**MEMORANDUM OF UNDERSTANDING
THE CITY OF MUSKEGON
THE COUNTY OF MUSKEGON
THE CITY OF MUSKEGON HEIGHTS**

**FY 2021 JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD
Regular Funding/Local Solicitation**

This Agreement is made and entered into on the 15th day of July, 2021, by and between the County of Muskegon, acting by and through its governing body, the Board of County Commissioners, located at 990 Terrace Street, Muskegon, Michigan 49442 and the City of Muskegon, acting by and through its governing body, the City Commission, located at 933 Terrace Street, Muskegon, Michigan 49443-0536, and the City of Muskegon Heights, acting by and through its governing body, the City Council, located at 2724 Peck Street, Muskegon Hts., MI 49444, all of Muskegon County, State of Michigan, witnesseth:

WHEREAS, the CITY OF MUSKEGON has agreed to serve as the applicant/fiscal agent for the joint funds under the: Justice Assistance Grant (Local Solicitation) as the Bureau of Justice Assistance has designated the allocation to the law enforcement communities in Muskegon County as a disparate allocation; and

WHEREAS, each governing body, in performing governmental functions or in paying for the performance of governmental functions, hereunder, shall make that performance or those payments from current revenues legally available to that party; and

WHEREAS, each governing body find that the performance of this Agreement is in the best interest of all parties, that the undertaking will benefit the public, and that the division of costs fairly compensates the performing party for the services or functions under this Agreement; and

WHEREAS, the CITY OF MUSKEGON, CITY OF MUSKEGON HEIGHTS and COUNTY OF MUSKEGON believe it to be in their best interests to allocate the JAG funds as specified in this Agreement.

NOW THEREFORE, THE COUNTY OF MUSKEGON, CITY OF MUSKEGON AND CITY OF MUSKEGON HEIGHTS agree as follows:

AGREEMENT

1. THE CITY OF MUSKEGON will act as the fiscal agent/applicant agency.
2. The total eligible joint allocation for the disparate jurisdictions of \$ 40,467 will be allocated as follows: COUNTY OF MUSKEGON - \$ 0; CITY OF MUSKEGON - \$21,901; CITY OF MUSKEGON HEIGHTS - \$ 18,566.
3. Each municipality will be responsible for its actions in the use of any equipment purchased under this Agreement and the fiscal agent shall not be liable for any civil liability that may arise from the purchase of the use of the equipment.
4. The CITY OF MUSKEGON HEIGHTS will be responsible for submitting quarterly reports to the CITY OF MUSKEGON by the third day of the month following the quarter in the reporting fashion required by the CITY OF MUSKEGON and for any month in which an expenditure under the grant has occurred the CITY OF MUSKEGON HEIGHTS will submit a reimbursement request to the CITY OF MUSKEGON by the third day of the following month along with backup documentation such as invoices.
5. The CITY OF MUSKEGON HEIGHTS will be responsible for the accuracy of all data submitted to the CITY OF MUSKEGON for submission to the Bureau of Justice Programs and will be liable for penalties as a result of submitting the data late and for any inaccurate data.

6. Nothing in the performance of this Agreement shall impose any liability for claims against the CITY OF MUSKEGON passing from this program or from the CITY OF MUSKEGON HEIGHT's expenditure of the JAG funds.
7. By entering into this Agreement, the parties do not intent to create any obligations, express or implied, other than those set out herein. Further, this Agreement shall not create any rights in any party not a signatory hereto.

Dated: July 15, 2021

COUNTY OF MUSKEGON

By: Robert Scolnik
Robert Scolnik, Chairman
County Board of Commissioners

Dated: _____, 2021

CITY OF MUSKEGON

By: _____
Stephen Gawron, Mayor

Dated: _____, 2021

CITY OF MUSKEGON HEIGHTS

By: _____
Walter Watt, Mayor

WATCH MUSKEGON

Agenda Item Review Form Muskegon City Commission

Commission Meeting Date: July 27, 2021	Title: Special Event Fee Waiver- Increase the Peace
Submitted By: Leo Evans	Department: Public Works
Brief Summary: Kingdom Citizenz is seeking a Special Event Fee Waiver for their Increase the Peace Event on August 15th, 2021.	
Detailed Summary: Kingdom Citizenz and 103.7 The Beat are holding an event at Smith Ryerson Park to promote unity amongst the recent gun violence. They are asking their City fees be waived for their 2021 event. The estimated cost of their event is \$400 (\$225 Smith Ryerson Community Building Rental, \$75 Smith Ryerson Pavilion Rental, and \$100 Application Fee.)	
Amount Requested:	Amount Budgeted:
Fund(s) or Account(s):	Fund(s) or Account(s):
Recommended Motion: Approve the request from the Kingdom Citizenz to waive up to \$400 in special event fees for the Increase the Peace Event.	
Check if the following Departments need to approve the item first: Police Dept. ☐ Fire Dept. ☐ IT Dept. ☐ For City Clerk Use Only: Commission Action:	



CITY OF MUSKEGON SPECIAL EVENT FEE WAIVER APPLICATION

Department of Public Works • 1350 E Keating Ave • Muskegon, MI 49440 • 231-724-6907

This form must be submitted at least 30 days before your event date. In rare cases the City Commission may consider an application up to 30 days after the invoice is sent.

ORGANIZATION'S INFORMATION

EVENT TITLE: _____		
Applicant Name: _____		
Organization Name: _____		
Non-Profit I.D. or Tax Exempt #: _____		
Address: _____		

City	State	Zip
Phone: () _____	Cell: () _____	
Email Address: _____	Fax: () _____	

EVENT INFORMATION

Event Type (please select all that apply):

- ☐ Race (run, walk, bike, etc.)
- ☐ Parade
- ☐ Street Fair/Festival
- ☐ Concert

☐ Tournament Type: _____

☐ Pass-Through

☐ Fundraiser Benefitting: _____

☐ Other _____

Event Location: _____

Why are you requesting to waive the Special Event Fee?

Please identify the hardship incurred *(please attach additional pages, if necessary)*:

Please identify how your organization benefits the community as outlined in the criteria below.
Please be specific *(attach additional pages, if necessary)*:

CRITERIA CONSIDERED

The City will consider the following when reviewing a special event fee waiver request:

- Raises funds to supplement City budgeted services.
- Raises funds for programs normally funded by the City.
- Raises funds for Non-Profit groups, which have contributed substantially to the community.
- Raises funds for elderly citizens or youth organizations.

Event Representative (signature)

Jason Johnson

Date

WATCH MUSKEGON

Agenda Item Review Form Muskegon City Commission

Commission Meeting Date: July 27 th , 2021	Title: Concession Agreement
Submitted By: Doug Sayles	Department: Public Works
Brief Summary: Staff is asking permission to enter into a contractual agreement with Alisa Jordan of "So Ridiculously Delicious" at Reese Park.	
Detailed Summary: Staff is asking permission to enter into a Concession Agreement for 2021 with Alisa Jordan of "So Ridiculously Delicious", at Reese Park. Commission from said Concession would be \$100.00 plus 5% of Gross Receipts.	
Amount Requested:	Amount Budgeted:
Fund(s) or Account(s):	Fund(s) or Account(s):
Recommended Motion: Authorize staff to enter into a Concession Agreement with Alisa Jordan of "So Ridiculously Delicious", at Reese Park.	
Check if the following Departments need to approve the item first: Police Dept. ☐ Fire Dept. ☐ IT Dept. ☐ For City Clerk Use Only: Commission Action:	



Alisa Jordan <jordanalisa08@gmail.com>

Proposal

1 message

Alisa Jordan <jordanalisa08@gmail.com>
To: Alisa Jordan <jordanalisa08@gmail.com>

Tue, Jul 13, 2021 at 10:26 AM

Greetings to the Board

My name is Alisa Jordan, owner of So Ridiculously Delicious) A licensed food Unit through the County of Muskegon, which serves concession style foods, such as Hotdogs , Nachos , ice cream etc, I would like to ask for permission from the Board to offer my treats to the visitors at Reese playground, in the city of Muskegon, I'm a longtime homeowner in the Oakview neighborhood and I too frequent the park with my family and would love to serve and give back to my community by offering my services if granted.

Thank you for your time and consideration

Alisa Jordan

LICENSE NO. SST3861251266



EXPIRES: 04/30/2022

ISSUED BY THE MI DEPARTMENT OF AGRICULTURE &
RURAL DEVELOPMENT TO OPERATE A FOOD SERVICE
ESTABLISHMENT UNDER THE PROVISIONS OF THE
MICHIGAN FOOD LAW BEING ACT 92 OF THE PUBLIC ACTS
OF 2000

1239 EMERSON MUSKEGON MI 49442

IS GRANTED TO: ALISA JORDAN

SO RIDICULOUSLY DELICIOUS
1239 EMERSON
MUSKEGON MI 49442

THIS LICENSE IS NOT
TRANSFERABLE AS TO PERSON OR
PLACE. NOTIFY THE LOCAL HEALTH
DEPARTMENT PRIOR TO CHANGE
OF OWNERSHIP. (SECTION 4123)

RESTRICTIONS OR CONDITIONS:

DIRECT INQUIRIES TO: MUSKEGON COUNTY DEPT 3861

OPERATOR COPY FAILURE TO POST IN A CONSPICUOUS PLACE IS A MISDEMEANOR SECTION [4119] FI-210 (9/2012)

*Hot Dog \$1.25
Add Chili for \$0.50*

*BBQ Polish Sausage \$2.00
Add Chili for \$0.50*

*Pretzels \$2.00 Choice of:
-Plain With Salt
-With Cheese
-With Cinnamon and Sugar*

*Cheese Nachos \$2.00
Add Chili for \$0.50
Jalapeño Peppers Available!*

*SnowBalls (Ask about the daily
flavors) \$2.00
Ice Cream Balls \$1.00
Ice Cream Cone \$1.75
Specialty Cones \$2.50*

*Nathan Brand Dill Pickle
\$0.75*

*Chips (Regular/Plain)
\$0.70*

*CONDIMENTS:
Ketchup / Mustard / Relish
Chili / Onions
Banana Peppers / Jalapeño
Peppers*

*Cans of Pop \$0.75
Bottled Water \$0.50*



WATCH MUSKEGON

Agenda Item Review Form Muskegon City Commission

Commission Meeting Date: July 27 th , 2021	Title: Public Works and Water Filtration Plant Roofing
Submitted By: Joel Brookens & Joe Buthker	Department: Public Works
Brief Summary: Staff is seeking approval of a contract with Ostrander Roofing (Contracting) and Garland (Materials) in the amount of \$250,486.00 to repair a one (1) section of roofing at the Department of Public Works building and four (4) sections of roofing at the Water Filtration Plant.	
Detailed Summary: Staff solicited bids for roofing work at DPW and the Water Filtration Plant. Included in the bids for DPW were a base bid of one (1) section (2A) and an alternate of two (2) sections (2A and 2B). Staff is recommending that we accept the base bid only at DPW due to the alternate being over our budget allotment. Staff will pursue the remaining needs at DPW in the next budget cycle. Amount requested for approval includes Base Bid for Section 2A, materials, freight, and replacement of wet insulation and edge metal. Included in the bids for Water Filtration were a base bid for two (2) sections (#13 & #14) along with an alternate of four (4) sections (#1, #2, #13 & #14). Staff is recommending acceptance of the alternate bid as it provides the preferred option and within the allotted budget. Amount requested for approval includes Alternate Bid for Sections #1, #2, #13 and #14; materials, freight, and a miscellaneous dollar amount of \$15,000 to cover any of the identified line item work uncovered during the project.	
Amount Requested: \$115,630.00 (642-60442-5700) \$134,856.00 (591-92034-5700)	Amount Budgeted: \$120,000.00 (642-60442-5700) \$150,000.00 (591-92034-5700)
Fund(s) or Account(s): 642 / 591 As Noted	Fund(s) or Account(s): 642 / 591 As Noted
Recommended Motion: Authorize staff to contract with Ostrander Roofing and Garland in the amount of \$250,486.00 for the roofing repairs at Water Filtration and DPW.	
Check if the following Departments need to approve the item first: Police Dept. ☐	

Fire Dept. ☐

IT Dept. ☐

For City Clerk Use Only:

Commission Action:



THE GARLAND COMPANY, INC.

HIGH PERFORMANCE ROOFING AND FLOORING SYSTEMS

3800 EAST 91ST. STREET • CLEVELAND, OHIO 44105-2197

PHONE: (216) 641-7500 • FAX: (216) 641-0633

NATIONWIDE: 1-800-321-9336

July 13, 2021

TJ Morris

The Garland Company

(616) 502-6817

tmorris@garlandind.com

www.garlandco.com

2021 / 2022 City of Muskegon Roofing Bids Recommendation

Attn: To Whom It May Concern

Thank you again for allowing The Garland Company the opportunity to assist the City of Muskegon with the 2021 / 2022 Roofing Projects.

It has been our goal in working with the City of Muskegon to provide the best roofing solution that will keep the buildings leak free for many years to come. While this was the main goal, we also collaborated with Chart House Energy in terms of their Solar design, when ready, to help ensure that the City will not have to worry about their roofing needs well into the future.

Bids were received on the afternoon of July 13, 2021. Four contractors attended the advertised Prebid, and two contractors submitted bids for both facilities. We have compiled all of the bidding information into a bid tabulation form and have reviewed it, in order to provide the City of Muskegon with what we believe is the best solution option moving forward to achieve all of the goals of both buildings as stated they had at the beginning of this process.

Bids were received on the following buildings:

- DPW – Section #2A & #2B
- Water Filtration Plant – Section #1, #2, #13, & #14

After review, it is in our professional opinion that the City move forward with awarding the contract at the next City Council Meeting to Ostrander Roofing, as they were the lowest qualified bidder for both projects. As such, they are also doing work at the Water Filtration Plant this fall and next spring.

Below is the bid breakdown with Hoekstra Roofing and Vandoorn Roofing's bids:

- DPW:	Section #2A	Section #2A & #2B
Ostrander Roofing	\$115,630	\$166,162
Van Doorn Roofing	\$154,103	\$253,106

- WFP:		Section #13/#14	Section #1, #2, #13, & #14
	Ostrander Roofing	\$86,346	\$117,356
	Van Doorn Roofing	\$147,178	\$186,725

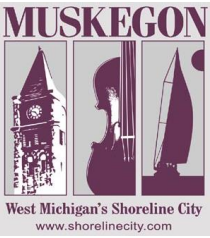
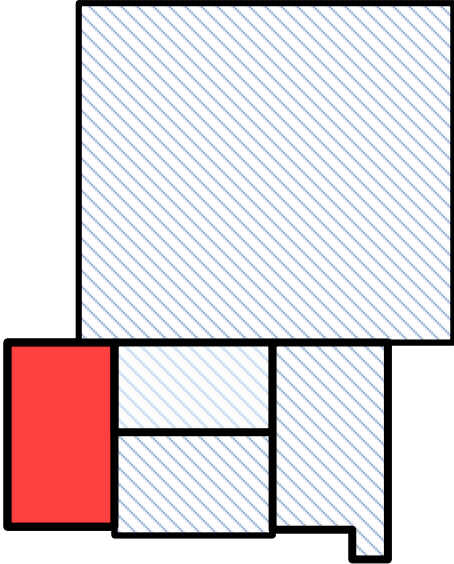
In regards to DPW, only completely Section #2A would ensure that the project come in under budget, but then in 2022 both Section #2B and #2C would have to be completed. Due to past leaks on Section #2, the best overall solution would be to complete Section #2A and #2B together, but due to budget constraints, DPW could get away with only doing Section #2A in 2021 and then completing the remaining area of the section in the summer of 2022.

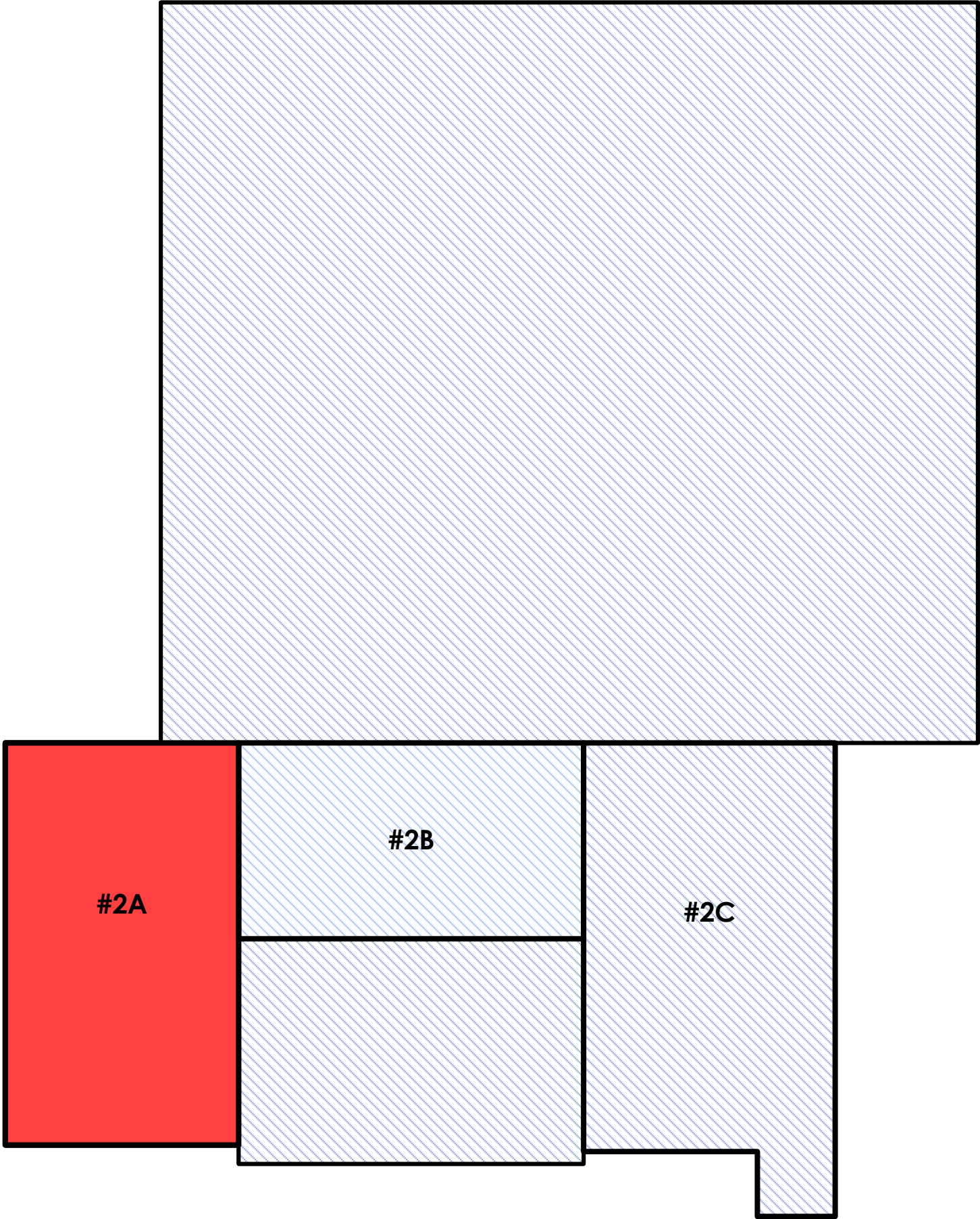
As far as WFP is concerned, it would be our recommendation that all sections be completed as the project came in significantly under budget.

Please feel free to ask us any questions that you may have when reviewing not only the bid tabulation form, but also during review of this recommendation.

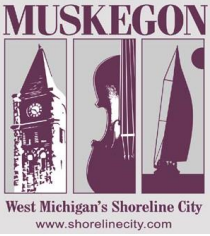
Sincerely,

TJ Morris

SCOPE OF WORK Option #1: Partially Reinforced Fluid Applied Liquid Membrane 1. Make any necessary repairs, including removal of any wet insulation and roofing materials and replace with like materials. Replace all edge metal and strip in new membrane. 2. Allow repairs to cure completely. 3. Carefully power wash all roof surfaces with greater than 2,000 psi pressure to remove debris, rust, scale, dirt, dust, chalking, peeling or flaking coatings, etc. Do not force water into the roof system or damage roof surfaces. 4. Wearing personal protective clothing and equipment, treat areas of algae, mildew or fungus with a solution of three quarts of warm water and TSP or Simple Green Solution. 5. Rinse at least twice to be sure all cleaning agents or contaminants are completely removed to prevent adhesion issues. 6. If the roof surface becomes contaminated with dirt, dust or other particles at any time during the application of the LiquiTec system, cleaning measures must be taken to restore the surface to a suitable condition. 7. Install Unibond Seam tape over all field and flashing seams. 8. All areas of the roof to receive a LiquiTec topcoat of 3 gallons per square. 9. All drain covers are to be painted red. 10. During duration of project, Garland representative will be on-site 2-3 days per week ensuring specifications and details are being followed.	LOCATION MAP  NOTES 1. STORE AND HANDLE ROOFING SHEETS IN A DRY, WELL-VENTILATED, WEATHER-TITE PLACE. STORE ROLLS OF FELT AND OTHER SHEET MATERIALS ON RAISED SURFACE. STAND ALL ROLL MATERIALS ON END. COVER ROLL GOODS WITH A CANVAS TARPULIN OR OTHER BREATHABLE MATERIAL (NOT POLYETHYLENE). 2. DO NOT LEAVE UNUSED MATERIALS ON THE ROOF WHEN ROOFING WORK IS NOT IN PROGRESS UNLESS PROTECTED FROM WEATHER AND OTHER MOISTURE SOURCES. 3. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO SECURE ALL MATERIAL AND EQUIPMENT ON THE JOB SITE. IF ANY MATERIAL OR EQUIPMENT IS STORED ON THE ROOF, THE CONTRACTOR MUST MAKE SURE THAT THE INTEGRITY OF THE DECK IS NOT COMPROMISED AT ANY TIME. 4. DO NOT APPLY ROOFING INSULATION OR MEMBRANE TO DAMP DECK SURFACE. 5. FULLY COMPLETE ALL MODIFIED BITUMINOUS MEMBRANE ROOFING FIELD ASSEMBLY WORK EACH DAY. PHASED CONSTRUCTION WILL NOT BE ACCEPTED. CUSTOMER NOTE: 1. ALL OF GARLAND'S SHOP FABRICATED MATERIAL WILL BE MANUFACTURED TO THE DIMENSIONS SHOWN, UNLESS OTHERWISE NOTED. 2. IT IS ESSENTIAL THAT ANY NECESSARY CHANGES, NOTATIONS OR REQUESTED INFORMATION BE CLEARLY NOTED ON THE SHOP DRAWINGS. 3. NO MATERIAL WILL BE CONSIDERED RELEASED FOR FABRICATION UNTIL ALL PERTINENT INFORMATION (i.e. COLOR, DIMENSIONS, MATERIAL CONFIG-URATION) HAS BEEN RECEIVED.	CITY OF MUSKEGON DEPARTMENT OF PUBLIC WORKS SECTION #2A ROOF PROJECT 1350 E KEATING AVE MUSKEGON, MI 49442 	 THE INFORMATION CONTAINED HEREIN IS OF A PROPRIETARY NATURE AND IS SUBMITTED IN CONFIDENCE FOR USE BY THE CLIENTS APPROVED BY THE ORIGINATOR OF THIS DOCUMENT ONLY. THE USE OF THESE DOCUMENTS FOR ANY OTHER PROJECTS, PURPOSE, LOCATION, PUBLICATION, REPRODUCTION OR DISTRIBUTION IN WHOLE OR PART, BY ANY INDIVIDUAL OR ORGANIZATION WITHOUT WRITTEN PERMISSION FROM THE ORIGINATING COMPANY IS PROHIBITED. THE INFORMATION HEREIN REMAINS THE PROPERTY AND ITS USE OR DISCLOSURE TO OTHERS IS PROHIBITED FOR ANY USE NOT AUTHORIZED BY THE ORIGINATING COMPANY. APPROVED FOR BIDDING CITY OF MUSKEGON DEPARTMENT OF PUBLIC WORKS 1350 E KEATING AVE MUSKEGON, MI 49442
ROOF OVERVIEW 	DRAWING INDEX A1 - COVER SHEET A2 – ROOF PLAN A3 – ROOF PLAN A4 – DRONE OVERVIEW D1 – DETAILS		SHEET TITLE: COVER SHEET SHEET NO. A1



APPROXIMATE ROOF SF:
SECTION #2A: 10,300 SF



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APPROVED FOR
BIDDING

CITY OF MUSKEGON
DEPARTMENT OF PUBLIC WORKS
1350 E KEATING AVE
MUSKEGON, MI 49442

SHEET TITLE:

ROOF
PLAN

SHEET NO.

A2

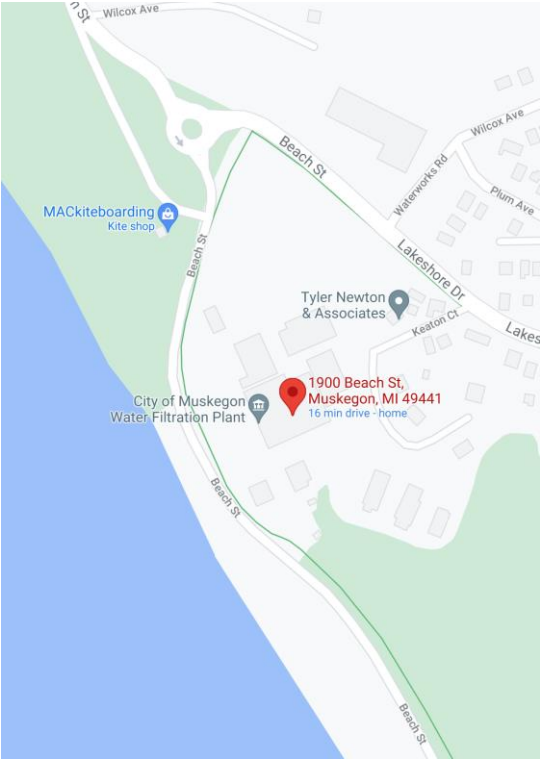
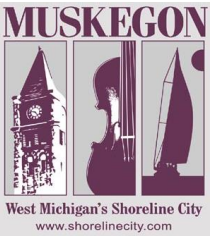
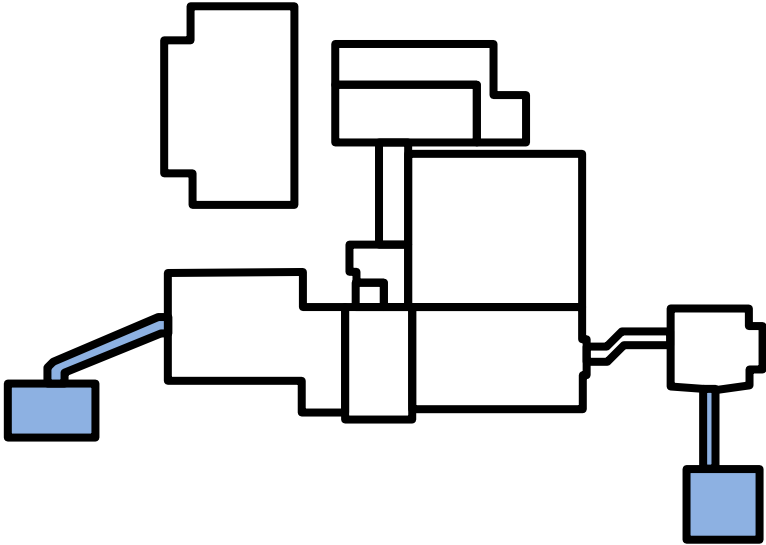
CITY OF MUSKEGON

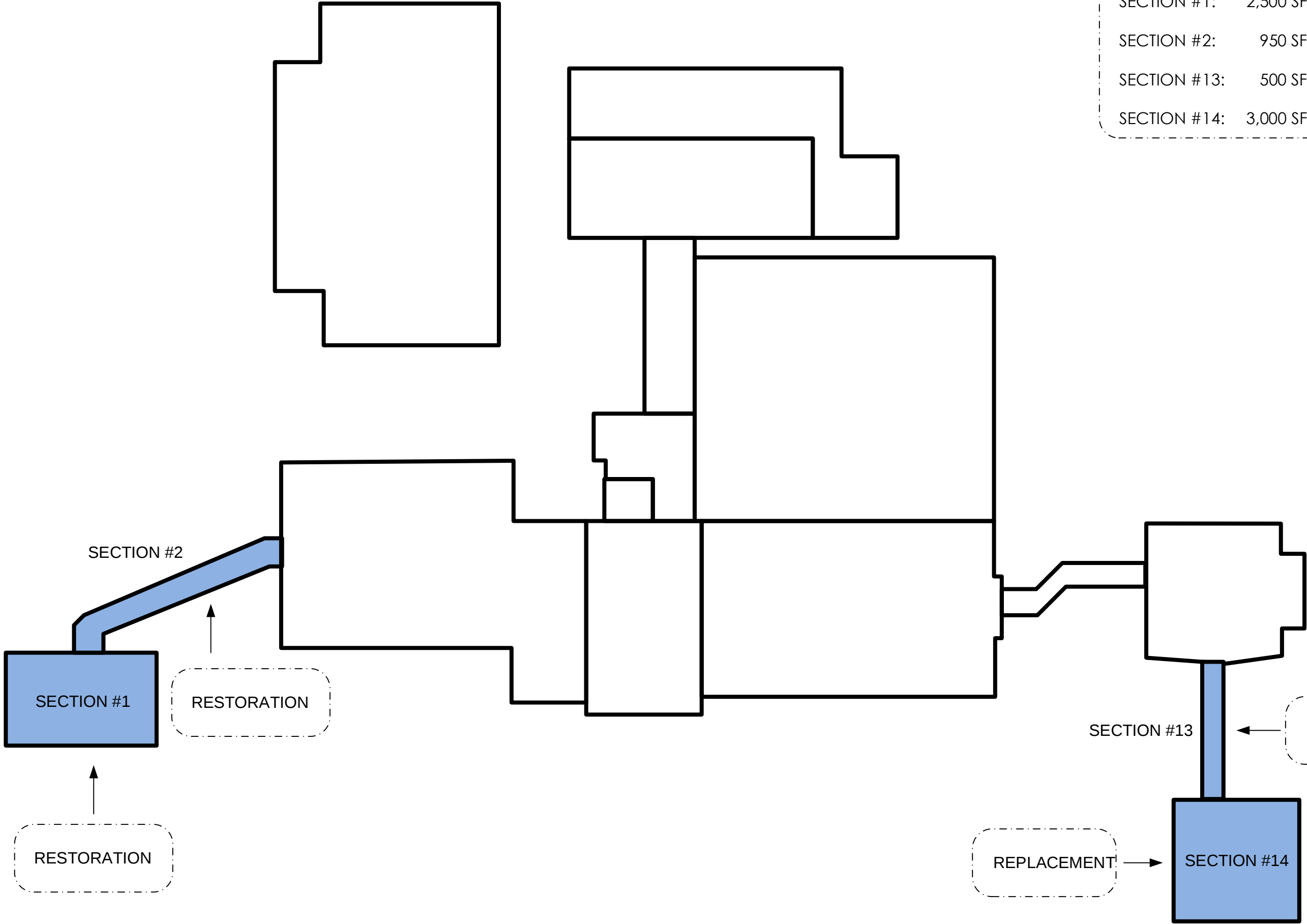
BID TABULATION: DPW - SECTION #2A

2021 - 2022 ROOFING PROJECT

7/13/2021

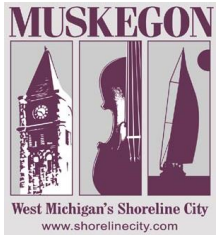
	NAME OF BIDDER		NAME OF BIDDER		NAME OF BIDDER		NAME OF BIDDER	
VENDOR	VANDOORN ROOFING		CERTIFIED BUILDING SOLUTIONS		OSTRANDER ROOFING		EXCEL ROOFING	
TELEPHONE	847-243-7625		231-578-3254		616-240-0553		616-446-5430	
QUOTED BY	PHIL LIETHERER		JULIE FAUCHER		RICHARD OSTRANDER		JUAN MUNOZ	
BID BOND AND PERFORMANCE BOND			N/A				N/A	
DESCRIPTION	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
DPW - SECTION #2 LABOR QUOTES								
BASE BID: SECTION #2A		\$ 36,750.00		\$ -		\$ 25,700.00		\$ -
ALTERNATE BID: SECTION #2A & #2B		\$ 49,075.00		\$ -		\$ 43,580.00		\$ -
DPW - MATERIAL PRICING								
BASE BID: SECTION #2A		\$ 51,678.00		\$ -		\$ 47,530.00		\$ -
ALTERNATE BID: SECTION #2A & #2B		\$ 138,356.00		\$ -		\$ 80,182.00		\$ -
LINE ITEM PRICING:								
REPLACEMENT OF WET INSULATION (SCAN)	TOTAL	\$ 20,775.00	TOTAL	\$ -	TOTAL	\$ 19,800.00	TOTAL	\$ -
REPLACEMENT OF WET INSULATION (ADDITIONAL)	SQ. FT.	\$ 8.50	SQ. FT.	\$ -	SQ. FT.	\$ 9.50	SQ. FT.	\$ -
REPLACEMENT OF EDGE METAL	TOTAL	\$ 41,900.00	TOTAL	\$ -	TOTAL	\$ 19,600.00	TOTAL	\$ -
REPLACEMENT OF METAL DECK	SQ. FT.	\$ 10.50	SQ. FT.	\$ -	SQ. FT.	\$ 7.50	SQ. FT.	\$ -
DRAIN REPLACEMENT	PER UNIT	\$ 2,500.00	PER UNIT	\$ -	PER UNIT	\$ 850.00	PER UNIT	\$ -
ESTIMATED FREIGHT FEES - DPW	\$	3,000.00	\$	-	\$	3,000.00	\$	-
DPW: BASE BID	\$	154,103	DID NOT BID		\$	115,630	DID NOT BID	
DPW: ALTERNATE BID	\$	253,106	DID NOT BID		\$	166,162	DID NOT BID	

SCOPE OF WORK Fluid Applied Liquid Membrane 1. Make any necessary repairs, including removal of any wet insulation and roofing materials and replace with like materials. Replace all edge metal and strip in new membrane. 2. Allow repairs to cure completely. 3. Carefully power wash all roof surfaces with greater than 2,000 psi pressure to remove debris, rust, scale, dirt, dust, chalking, peeling or flaking coatings, etc. Do not force water into the roof system or damage roof surfaces. 4. Wearing personal protective clothing and equipment, treat areas of algae, mildew or fungus with a solution of three quarts of warm water and TSP or Simple Green Solution. 5. Rinse at least twice to be sure all cleaning agents or contaminants are completely removed to prevent adhesion issues. 6. If the roof surface becomes contaminated with dirt, dust or other particles at any time during the application of the LiquiTec system, cleaning measures must be taken to restore the surface to a suitable condition. 7. Apply UniBond Seam Tape over all field seams. 8. Apply LiquiTec Top Coat at a rate of 3 gal./ sq. Immediately install grip polyester scrim into base coat. Allow to cure. 9. All drain covers are to be painted red. 10. During duration of project, Garland representative will be on-site 2-3 days per week ensuring specifications and details are being followed. 2-Ply Fluid Applied Hybrid Membrane 1. Completely tear-off existing roofing system down to deck. 2. Prime deck with asphaltic primer. 3. Install SBS Modified vapor barrier via torch. 4. Install new insulation system and recovery board. 5. Install SBS Modified base sheet via torch. 6. Apply LiquiTec Base Coat at a rate of 3 gal./ sq. Immediately install grip polyester scrim into base coat. Allow to cure. 7. Apply LiquiTec top coat over entire roof area at a rate of 2 gal./ sq. 8. All drain covers are to be painted red. 9. During duration of project, Garland representative will be on-site 2-3 days per week ensuring specifications and details are being followed.	LOCATION MAP  NOTES 1. STORE AND HANDLE ROOFING SHEETS IN A DRY, WELL-VENTILATED, WEATHER-TITE PLACE. STORE ROLLS OF FELT AND OTHER SHEET MATERIALS ON RAISED SURFACE. STAND ALL ROLL MATERIALS ON END. COVER ROLL GOODS WITH A CANVAS TARPULIN OR OTHER BREATHABLE MATERIAL (NOT POLYETHYLENE). 2. DO NOT LEAVE UNUSED MATERIALS ON THE ROOF WHEN ROOFING WORK IS NOT IN PROGRESS UNLESS PROTECTED FROM WEATHER AND OTHER MOISTURE SOURCES. 3. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO SECURE ALL MATERIAL AND EQUIPMENT ON THE JOB SITE. IF ANY MATERIAL OR EQUIPMENT IS STORED ON THE ROOF, THE CONTRACTOR MUST MAKE SURE THAT THE INTEGRITY OF THE DECK IS NOT COMPROMISED AT ANY TIME. 4. DO NOT APPLY ROOFING INSULATION OR MEMBRANE TO DAMP DECK SURFACE. 5. FULLY COMPLETE ALL MODIFIED BITUMINOUS MEMBRANE ROOFING FIELD ASSEMBLY WORK EACH DAY. PHASED CONSTRUCTION WILL NOT BE ACCEPTED. CUSTOMER NOTE: 1. ALL OF GARLAND'S SHOP FABRICATED MATERIAL WILL BE MANUFACTURED TO THE DIMENSIONS SHOWN, UNLESS OTHERWISE NOTED. 2. IT IS ESSENTIAL THAT ANY NECESSARY CHANGES, NOTATIONS OR REQUESTED INFORMATION BE CLEARLY NOTED ON THE SHOP DRAWINGS. 3. NO MATERIAL WILL BE CONSIDERED RELEASED FOR FABRICATION UNTIL ALL PERTINENT INFORMATION (i.e. COLOR, DIMENSIONS, MATERIAL CONFIG-URATION) HAS BEEN RECEIVED.	CITY OF MUSKEGON WATER FILTRATION PLANT SECTION #1 - #2 - #13 - #14 1900 BEACH ST. MUSKEGON, MI 49441 	 THE INFORMATION CONTAINED HEREIN IS OF A PROPRIETARY NATURE AND IS SUBMITTED IN CONFIDENCE FOR USE BY THE CLIENTS APPROVED BY THE ORIGINATOR OF THIS DOCUMENT ONLY. THE USE OF THESE DOCUMENTS FOR ANY OTHER PROJECTS, PURPOSE, LOCATION, PUBLICATION, REPRODUCTION OR DISTRIBUTION IN WHOLE OR PART, BY ANY INDIVIDUAL OR ORGANIZATION WITHOUT WRITTEN PERMISSION FROM THE ORIGINATING COMPANY IS PROHIBITED. THE INFORMATION HEREIN REMAINS THE PROPERTY AND ITS USE OR DISCLOSURE TO OTHERS IS PROHIBITED FOR ANY USE NOT AUTHORIZED BY THE ORIGINATING COMPANY. APPROVED FOR BIDDING CITY OF MUSKEGON WATER FILTRATION PLANT 1900 BEACH ST. MUSKEGON, MI 49441	ROOF OVERVIEW 	DRAWING INDEX A1 - COVER SHEET A2 – ROOF PLAN A3 – ROOF PLAN A4 – DRONE OVERVIEW D1 – DETAILS		SHEET TITLE: COVER SHEET SHEET NO. A1
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APPROXIMATE ROOF SF:

SECTION #1:	2,500 SF
SECTION #2:	950 SF
SECTION #13:	500 SF
SECTION #14:	3,000 SF



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**APPROVED FOR
BIDDING**

**CITY OF MUSKEGON
WATER FILTRATION PLANT
1900 BEACH ST.
MUSKEGON, MI 49441**

SHEET TITLE:

**ROOF
PLAN**

SHEET NO.

A2

CITY OF MUSKEGON
 BID TABULATION: DPW - SECTION #2A
 2021 - 2022 ROOFING PROJECT
 7/13/2021

	NAME OF BIDDER		NAME OF BIDDER		NAME OF BIDDER		NAME OF BIDDER	
VENDOR	VANDOORN ROOFING		CERTIFIED BUILDING SOLUTIONS		OSTRANDER ROOFING		EXCEL ROOFING	
TELEPHONE	847-243-7625		231-578-3254		616-240-0553		616-446-5430	
QUOTED BY	PHIL LIETHERER		JULIE FAUCHER		RICHARD OSTRANDER		JUAN MUNOZ	
BID BOND AND PERFORMANCE BOND			N/A				N/A	
DESCRIPTION	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
WATER FILTRATION PLANT								
BASE BID: SECTION #13 & #14		\$ 108,720.00		\$ -		\$ 47,000.00		\$ -
ALTERNATE BID: SECTION #1 & #2 & #3 & #4		\$ 130,940.00		\$ -		\$ 64,280.00		\$ -
WATER FILTRATION PLANT								
BASE BID: SECTION #13 & #14		\$ 35,458.00		\$ -		\$ 36,346.00		\$ -
ALTERNATE BID: SECTION #1 & #2 & #3 & #4		\$ 52,785.00		\$ -		\$ 50,076.00		\$ -
LINE ITEM PRICING:								
REPLACEMENT OF WET INSULATION	SQ. FT.	\$ 8.50	SQ. FT.	\$ -	SQ. FT.	\$ 9.50	SQ. FT.	\$ -
REPLACEMENT OF METAL DECK	SQ. FT.	\$ 10.50	SQ. FT.	\$ -	SQ. FT.	\$ 7.50	SQ. FT.	\$ -
WOOD DECK REPAIR	SQ. FT.	\$ 6.25	SQ. FT.	\$ -	SQ. FT.	\$ 3.50	SQ. FT.	\$ -
DRAIN REPLACEMENT	PER UNIT	\$ 2,500.00	PER UNIT	\$ -	PER UNIT	\$ 850.00	PER UNIT	\$ -
EDGE METAL REPLACEMENT: SECTION #12 WFP	TOTAL	\$ 7,500.00	TOTAL	\$ -	TOTAL	\$ 2,500.00	TOTAL	\$ -
ESTIMATED FREIGHT FEES - WFP	\$	3,000.00	\$	-	\$	3,000.00	\$	-
WATER FILTRATION PLANT: BASE BID	\$	147,178	DID NOT BID		\$	88,846	DID NOT BID	
WATER FILTRATION PLANT: ALTERNATE BID	\$	186,725	DID NOT BID		\$	119,856	DID NOT BID	

THESE LINE ITEM PRICING WOULD ONLY GO INTO EFFECT IF DURING THE PROJECT, WE FIND THAT THESE ITEMS NEED TO BE COMPLETED.
 - Requesting budget of \$15,000 for these items.

Revised total with line item budget is \$134,856.00

WATCH MUSKEGON

Agenda Item Review Form Muskegon City Commission

Commission Meeting Date: July 27, 2021	Title: New Standard Park Place - Consumption Event
Submitted By: Ann Meisch	Department: City Clerk
Brief Summary: New Standard Park Place is proposing a New Standard's Halloweed Party event at 1922 Park Street, Muskegon, MI 49441 on October 30, 2021 from 7 pm to 12 am. The City Clerk's signature is required on the attestation for the event permit filed with the State of Michigan.	
Detailed Summary: A detailed outline of the event is attached. This is an on-site cannabis consumption event. They are planning to sell up to 350 tickets and will provide live music.	
Amount Requested:	Amount Budgeted:
Fund(s) or Account(s):	Fund(s) or Account(s):
Recommended Motion: To authorize the Clerk to sign the attached attestation and approve the event and live music contingent upon a meeting and approval with the special event staff.	
Check if the following Departments need to approve the item first: Police Dept. ☐ Fire Dept. ☐ IT Dept. ☐ For City Clerk Use Only: Commission Action:	

July 17, 2021

Dear Muskegon City Commissioners,

As Muskegon's only licensed Marijuana Event Organizer I bring to you today a marijuana consumption event request for Saturday, October 30 at New Standard Park Place, the property owned by Agri-Med at 1922 Park Street, Muskegon 49441. We require a City Clerk signature on an attestation for our State Temporary Marijuana Event permit filing.

The details are as follows:

Location: 1922 Park Street, Muskegon MI 49441. The event will take place in the paved back area of New Standard Park Place.

Date: Saturday, October 30, 2021

Time: 7 PM to 12 AM

Event name: *New Standard's Halloweed Party*

Tickets: Sold via Event Hi or another ticket vendor.

Who: People 21 and older with tickets. IDs are checked at the door and patrons will be issued wristbands. People with tickets who are not 21 years of age or older will not be admitted to the event.

Crowd size: We are planning to sell up to 350 tickets. The price has yet to be determined.

What: On-site cannabis consumption and sales by New Standard cannabis, only. This event is a Halloween costume party with live music, cannabis vendors showcasing products, soft drinks and snacks available. We're planning to have several of Muskegon's licensed food trucks on site.

Tent: As this event is in October, we will be renting a large tent and will be working with the City for permitting as needed.

Responsible parties: This is a joint venture between Roberta F. King, AU licensed Marijuana Event Organizer and New Standard Park Place.

Marijuana consumption: This is an on-site cannabis sales and consumption event. People will be smoking marijuana on-premises. Ashtrays will be provided. There will be fire extinguishers and a faucet with a hose on site.

Insured: We are insured for a million dollars in liability.

Safety and Overconsumption: We'll have several chaise lounges and other comfortable furniture for relaxing if people need it.

Parking: On the streets around the building and in the facility's parking area where we have 50 spaces.

Neighbors: Nearby residents and businesses will receive written notice of the event one month in advance of the event. As the event will be tented, consumption will be hidden from public view. The property is totally fenced and well-lit.

Security: We will have a team of professional security personnel on-site at all times, to check IDs and have oversight of the gate, and to patrol the premises. We expect four on-site security staff.

Stage and power: There will be a temporary rented stage on-premises and power will come from the building or a generator.

Thank you for your consideration of this request.

Roberta F. King,
Marijuana Event Organizer

200 Viridian Drive
Muskegon, MI 49440

WATCH MUSKEGON

Agenda Item Review Form Muskegon City Commission

Commission Meeting Date: July 27, 2021	Title: Michigrown - Consumption Event
Submitted By: Ann Meisch	Department: City Clerk
Brief Summary: Michigrown is planning a first anniversary grand opening with music and entertainment at 331 W. Laketon from noon until 11 pm. The City Clerk's signature is required on the attestation for the event permit filed with the State of Michigan.	
Detailed Summary: A detailed outline of the event is attached. This is an on-site cannabis consumption event. They do plan to provide live music at the event.	
Amount Requested:	Amount Budgeted:
Fund(s) or Account(s):	Fund(s) or Account(s):
Recommended Motion: To authorize the Clerk to sign the attached attestation and approve live music at the event contingent upon a meeting and approval with the special event staff.	
Check if the following Departments need to approve the item first: Police Dept. ☐ Fire Dept. ☐ IT Dept. ☐ For City Clerk Use Only: Commission Action:	

2021 CITY OF MUSKEGON SPECIAL EVENT APPLICATION

A special event application is required for any public event held on City property or using City services. The application and fee must be submitted to the Muskegon Department of Public Works at least 30 days prior to the event date. In addition, any events where alcohol is served will require a *temporary liquor license*, which is handled separately through the Muskegon Police Department. Contact the Police Department at 231.724.6750 for liquor license fees and requirements.

Return completed application with payment to the Muskegon Department of Public Works,
1350 E Keating Ave, Muskegon, MI 49442. Telephone: 231.724.6907

► SPECIAL EVENT APPLICATION FEE SCHEDULE

Events occurring during peak event season April 15 - September 30	Events occurring outside of peak season January 1 - April 14 & October 1 - December 31
\$100 fee for applications submitted 60 days or more prior to the event date	\$100 fee for applications submitted 60 days or more prior to the event date
\$250 fee if submitted 45-59 days prior to the event date	\$200 fee if submitted 45-59 days prior to the event date
\$400 fee if submitted 30-44 days prior to the event	\$300 fee if submitted 30-44 days prior to the event
Applications submitted less than 30 days prior to the event date will not be accepted.	\$400 fee for applications submitted less than 30 days prior to the event
Note: For any events held in 2019 that are paid up to date and wish to continue in 2021, the City Commission has authorized staff to reduce 2021 fees for Department of Public Works services for special events up to 50% based on the fees billed in 2019, to waive the application fee, and allow the City Manager and Public Safety Director to evaluate each event after it has occurred and determine a possible discount for police services. This does not apply to new events for 2021.	

► I. EVENT SUMMARY

EVENT NAME	
EVENT DATE(S)	10/30/2021
EVENT TIME(S)	START: 12 PM END: 11 PM
EVENT LOCATION	331 W. Laketon Ave Muskegon, 49441
NOTE: Some City parks require an additional exclusive use fee if your event will utilize the entire park. This includes Hackley Park, Margaret Drake Elliott Park, and the Pere Marquette Ovals center parking lot. Some locations, including the beach, have paid parking in effect from May 15 to September 15. Please see the Special Events fee schedule for further details.	

► II. APPLICANT INFORMATION

ORGANIZATION NAME	Big Bang Events
APPLICANT'S NAME/ RESPONSIBLE PARTY	Dave Frasier
ORGANIZATION / APPLICANT ADDRESS /CITY/ STATE/ ZIP	4724 Road Rd. Norton Shores, MI 49441
APPLICANT PHONE NO(s).	231.282.3250
APPLICANT E-MAIL ADDRESS	Dave@MichiGrown.com
CONTACT NAME & PHONE NUMBER DURING EVENT	Dave Frasier 231.282.3250 Representative must be on site and available during event hours

► III. ALCOHOL SERVICE

Will there be alcohol sold/served at the event? ☐ NO (proceed to Section IV, Event Site Details)
☒ YES (complete remainder of Section III, below)

Applicant must contact the Muskegon Police Department to apply for a separate liquor license. The liquor license application also requires State of Michigan approval so it is imperative that you get this done early. No liquor license will be issued within 14 days of an event date.

Name of non-profit organization you are partnering with for the liquor license:	Will update soon
Contact person at non-profit organization (name & phone number):	

► IV. EVENT SITE DETAILS

If your event is for a run/walk/parade, you must include a MAP of your route with the application.

Provide a detailed description of your event. Use additional sheets if necessary:

Michigrown plans to produce a first anniversary – grand opening music, entertainment and vending festival. This first-time music and open consumption festival will take place on October 30th, 2021. We will utilize the parking lot in front of Michigrown for a large main stage located at 331 West Laketon. The warehouse on the East side of the property owned by Michigrown will also be utilized for an indoor event space. A smaller stage will be set up inside to have a secondary stage to the main stage. The festival will be completely fenced in with black out on the fencing and will be adult – 21 and over only admission. Patrons will park across the street in the field and then moved onto the festival grounds. The entrance will be along the west side of the parking lot utilizing the wooded area to funnel the patrons through security. The wooded area on the west side may be used for a themed entertainment experience area with lighting, projection, and chill out areas for festival goers. We plan to include vendor display and sales, food, and sponsor activation areas / tents. The festival will begin at 12 noon and finish by 11 PM. Music on the stages will consist of a mix of bands and DJ's. The full festival lineup to be determined.

Number of people expected at event _____	Is this a new/ first-time event? No _____ Yes <u>X</u>
Will there be food concessions at the event?	No _____ Yes <u>✓</u> **Contact Fire Marshall for requirements
Will there be emergency medical services present? (Other municipalities may not provide services in the City)	No _____ Yes <u>X</u> Professional Provider: <u>Ambulance</u>
Will there be pyrotechnics/fire features at the event?	No _____ Yes <u>X</u> **If yes, contact the Fire Marshall re: inspections/permits required
Will you have your own security present?	No _____ Yes <u>X</u> Professional Provider: <u>Security Services</u>
Number/location of portable toilet facilities provided	# <u>30/40</u> Location: _____
Will there be inflatables/bounce houses at the event?	No <u>X</u> Yes _____ must be securely anchored
Will there be assembly tents erected at the event?	No _____ Yes <u>X</u> Size _____ **If yes and over 400 sq ft in size, contact the building inspection department to schedule a required inspection

► V. CITY EQUIPMENT REQUESTED

Indicate the number of each item you're requesting, below. There are additional fees if you require City staff to transport the items. Labor charges start at \$60/hour per person. Larger items may require 2 people to move/transport.

ITEM	QUANTITY	ITEM	QUANTITY
Wooden picnic tables (\$10 each)		Fire hydrant use (\$100 per hydrant)	
55-gallon metal trash cans (\$5 each)		Snow fence (\$30/50 ft roll)	
Trash bags (\$50 per case)		Fence posts (\$3 per post. 1 every 10 ft)	
Check one: I request that City staff deliver the above items to the event site (for an additional fee): _____ I agree to pick up and return the above items from/to the Public Works building: _____			
The 2 items listed at right are available for your use free of charge, as long as they are picked up and returned to the City's Public Works building.		No Parking signs	
		Safety Vests	
Are you requesting any other City services or equipment? (use of water, electric, etc) No <u>X</u> Yes _____ *			
* List other services here:			
► Are you requesting any STREET CLOSURES No <u>X</u> Yes _____ If yes, you must complete section VIII on page 5			

► VI. LIABILITY INSURANCE

Liability insurance in the amount of \$1,000,000 in coverage naming the City of Muskegon as an additional insured is required for all events. You may contact an insurance agent of your choice to obtain liability insurance coverage. Please inform your insurance agent that the wording on the certificate must read:

"The City of Muskegon, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof; it is understood and agreed that by naming the City of Muskegon as additional insured, coverage afforded is considered to be primary and any other insurance the City of Muskegon may have in effect shall be considered secondary and/or excess."

An acceptable certificate of insurance must be submitted no later than 10 days before the event date.

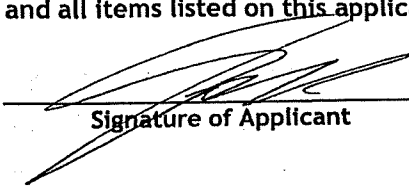
Name of Insurance Company/Agent Pollicella Ins. agent: Anthony Pollicella

► VII. REQUIREMENTS OF THE SPECIAL EVENT PERMIT

1. Applicant shall comply with all rules and regulations of the City of Muskegon Special Event Policy.
2. Applicant shall comply with all City of Muskegon Ordinances.
3. The applicant organization will save the City of Muskegon harmless from all claims.
4. City staff may require a meeting with applicant organization to help clarify requests for services.
5. Event grounds will be left clean and free of litter. Failure of the applicant to satisfactorily clean the site may result in the City cleaning the site and billing the applicant for its services.
6. The City reserves the right to deny changes to the application once final approval is given.
7. Failure to provide any requested information in a timely manner or providing false information may result in denial or revocation of the special event permit.

► Failure to comply with any requirements of the Special Event Permit may result in the denial of future event requests.

With my signature, I certify that I have read and agree to the City of Muskegon Special Event Policy and all items listed on this application. I agree to abide by all applicable ordinances & regulations.


Signature of Applicant

7-16-21
Date

► VIII. STREET CLOSURES

***** This section must be completed for any event requesting street closures *****

List the streets you are requesting to close (*for example: Western Ave from 3rd to 4th St.*), and attach a map or sketch of the event footprint:

STREET TO BE CLOSED**	FROM WHICH INTERSECTION / LOCATION	TO WHICH INTERSECTION
<i>Example: Western Ave</i>	<i>Just west of Jefferson St.</i>	<i>Second St.</i>
1.		
2.		
3.		
4.		
5.		
6.		

NOTE: Any changes to street closures within 30 days of the event date will incur a \$50 fee. No changes will be allowed within 14 days of the event date.

**If the street(s) that are closed for your event contain any handicap parking spaces, you will be responsible for relocating that number of reserved handicap spaces to a nearby open street. You can obtain temporary handicap parking signage from our Public Works Department. Provide a site plan showing the location of the relocated parking spaces.

To help ensure the safety of event participants and the public, street closures require the following:

- **Police, Fire, DPW and/or City Commission approval.** Your completed application will be routed to all necessary parties by the Special Event Coordinator for their approval.
- **BARRICADES.** Street closures generally require barricades which are provided by the City. Transportation of barricades can incur additional fees for DPW staff labor, and police assistance when deemed necessary by the Public Safety Director. City staff can provide a cost estimate for you upon request to the Special Event Coordinator.
- **NO PARKING SIGNAGE.** "No Parking" signs must be posted by the applicant **48 hours prior** to the street closure in order for Police to enforce the No Parking order. You may pick up the signs at the DPW building at no charge. You must provide and affix an addendum to each sign stating the name of the event and date and time the closures are in effect (*see right for an example*).
The minimum size of addendum is 5 ½" by 8 ½" (half a sheet of paper). All signs must be removed by the applicant at the conclusion of the event and returned to the DPW.

Sample addendum to be provided by applicant

EVENT NAME EFFECTIVE SATURDAY 6:00 PM – 8:30 PM

• NOTIFICATION OF AFFECTED PARTIES

You must notify property owners along the street closure route of the date and time of street closures. You can do this by delivering a notice in person or by mailing a notice to the property owner. The Department of Public Works can provide you with the names and addresses of property owners along your route, for mailing purposes. The notice shall include the day/date and time that street closures and/or parking restrictions are in effect.

Thank you for helping us, help you make your event safe and successful.

WATCH MUSKEGON

Agenda Item Review Form Muskegon City Commission

Commission Meeting Date: July 27, 2021	Title: Certification of MERS Representatives
Submitted By: Jessica Rabe	Department: Assistant Finance Director
Brief Summary: Assigning Delegates for MERS Conference	
Detailed Summary: 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 Maria Deephouse from the Clerical Unit.	
Amount Requested: \$410 plus travel expenses	Amount Budgeted: None
Fund(s) or Account(s): 30202	Fund(s) or Account(s):
Recommended Motion: To approve Jessica Rabe (Assistant Finance Director) as designated delegate to MERS Conference	
Check if the following Departments need to approve the item first: Police Dept. ☐ Fire Dept. ☐ IT Dept. ☐ For City Clerk Use Only: Commission Action:	

WATCH MUSKEGON

Agenda Item Review Form Muskegon City Commission

Commission Meeting Date: July 27, 2021	Title: 1192 & 1194 Pine Lease Development
Submitted By: LeighAnn Mikesell	Department: City Manager
Brief Summary: Staff is requesting approval to maintain ownership of the homes at 1194 Pine Street and develop lease agreements with new Muskegon Public School teachers seeking rental housing in the fall of 2021.	
Detailed Summary: The city is in the midst of a renovation project on two houses at 1194 Pine Street which include one building with two three-bedroom units and one building with a single two bedroom unit. Muskegon Public Schools has as many as 50 new teachers arriving this fall including 4 Spanish immersion teachers arriving from Spain. The expectation is that many of the new teachers will be looking for good rental options. Staff prefer these new teachers live in the community where they are teaching. The city benefits by bringing young professionals into a core neighborhood, and the school district benefits by employing staff that understand the community where their students live. The lead paint program could also use one or more of the units to house families while lead is abated in their homes. These families are currently placed in hotel rooms for weeks at a time with no access to a kitchen, laundry facilities, or places for their children to play. Staff expects to earn \$3,750 in monthly rent from the three units. Staff intends to find a buyer for the property that will continue the established leases once we have proven the rental units are profitable.	
Amount Requested: None	Amount Budgeted: N/A
Fund(s) or Account(s): N/A	Fund(s) or Account(s): N/A
Recommended Motion: Direct staff to develop lease agreements for the city owned property located at 1192 an 1194 Pine Street with new Muskegon Public Schools teachers in need of rental housing.	
Check if the following Departments need to approve the item first: Police Dept. ☐ Fire Dept. ☐ IT Dept. ☐	

For City Clerk Use Only:

Commission Action:

WATCH MUSKEGON

Agenda Item Review Form Muskegon City Commission

Commission Meeting Date: 7/27/21	Title: Amendment to Harbour Towne PUD
Submitted By: Mike Franzak	Department: Planning
Brief Summary: Request for an amendment to the Harbour Towne Planned Unit Development to allow for a storage container to be placed at 3505 Marina View Point (Dockers).	
Detailed Summary: A motion to recommend denial of the request was passed by the Planning Commission by a 5-2 vote at their June meeting. The City Commission then requested that the case go back to the Planning Commission after the owner works closer with the Harbour Towne Association. At the July 15 meeting, Barb Vukits, President of Harbour Towne Condominium Association, said that Harbour Towne wants Dockers to be successful, but they also want the area to be maintained and look nice, not only for residents of Harbour Towne, but for all of Muskegon. They would also appreciate that unused equipment be stored appropriately and not left out in and around the restaurant. And they ask that the structure that gets put there be architecturally consistent, not necessarily match Harbour Towne Condos, but something that would blend in to the surrounding architecture. The Planning Commission unanimously (8-0, 1 absent) voted to send the issue back to the City Commission with the original recommendation (against the proposal).	
Amount Requested:	Amount Budgeted:
Fund(s) or Account(s):	Fund(s) or Account(s):
Recommended Motion: To approve or deny the request for an amendment to the Harbour Towne Planned Unit Development to allow for a storage container to be placed at 3505 Marina View Point.	
Check if the following Departments need to approve the item first: Police Dept. ☐ Fire Dept. ☐ IT Dept. ☐ For City Clerk Use Only: Commission Action:	

PLANNING COMMISSION EXCERPT

Hearing, Case 2021-18: Request for an amendment to the Harbour Towne Planned Unit Development to allow for a storage container to be placed at 3505 Marina View Point (Dockers).

SUMMARY

1. The property is part of the Harbour Towne Planned Unit Development (PUD).
2. A storage building was not part of the original PUD, so it requires an amendment to the PUD.
3. The container is currently located on site and was being used temporarily during construction. The applicant is now in need for permanent storage for the restaurant facility. The applicant is proposing to paint the container and add murals to it as well.
4. The container is larger than 200 sf (320 sf), so the Inspections Department would require a building permit for it to become a permanent structure.
5. Notice was sent to applicants within 300 feet of the property. At the time of this writing, staff had received one comment from Chris and Beth Cok, 1466 W Harbour Towne Cir who are opposed to a container and would prefer similar construction materials as used in the restaurant building.
6. Please see the enclosed site plan and rendering.

Current Picture of Container. Trailer to be Removed.



**CITY OF MUSKEGON
RESOLUTION #2021-**

**RESOLUTION TO AMEND THE PLANNED UNIT DEVELOPMENT FOR
HARBOUR TOWNE**

WHEREAS, a petition to amend the Planned Unit Development at 3505 Marina Point View has been received; and,

WHEREAS, proper notice was given by mail and publication and public hearings were held by the City Planning Commission and by the City Commission to consider said petition, during which all interested persons were given an opportunity to be heard in accordance with provisions of the Zoning Ordinance and State Law; and

WHEREAS, the proposed amendment is to allow a storage container to be placed at Dockers Restaurant, 3505 Marina Point View; and

NOW, THEREFORE, BE IT RESOLVED that the amendment to the final Planned Unit Development is hereby approved.

Adopted this 22nd day of June 2021

Ayes:

Nays:

Absent:

By: _____
Stephen J. Gawron
Mayor

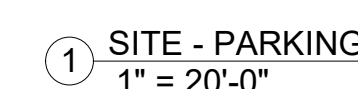
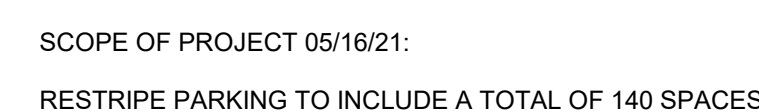
Attest: _____
Ann Meisch
Clerk, City of Muskegon

CERTIFICATE
(Amendment to PUD at 3505 Marina Point View)

The undersigned, being the duly qualified clerk of the City of Muskegon, Muskegon County, Michigan, does hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Commission of the City of Muskegon, at a regular meeting of the City Commission on the 22nd day of June, 2021, at which meeting a quorum was present and remained throughout, and that the original of said ordinance is on file in the records of the City of Muskegon. I further certify that the meeting was conducted and public notice was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan of 1976, as amended, and that minutes were kept and will be or have been made available as required thereby.

DATED: _____, 2021.

Ann Meisch
Clerk, City of Muskegon



Docker's Fish House

3505 Marina View Point

Site Plan

Project number	19008
Date	05/16/21
Drawn by	AJR

C1

Scale 1" = 20'-0"

WATCH MUSKEGON

Agenda Item Review Form Muskegon City Commission

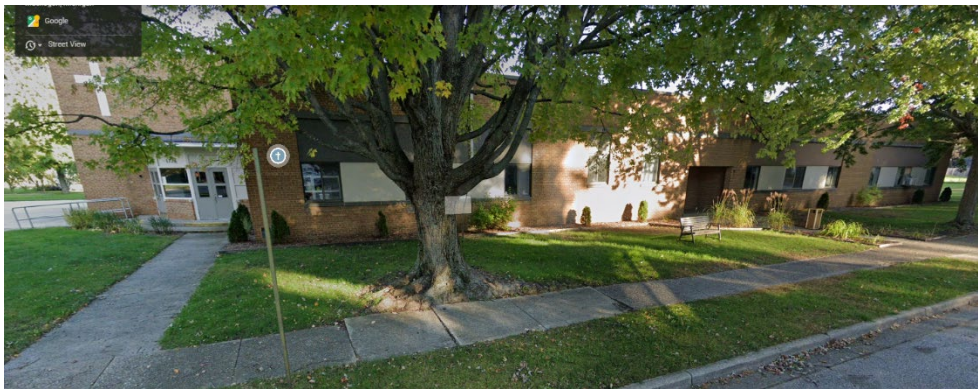
Commission Meeting Date: 7/27/21	Title: Rezoning of 1128 Roberts St
Submitted By: Mike Franzak	Department: Planning
Brief Summary: Request to rezone the property at 1128 Roberts St from R-1 Single-Family Residential Low Density to MC Medical Care, by Fresh Coast Alliance.	
Detailed Summary: The Planning Commission unanimously (8-0, one absent) recommended approval of the rezoning and also unanimously approved the special use permit, contingent upon the rezoning approval by the City Commission. Please see the comments received before the Planning Commission meeting was held. These were all in favor of the proposal, however, none of them came from neighbors that were noticed by mail. There were a few neighbors at the meeting that were not in favor of the request.	
Amount Requested:	Amount Budgeted:
Fund(s) or Account(s):	Fund(s) or Account(s):
Recommended Motion: To (approve/deny) the request to rezone the property at 1128 Roberts St from R-1 Single-Family Residential Low Density to MC Medical Care,	
Check if the following Departments need to approve the item first: Police Dept. ☐ Fire Dept. ☐ IT Dept. ☐ For City Clerk Use Only: Commission Action:	

Planning Commission Excerpt

SUMMARY

1. The property is zoned R-1, Low Density Single Family Residential.
2. The lot measures 2.3 acres and has an existing building that measures 15,500 feet.
3. Please see the enclosed attachment from the applicant regarding their current and proposed uses. They are currently operating out of a portion of the building for social support and community benefit purposes related to the church. They are proposing to use the vacant land on site to develop two housing units for inpatient recovery support services.
4. A small 535 sf addition is proposed to the existing building.
5. The two proposed housing units would both measure 4,772 sf and include parking lot additions. It would also include the addition of a garage. The Muskegon County Drain Commissioner would have to approve the stormwater plan for these additions.
6. Both uses would require a rezoning to Medical Care. Any use that involves lodging of people requires a special use permit.
7. Notice was sent to applicants within 300 feet of the property. At the time of this writing, staff had received several emails (enclosed) in support of the project, however, none of them appear to be residents of the neighborhood.

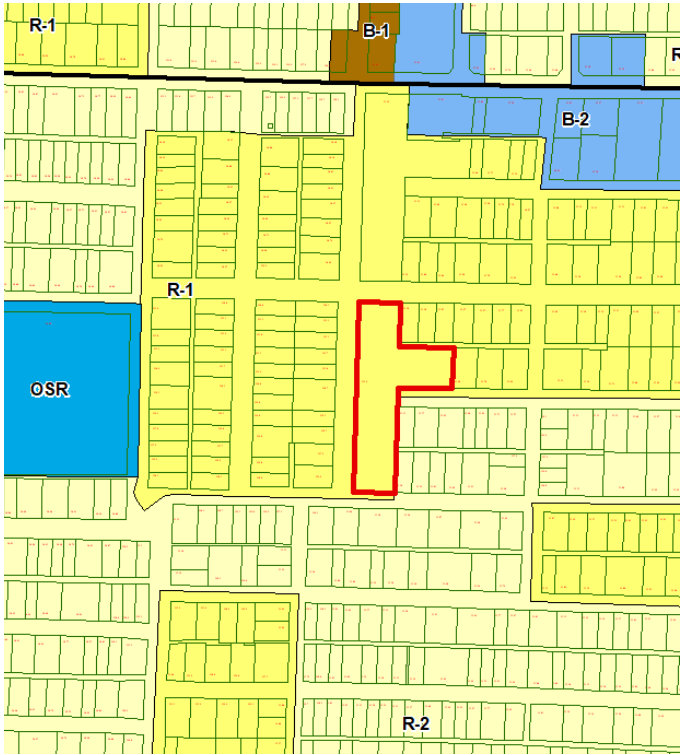
Existing building on site, north side of property



Vacant property on south side of property



Zoning Map



Aerial Map



CITY OF MUSKEGON
MUSKEGON COUNTY, MICHIGAN
ORDINANCE NO.

An ordinance to amend the zoning map of the City to provide for a zone change for 1128 Roberts St from R-1, Single Family Low Density Residential to MC, Medical Care

THE CITY COMMISSION OF THE CITY OF MUSKEGON HEREBY ORDAINS:

The zoning map of the City of Muskegon is hereby amended to change the zoning for 1128 Roberts St from R-1, Single Family Low Density Residential to MC, Medical Care

CITY OF MUSKEGON SEC 28 T10N R16W S 128 FT OF N 966 FT OF E 5 ACRES OF W 10 ACRES NW 1/4 NE 1/4 ALSO E 132 FT OF W 165 FT NW 1/4 NE 1/4 SD SEC EXC N 661.6 FT NW 1/4 NE 1/4 This ordinance adopted:

Ayes: _____

Nays: _____

Adoption Date: _____

Effective Date: _____

First Reading: _____

Second Reading: _____

CITY OF MUSKEGON

By: _____

Ann Meisch, MMC

City Clerk

CERTIFICATE (Rezoning 1128 Roberts St from R-1 to MC)

The undersigned, being the duly qualified clerk of the City of Muskegon, Muskegon County, Michigan, does hereby certify that the foregoing is a true and complete copy of an ordinance adopted by the City Commission of the City of Muskegon, at a regular meeting of the City Commission on the 27th day of July, at which meeting a quorum was present and remained throughout, and that the original of said ordinance is on file in the records of the City of Muskegon. I further certify that the meeting was conducted and public notice was given pursuant to and in full compliance with the Michigan Zoning Enabling Act, Public Acts of Michigan No. 33 of 2006, and that minutes were kept and will be or have been made available as required thereby.

DATED: _____, 2021 _____

Ann Meisch, MMC

Clerk, City of Muskegon

Publish Notice of Adoption to be published once within ten (10) days of final adoption.

CITY OF MUSKEGON
NOTICE OF ADOPTION

Please take notice that on July 27, 2021, the City Commission of the City of Muskegon adopted an ordinance amending the zoning map to provide for the change of zoning for 1128 Roberts St from R-1 to MC:

CITY OF MUSKEGON SEC 28 T10N R16W S 128 FT OF N 966 FT OF E 5 ACRES OF W 10 ACRES NW 1/4 NE 1/4 ALSO E 132 FT OF W 165 FT NW 1/4 NE 1/4 SD SEC EXC N 661.6 FT NW 1/4 NE 1/4

Copies of the ordinance may be viewed and purchased at reasonable cost at the Office of the City Clerk in the City Hall, 933 Terrace Street, Muskegon, Michigan, during regular business hours.

This ordinance amendment is effective ten days from the date of this publication.

Published _____, 2021

CITY OF MUSKEGON

By _____

Ann Meisch, MMC

City Clerk

PUBLISH ONCE WITHIN TEN (10) DAYS OF FINAL PASSAGE.

Account No. 101-80400-5354



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF CORRECTIONS
LANSING

HEIDI E. WASHINGTON
DIRECTOR

July 7, 2021

City of Muskegon
Planning Commission
933 Terrace St.
Muskegon, MI 49443

Dear Planning Commission:

I am writing in support of Fresh Coast Alliance and the request to rezone the property at 1128 Roberts St. for development of their proposed project. The Muskegon Parole and Muskegon Probation Offices have had a professional relationship with Fresh Coast Alliance and their predecessor since 2013. Representatives from Fresh Coast Alliance have always displayed professionalism and a heart to serve our population of returning citizens with many valuable services.

Fresh Coast Alliance started the CLEAR program in Muskegon in 2016 and this serves as a mentoring program for residents who have a felony conviction or have been incarcerated. This group has also partnered with local law enforcement to develop a relationship outside of the structure of criminal justice. None of our returning citizens have been forced to attend the CLEAR group, yet the attendance has been outstanding. This is credited to Fresh Coast Alliance and the quality of their staff and program.

Fresh Coast Alliance is community based and serves the entire Muskegon community, working with anyone in need of services. Our years of experience working with Fresh Coast Alliance has proven they show great appreciation for the residents of Muskegon and put the interests of the citizens above their own.

Not only are they a tremendous organization, but their proposal for this property will serve a need within the community for programming, services, and treatment. There is a gap in services for our population of returning citizens who are often referred out of the area to receive specialized programming in Grand Rapids, Holland, and Kalamazoo. This can have a negative impact on outcomes when local citizens are sent to another community to receive programming because they are often away from their family and support systems. Having resource for citizens to receive these services locally will positively benefit both individual citizens and the entire community.

Muskegon is fortunate to have such a superb organization like Fresh Coast Alliance within the community with a heart to serve the citizens. I am in full support for their proposal for 1128 Roberts St. and am certain this proposal will have a positive impact for everyone who walks through the doors of their new facility.

Please do not hesitate to ask if you should need any further information about my support for Fresh Coast Alliance and their proposal for 1128 Roberts St. I can be reached on my cell phone at (616) 916-3916 or TimmersJ@michigan.gov.

Sincerely,

A handwritten signature in black ink that reads "Jonathan Timmers". The script is fluid and cursive, with the first letter of each word being capitalized and larger than the others.

Jonathan Timmers, Region Manager
Michigan Department of Corrections
FOA - Region 4B

Dear Muskegon Planning Commission Members,

On July 15, you have a hearing regarding a rezoning request from Fresh Coast Alliance. I wish to speak to this all-important request.

Fresh Coast Alliance provides a holistic approach to help returning citizens from incarceration. Their programs are focused on providing essential skills and services through a very caring, supportive approach to each individual.

I have been a school administrator in a district in Muskegon County for many years: it is crucial that we support, encourage and care for those around us.

Fresh Coast Alliance is a very well run organization, doing the right things for those in need. This is a wonderful opportunity.

Please, also do the right thing to provide this to the community.

Most Sincerely,
Pamela Bricker

I am writing to lend my support to Fresh Coast Alliance in their efforts to rezone property. I understand consideration for said rezoning was to be on the agenda of the July 15th Public Hearing of the Muskegon Planning Commission.

Fresh Coast Alliance has proven to be a valuable asset to the Muskegon community. The proposed expansion would provide needed services which have not been available in the area for some time - long term substance use treatment. As a Mental Health and Substance Abuse Therapist, I appreciate all the help we can ascertain to stem the tide of the current trends in alcohol and drug use.

Please grant Fresh Coast Alliance the rezoning required in order to strengthen our community. Thank you.

David Neal, MSW CAADC MDiv
Alcohol and Chemical Abuse Consultants

Good afternoon,

Please accept this letter of support for what Fresh Coast Alliance is doing bringing long term care. Here at Kolbe Detox, which is also new we look forward to being able to send referrals for long term residential after medically safe detox. Our partnership with Fresh Coast means so much!!

Everyone at Fresh Coast exemplifies professionalism and top-notch care for those transitioning and needing assistance.

Thank you,

Heather Brown MA LPC CAADC CCS-DP
Behavioral Health Clinical Supervisor
Catholic Charities of West Michigan | Kolbe Detox Center
1713 7th Street
Muskegon, MI 49441
Cell: 616-286-9042

Good Morning Planning Commission,

Fresh Coast Alliance is an amazing program that has been a benefit and blessing to the Muskegon Community. For the last 5 years, they have had a significant positive impact on the Re-entry and Recovery Communities in the area. I work in the area of Substance Use and Re-entry every day, and am in long-term recovery myself. I would not be here if it were not for Fresh Coast Alliance and the work that they do.

I now work as a Recovery Coach in Muskegon County at Hackley Community Care and am also a volunteer for Fresh Coast Alliance. The Muskegon area continues to have a void when it comes to long-term residential treatment for Men and Women. Having this facility will allow Muskegon Residents to have a localized place to seek the treatment that they need. I am excited for the future and fully support Fresh Coast Alliance in their efforts toward making the Muskegon area a safer place!!! Thanks so much for your time and consideration.

Stephen Thiele

Hackley Community Care Center
Peer Support Specialist/Certified Peer Recovery Coach.
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