CITY OF MUSKEGON

CITY COMMISSION MEETING

JUNE 12, 2018 @ 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, June 12, 2018. Pastor Matt Sharpe, Evanston Avenue Baptist, opened the meeting with 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, Byron Turnquist, Debra Warren, and Willie German, Jr, City Manager Frank Peterson, City Attorney John Schrier, and City Clerk Ann Meisch.

Absent: Commissioner Dan Rinsema-Sybenga

2018-41 CONSENT AGENDA:

A. Approval of Minutes City Clerk

SUMMARY OF REQUEST: To approve the minutes of the May 22, 2018 Regular meeting.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: Approval of the minutes.

B. Professional Services Agreement City Clerk

SUMMARY OF REQUEST: To approve a professional services agreement for the City Clerk to provide assistance in election administration duties to the City of Roosevelt Park until a new clerk is selected.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: To approve the Professional Services Agreement between the City Clerk and the City of Roosevelt Park.

C. 2018-2019 MML Membership Dues City Clerk

SUMMARY OF REQUEST: Approval to pay the 2018-2019 MML dues in the amount of $9,967.00. This is an increase of $204.

FINANCIAL IMPACT:	MML Dues	$9061
	Legal Defense Fund	$ 906
	Total	$9967

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: Approval

E. Terrace Point Sidewalk DPW

SUMMARY OF REQUEST: Participate in the funding for adding a 6 foot wide sidewalk to the northwest side of Terrace Point Road from Shoreline Inn and Marina to Shoreline Drive. There is currently no sidewalk to connect pedestrians between downtown and the commercial hub on the waterfront. The City and Parkland Development will each pay half the cost.

FINANCIAL IMPACT: $22,356

BUDGET ACTION REQUIRED: The project will be added to the non-motorized line in the street funds as part of the 4th quarter reforecast in the 2017/18 budget.

STAFF RECOMMENDATION: Approve the expenditure of street funds.

G. Authorization to Sign Community Housing Development Organization (CHDO) Agreements CNS

SUMMARY OF REQUEST: To direct the Mayor and City Clerk to sign the approve agreement for the City's CHDO reserve and operating funds for Bethany Housing Ministries, Inc. doing business as Community enCompass. Community enCompass has proposed to rehabilitate a single-family home located at 34 E. Isabella Avenue in the McLaughlin Neighborhood. The total budget for this project is $163,600. Community enCompass has requested $66,650.00 in HOME funds to assist in the completion of this home. This is a continuing partnership between the City and Community enCompass in providing decent affordable homes within the City of Muskegon.

After the Mayor and Clerk sign the contracts, the CNS office will retain one copy of our files and a copy will be supplied to Community enCompass (Bethany Housing Ministries) for their records.

FINANCIAL IMPACT: Funding will be allocated from the HOME program CHDO Reserve and Operating Budgets.

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: To prepare a resolution and direct Mayor and Clerk to sign agreements.

I. CRC Recommendations for District Library Board City Clerk

SUMMARY OF REQUEST: To accept with recommendation of the Community Relations Committee to reappoint Clayton Hardiman to the District Library Board.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: To accept the recommendation of the Community Relations Committee and reappoint Clayton Hardiman to the District Library Board.

COMMITTEE RECOMMENDATION: Reappoint Clayton Hardiman to the District Library Board.

Motion by Commissioner Warren, second by Vice Mayor Hood, to approve the consent agenda as presented, except items D, F, H, and J.

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

Nays: None

MOTION PASSES

2018-42ITEMS REMOVED FROM CONSENT AGENDA:

D. <u>Request to Rezone 731 Yuba St, 205 E Muskegon Ave, 287 E Muskegon Ave and 225 Eastern Ave – SECOND READING</u> Planning & Economic Development

SUMMARY OF REQUEST: Request to rezone these properties from B-4, General Business I-1, Light Industrial, by Citiparc, LLC. The applicant is seeking the rezoning in order to develop a food processing center.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: Staff recommend approval of the rezonings.

COMMITTEE RECOMMENDATION: The Planning Commission voted in favor (5-0), with 4 members absent, recommending approval of the proposed zoning changes at their May 21, 2018 meeting. Michalski, Hood, Lardon, and Hovey-Wright were absent.

Motion by Commissioner German, second by Commissioner Warren, to approve the rezonings.

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

Nays: None

MOTION PASSES

F. 2018 CDBG/HOME Budget Recommendations CNS

SUMMARY OF REQUEST: To approve the 2018 Budget recommendations for CDBG/HOME Allocations.

FINANCIAL IMPACT: To request the Release of Funds from HUD for 2018 CDBG/HOME Allocations.

BUDGET ACTION REQUIRED: To approve the CNS budget for the 2018 CDBG/HOME Allocation.

STAFF RECOMMENDATION: To approve the 2018 CDBG and HOME Budgets for Release of Funds and Environmental Review Process.

COMMITTEE RECOMMENDATION: The Citizen's District Council has made their recommendations.

Motion by Commissioner Johnson, second by Commissioner Warren, to approve the 2018 CDBG and HOME Budgets, as recommended by the Citizens District Council, for release of funds and environmental review process.

ROLL VOTE: Ayes: Turnquist, Johnson, Gawron, Hood, Warren, and Turnquist

Nays: None

MOTION PASSES

H. Convention Center Traffic Study Engineering

SUMMARY OF REQUEST: Participate in the funding of a traffic study for the area of downtown impacted by the future convention center. The study will review traffic operations for existing and various proposed conditions. Funding will be split between the city and county per the agreements reached for other studies and design.

FINANCIAL IMPACT: The City will fund the study as part of the design of the convention center and be repaid by the county room tax

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: Approve the expenditure of public improvement funds.

Motion by Commissioner German, second by Commissioner Warren, to approve the temporary expenditure of public improvement funds.

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

Nays: None

MOTION PASSES

J. Disability Pride Day Proclamation City Clerk

SUMMARY OF REQUEST: Adopt a proclamation proclaiming June 16, Disability

Pride Day 2018.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: Approve the proclamation.

Motion by Commissioner Johnson, second by Commissioner German, to approve the proclamation.

ROLL VOTE: Ayes: Johnson, Gawron, Hood, Warren, German, Turnquist

Nays: None

MOTION PASSES

2018-43 PUBLIC HEARINGS:

A. <u>Transmittal of 2018-19 Proposed Budget</u> City Manager

SUMMARY OF REQUEST: At this time staff is transmitting to the City Commission the proposed budget for fiscal year 2018-19 which starts July 1, 2018. Both hardcopy and electronic versions of the budget have been distributed to Commissioners. Additionally, the budget is available for public inspection on the City's website and at the City Clerk's office.

The proposed budget was reviewed in detail with staff at the June 11 work session. A public hearing on the budget is being held at the regular Commission Meeting. City ordinance requires that the budget be adopted by the Commission on or before the second Commission meeting in June.

FINANCIAL IMPACT: The budget is the City's financial plan for the coming fiscal year.

BUDGET ACTION REQUIRED: None at this time.

STAFF RECOMMENDATION: Approval of the proposed budget for fiscal year 2018-19.

PUBLIC HEARING COMMENCED: The following public comments were received:

Lowell Kirksey, 1329 Fourth Street – concerned about lack of funding for youth programs.

Motion by Commissioner Johnson, second by Vice Mayor Hood, to close the public hearing and adopt the proposed budget for fiscal year 2018-19.

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

Nays: None

MOTION PASSES

2018-44 NEW BUSINESS:

A. <u>Police Department Police Manual Update/Revision</u> Public Safety

SUMMARY OF REQUEST: The Director of Public Safety requests that the Commission authorize the amount of $29,242 for the department contract with Lexipol, LLC to update/revise the department's policy and procedure manual. Our current policy manual was last updated in 2005, and no longer reflects up to date standards and best practices consistent with current case law. Lexipol will provide the department with up to date policies specific to the laws and practices of Michigan, which continue to reflect our values and policing philosophy. As legislation or case law changes, Lexipol will provide timely updates to reflect this change. MPD officers will also utilize daily, scenario based training bulletins to reinforce our policies.

FINANCIAL IMPACT: None – GF Budgeted

BUDGET ACTION REQUIRED: None – Funded by Drug Forfeiture Fund

STAFF RECOMMENDATION: Staff recommends approval to update/revise the Police Department's policy manual.

Motion by Commissioner Warren, second by Commissioner Johnson, to approve the update/revision to the Police Department's policy manual.

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

Nays: None

MOTION PASSES

B. <u>Convention Center Development Agreement</u> City Manager

SUMMARY OF REQUEST: City staff is requesting approval of a development agreement involving the City of Muskegon, Muskegon County, and Parkland Properties. The agreement will guide the development of the proposed convention center and outline the commitments of all three parties.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: None at this time.

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

Motion by Commissioner Johnson, second by Commissioner German, to approve the development agreement and authorize the Mayor and Clerk to sign.

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

Nays: None

MOTION PASSES

ANY OTHER BUSINESS: Commissioner Warren asked for and received an update on McGraft Park and the concern regarding Oak Wilt and disc golf at the park.

City Manager, Frank Peterson, gave an update on the fire department.

PUBLIC PARTICIPATION: Public comments were received.

ADJOURNMENT: The City Commission Meeting adjourned at 7:25 p.m.

Respectfully Submitted,

Ann Marie Meisch, MMC, City Clerk