

City of Muskegon
City Commission Meeting
Minutes

July 25, 2023, 5:30 pm
Muskegon City Hall
933 Terrace Street, Muskegon, MI 49440

Present: Mayor Ken Johnson
Commissioner Rebecca St.Clair
Commissioner Eric Hood
Vice Mayor Willie German, Jr.
Commissioner Teresa Emory

Absent: Commissioner Rachel Gorman
Commissioner Michael Ramsey

Staff Present: City Manager Jonathan Seyferth
City Clerk Ann Meisch
City Attorney John Schrier
Deputy City Clerk Kimberly Young

1. Call To Order

Mayor Ken Johnson called the Muskegon City Commission meeting to order at 5:30 p.m.

2. Prayer

Pastor Dwayne Riley, Crestwood United Methodist Church, opened the meeting with a prayer.

3. Pledge of Allegiance

The Pledge of Allegiance to the Flag was recited by the Commission and the public.

4. Roll Call

As recorded above

5. Honors, Awards, and Presentations

5.a MCC Student Recognition

The Police Department would like to recognize Alexander Smith and Alex Near for their hard work on designing the wrap for the new City community bus donated by Ramos and Sons. Alexander and Alex are students at Muskegon Community College working on their Associate of Arts and Science in Graphic Design. Their creativity skills captured the essence of our great city and will be displayed throughout our neighborhoods at various community engagement events.

Emily Morgenstern, Police Community Coordinator for the Public Safety Department, recognized Dave Ramos, of Ramos Towing for his donation of the shuttle bus to the Muskegon Police Department. The outside of the shuttle bus was given a makeover thanks to the creative minds of Muskegon Community College students Alex Near and Alexander Smith, along with their Instructor, Kevin Kaiser. The Shuttle bus is currently being used for Pop Up parties in local neighborhoods throughout the city, providing an opportunity for positive interactions between residents and law enforcement.

5.b Introduce New Staff

City Manager Jonathan Seyferth introduced Derrick Oakes, Muskegon County HR Representative, who will be on-site in city hall to work with staff.

6. Public Comment on Agenda Items

Public comments were received.

7. Consent Agenda

Action No. 2023-81

Motion by: Commissioner St.Clair

Second by: Vice Mayor German

To accept the consent agenda as presented, (item E has been removed from the agenda), minus item C and H.

Ayes: (5): Mayor Johnson, Commissioner St.Clair, Commissioner Hood, Vice Mayor German, and Commissioner Emory

Absent (2): Commissioner Gorman, and Commissioner Ramsey

MOTION PASSES (5 to 0)

7.a Approval of Minutes - City Clerk

To approve the minutes of the June 27, 2023 Regular Meeting, July 10, 2023 Worksession, and July 11, 2023 Regular Meeting.

STAFF RECOMMENDATION: To approve the minutes.

7.b MML Workers' Compensation Fund Board Ballot

As a member of the Michigan Municipal League's (MML) Worker's Compensation Fund, the City of Muskegon votes for the fund's board members. The Commission must approve a slate of up to six candidates. The recommended slate of candidates can be found on the page following the memo.

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First Term Recommendations:

- Christine Burns, Manager, Village of Spring Lake
- Juan Ganum, Manager, City of Bridgeman
- Kevin Klynstra, Mayor, City of Zeeland

Re-election to Second Terms Recommendations:

- Devin Olson, Manager, City of Munising
- Adam Smith, Manager, City of Grand Ledge
- David J Toosava, Mayor, City of Hastings

STAFF RECOMMENDATION: To approve the MML Worker's Compensation Fund Board of Trustees slate as presented and authorize the City Manager to sign.

7.d Deputy City Manager Contract - Manager's Office

The City Commission had indicated a desire to see the Deputy Manager's position memorialized with its own contract. This contract is based largely

on the City Manager's contract and notes that the DCM position is outside the Civil Service.

The contract is based largely on the City Manager's contract and includes benefits provided to other department/division heads.

Key Highlights:

- Car allowance
- Educational allowance (with a passing grade)
- Remote work option (structured and reviewed annually)
- Contract would be retroactive to May 1, 2023

AMOUNT REQUESTED: \$144,000

FUND OR ACCOUNT: 101-172-5100/various

STAFF RECOMMENDATION: : To approve the Deputy City Manager's contract as presented and authorize the Mayor and Clerk to sign.

7.f Water Supply System Bonds - Finance

Ordinance authorizing the issuance of Water Supply System Junior Lien Revenue Bonds.

To authorize the issuance of Water Supply System Bonds in an amount not to exceed \$8,865,000. The Bonds are expected to be sold to the Michigan Finance Authority and payable in 20 annual principal installments at an interest rate of 1.875%. Scheduled closing is September 20th.

Estimated Principal Forgiveness: These numbers are still being finalized and do not include the reductions for the ARPA Grant and principal forgiveness, which is 75% of the project cost amount, leaving the amount of the loan to be repaid of \$2,216,250.

STAFF RECOMMENDATION: To approve the ordinance authorizing the issuance of Water Supply System Revenue Bonds.

7.g Sanitary Sewer Collection System Bonds - Finance

Ordinance authorizing the issuance of Sanitary Sewer Collection System Junior Lien Revenue Bonds.

To authorize the issuance of Sanitary Sewer Collection System Bonds in an amount not to exceed \$3,910,000. The Bonds are expected to be sold to the Michigan Finance Authority and payable in 20 annual principal

installments at an interest rate of 1.875%. Scheduled closing is September 20th.

Estimated Principal Forgiveness is approximately \$1,955,000.

STAFF RECOMMENDATION: To approve the ordinance authorizing the issuance of Sanitary Sewer Collection System Revenue Bonds.

7.c Tax Foreclosure City Property Acquisition 2023 - Economic Development

Staff is seeking approval to purchase various vacant lots for infill housing and homes for rehab prior to their procession to the Tax Foreclosure Auction.

We have received the list of properties and structures in the city limits that are proceeding to the tax auction. Staff has compiled the attached list that we feel are in the public interest for the City of Muskegon to acquire for the purposes of new construction infill housing, as well as affordable housing rehabs through CNS. We anticipate that most of these properties will be built on in calendar 2024 and will be a blend of for-sale and for-rent product.

The lots are requested for purchase as follows:

- 1974 Dowd (\$1,216.50)
- 647 Marquette (\$520.79)
- 77 Hartford (\$726.68)
- 1278 Pine (\$508.27)
- 611 Leonard (\$655.03)
- 1124 Langeland (\$981.66)

Total for Lots: \$4,608.93

The house requested for CNS Rehab is 1295 James **(\$5,610.34)**

STAFF RECOMMENDATION: To approve the purchase of the properties on the 2023 Tax Auction List as presented, and to authorize the city manager or his designee to close on the properties.

Action No. 2023-82(c)

Motion by: Vice Mayor German

Second by: Commissioner St.Clair

To approve the purchase of the properties on the 2023 Tax Auction List as presented, with the exception of 1295 James Street, and to authorize the city manager or his designee to close on the properties.

Ayes: (5): Mayor Johnson, Commissioner St.Clair, Commissioner Hood, Vice Mayor German, and Commissioner Emory

Absent (2): Commissioner Gorman, and Commissioner Ramsey

MOTION PASSES (5 to 0)

7.e AT&T Lease Agreement Renewal - DPW - REMOVED PER STAFF REQUEST

7.h Update to Paid Parking Policy - Manager's Office

The Paid Parking Policy was approved in January 2021. At the request of the City Manager and Commissioners, the policy has been updated to allow 2 free passes per city residence. In addition to the property tax database, city utility bills can serve as proof of residency.

STAFF RECOMMENDATION: To approve the amendment to the Paid Parking Policy.

Action No. 2023-82(h)

Motion by: Commissioner St.Clair

Second by: Commissioner Emory

To approve the amendment to the Paid Parking Policy and to publish Proof of Residency Parameters as determined by the City Manager to relevant sections of the city's website.

Ayes: (5): Mayor Johnson, Commissioner St.Clair, Commissioner Hood, Vice Mayor German, and Commissioner Emory

Absent (2): Commissioner Gorman, and Commissioner Ramsey

MOTION PASSES (5 to 0)

8. Public Hearings

8.a Creation of a Redevelopment Area District - Planning

Request to approve the “Redevelopment Area District” pursuant to Public Act 501 of 2006, which will allow the issuance of liquor licenses under certain circumstances within the proposed “Redevelopment Area District.”

STAFF RECOMMENDATION: To approve the “redevelopment area district” pursuant to Public Act 501 of 2006.

Planning Manager, Mike Franzak, provided an overview of the request to create a Redevelopment Area District.

PUBLIC HEARING COMMENCED: No public comments were received.

Action No. 2023-83

Motion by: Commissioner St.Clair

Second by: Commissioner Hood

To close the public hearing and approve the “redevelopment area district” pursuant to Public Act 501 of 2006.

Ayes: (5): Mayor Johnson, Commissioner St.Clair, Commissioner Hood, Vice Mayor German, and Commissioner Emory

Absent (2): Commissioner Gorman, and Commissioner Ramsey

MOTION PASSES (5 to 0)

9. Unfinished Business

10. New Business

10.a Issuance of a Redevelopment Area Liquor License at 350 W. Western Ave - Planning

Request to issue a Redevelopment Area Liquor License to 18th Amendment at 350 W Western Ave pursuant to Public Act 501 of 2006.

18th Amendment, located at 150 W Western would like to change their liquor license type from a distillery to a traditional liquor license. With none available, they have applied for a Redevelopment Area Liquor License through Public Act 501 of 2006. Please see the statement from the Assessors Department regarding the qualification of the investment levels in the Redevelopment Area.

STAFF RECOMMENDATION: To approve the Redevelopment Area Liquor License to 18th Amendment at 350 W. Western Avenue.

Action No. 2023-84

Motion by: Commissioner St.Clair

Second by: Commissioner Hood

To approve the Redevelopment Area Liquor License to 18th Amendment at 350 W. Western Avenue.

Ayes: (5): Mayor Johnson, Commissioner St.Clair, Commissioner Hood, Vice Mayor German, and Commissioner Emory

Absent (2): Commissioner Gorman, and Commissioner Ramsey

MOTION PASSES (5 to 0)

11. Any Other Business

11.a Public Restroom Availability at Arena

Commissioner St.Clair asked for an update about the status of allowing use of public restrooms at Trinity Health Arena and if they were available during Rebel Road. They were available for the most part but locked when staff left for the day. There are issues with the locks, they will be fixed.

11.b Shoreline Drive Update

DPW Director Dan VanderHeide informed the commission that Shoreline Drive has been staged and equipped for Phase 2 of the PILOT Road Diet. They are waiting for MDOT authorization before restriction of traffic is imposed.

11.c Community Engagement Update

Community Engagement Director, Deborah Sweet, announced that the first edition of the monthly e-newsletter will be released tonight. Deborah Sweet was tasked with creating this e-newsletter and it will be published monthly. Content was provided by C2EM Committee. Subscription to the e-newsletter is available. Also, a printed newsletter will be coming soon. The Connect Muskegon Hub is up and running and there are 10-12 projects available for those interested to learn more about.

11.d Community Engagement Recognition

City Manager, Jonathan Seyferth, announced that Deborah Sweet and the Community Engagement team was recognized by the software company, ZenCity, for the teams use of the Public Engagement product, they are used an example for other municipalities and are in the top 5% of content creators. Great job.

11.e Special Meeting Reminder

City Manager Jonathan Seyferth, reminded everyone of the Special Commission Meeting scheduled August 2, 2023 at 1:00 to review ARPA grant applications. He is trying to get a feel for what the expectation is from the commission for the meeting next week. There is a good number of applications to review and there is not necessarily an expectation to vote at the Special Meeting. They will review, discuss, and deliberate, and determine a course forward but the commission does reserve the right to vote on items if they are so inclined.

11.f Lakeshore Innovator of the Year Reception

Mayor Johnson announced that there will a reception to recognize and honor finalists for the Lakeshore Innovator of the Year Award. Mike Franzak and the Planning Team are among the finalists.

11.g Clean Slate Legislation

Public Safety Director Kozal announced that his staff has been diligently updating 25,000 records for individuals that had convictions set aside due to the Clean Slate Legislation that was recently passed. He commended his staff and their diligence in processing the updates to records and expects to continue to receive more notices to set aside convictions impacted by this legislation for some time.

11.h August 8 Election Reminder

City Clerk Ann Meisch announced that we are holding a primary on August 8, 2023 for Ward II and Ward IV and there will be no city commission meeting that night.

11.i Campaign Signs

Vice Mayor German raised concerns about candidate signs that have been coming up missing.

11.j Parks & Recreation Advisory Committee Deadline to File

Mayor Ken Johnson announced that the deadline to file for the Parks & Recreation Advisory Committee is July 27, 2023.

12. 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.)

Public comments were received.

13. Closed Session

14. Adjournment

The City Commission meeting adjourned at 6:44 p.m.

Motion by: Commissioner Hood

Second by: Commissioner Emory

To adjourn.

Respectfully Submitted,

Ann Marie Meisch, MMC - City Clerk