CITY OF MUSKEGON

CITY COMMISSION MEETING

JUNE 11, 2019 @ 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 11, 2019, Pastor Tim Cross, Living Word Church, 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, Dan Rinsema-Sybenga, and Willie German, Jr., City Manager Frank Peterson, City Attorney John Schrier, and City Clerk Ann Meisch.

HONORS AND AWARDS:

A. Recognition of Spring 2019 Citizen's Academy Graduates Public Safety

Mayor, Stephen J. Gawron, read the resolution and thanked the 2018 Citizen's Police Academy for their faithful attendance, completion, and graduation from the ten week academy.

2019-47 CONSENT AGENDA:

A. Approval of Minutes City Clerk

SUMMARY OF REQUEST: To approve the May 28, 2019 Regular Meeting minutes.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: Approval of the minutes.

C. Consideration of Bids for H91843 Third Street, Merrill to Muskegon
DPW-Engineering

SUMMARY OF REQUEST: To award the project to Jackson-Merkey Contracting, Inc. since they were the lowest responsible bidder with a total bid price of $825,867.05.

Three (3) bids were submitted for this project as follows:

Jackson-Merkey	$825,867.05
K&R, Inc.	$857,061.35
McCorMick Sand	$882,088.75
FINANCIAL IMPACT:	$825,867.05

BUDGET ACTION REQUIRED: Project is included in the 19/20 Capital Budget. Reforecast may be needed to address final project cost.

STAFF RECOMMENDATION: Award the contract to Jackson-Merkey Contractors, Inc.

D. <u>Electrical System Upgrades Design and Construction Services</u> DPW-Filtration

SUMMARY OF REQUEST: Authorize staff to enter into a professional services agreement for Electrical System Upgrades Design and Construction Services at Water Filtration Plan with Tetra Tech per their proposal for $13,000.

Tetra Tech is being recommended since they were the engineer for the control systems upgrades project and their familiarity with the filtration plant.

FINANCIAL IMPACT: $13,000

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: Authorize staff to enter into an agreement with Tetra Tech for a cost of $13,000.

E. <u>Fence at Elevated Tanks</u> DPW – Filtration

SUMMARY OF REQUEST: Authorize staff to enter into a fence installation agreement with Fence Consultants since they submitted the responsible bid of $43,050 that meets the RFP requirements.

Two bids were submitted and only one bid meets the RFP requirements.

FINANCIAL IMPACT: $43,050

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: Authorize staff to enter into an agreement with Fence Consultants for a cost of $43,050.

F. <u>City Hall Air Conditioners</u> Department of Public Works

SUMMARY OF REQUEST: Authorize staff to contract with Jewitt Heating and Cooling for the replacement of four (4) air conditioners at City hall in the amount of $13,832.50.

Three firms were contacted for bids as follows:

Jewitt Heating and Cooling	$13,832.50
Boardwell Mechanical Services	$19,500.00

American Mechanical Services Declined to Bid

FINANCIAL IMPACT: $13,832.50

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: Authorize staff to contract with Jewitt Heating and Cooling for the air conditioner replacements.

G. Repayment of Reimbursement Agreement on Parcel O at Harbour 31
Finance

SUMMARY OF REQUEST: In 2008 Dan Henderickson & Viridian Properties signed a reimbursement agreement with the City to use $250,000 of a $500,000 MDEQ loan the City had secured. Currently there is an outstanding invoice of $18,554.93 and a principal balance of $33,942.83 owing on this reimbursement agreement. A development group is in the process of purchasing two lakefront parcels from the current owners, Muskegon Lakefront, LLC. To ensure this purchase goes through the developers have agreed to pay the $33,942.82 principal balance owed if the city is willing to write off the invoice of $18,554.93. This new developer is currently in negotiations to purchase one other parcel at the Harbour 31 site, once that is completed they are ready to announce their plans for the site. The City should be able to recoup our costs from Brownfield capture.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: To approve the write off of invoice 17-00004744 in the amount of $18,554.93.

H. CDBG Program Administration Agreement – City of Muskegon/City of Norton Shores Planning & Economic Development

SUMMARY OF REQUEST: The City of Muskegon has contracted with the City of Norton Shores to administer their Community Development Block Grant (CDBG) program since 2006. The current Agreement concludes on June 30, 2019. The new Agreement extends for two years (through June 30, 2021).

FINANCIAL IMPACT: The City of Norton Shores will pay the maximum allowable CDBG costs per program year to the City of Muskegon, minus $1,000 to administer their CDBG program.

BUDGET ACTION REQUIRED: None

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

I. 880 First Street RFP Economic Development

SUMMARY OF REQUEST: Staff is seeking approval to publicize the Request for

Proposals for redevelopment of 880 First Street as presented.

FINANCIAL IMPACT: None at this time.

BUDGET ACTION REQUIRED: None at this time.

STAFF RECOMMENDATION: To authorize the release and publication of the Request for Proposals as presented.

J. <u>Administrative Vehicle Leases</u> City Manager

SUMMARY OF REQUEST: Staff is seeking approval to lease two GMC Acadia sport utility vehicles from Betten Baker Muskegon.

FINANCIAL IMPACT: $18,922 per vehicle

BUDGET ACTION REQUIRED: None at this time.

STAFF RECOMMENDATION: To authorize staff to execute the leases consistent with the provided term sheet.

K. <u>Youth Hockey Director</u> City Manager

SUMMARY OF REQUEST: Staff is seeking approval of an Agreement with Bill Zalba to serve as the Youth Hockey Director at the LC Walker Arena.

FINANCIAL IMPACT: None at this time.

BUDGET ACTION REQUIRED: None at this time.

STAFF RECOMMENDATION: To authorize staff to execute the agreement.

L. <u>Community Relations Committee Recommendations</u> City Clerk

SUMMARY OF REQUEST: To accept resignations and appointment as follows: Accept the resignations of Teresa Emory from the Citizens Police Review Board and William Krick from the Housing Code Board of Appeals.

Accept the appointment of Kim Burr to the Citizen position on the Housing Code Board of Appeals.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: To concur with the recommendations of the Community Relations Committee and approve the resignations and appointment.

Motion by Commissioner Warren, second by Commissioner German, to approve the consent agenda as presented, except item B.

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

Nays: None

MOTION PASSES

2019-48 REMOVED FROM CONSENT AGENDA:

B. <u>Establish Business Development Manager Position</u>
Planning Department

SUMMARY OF REQUEST: Approve the establishment of a position for a Business Development Manager and hire Dave Alexander for the position. The purpose of the position is to develop the city's commercial districts through attraction of investment, supporting of existing businesses, assistance with events, and promotion of the City. The manager will serve as staff liaison to the Downtown Development Authority, the Downtown Muskegon Business Improvement District, the Downtown Muskegon Development Corporation, and the Lakeside Business District.

Now that our Downtown Development Authority has steady income, there is a duplication of efforts between the DDA and Downtown Muskegon Now. Both boards have agreed to combine, and the DMN board will be dissolved on June 30, 2019. Dave's work to promote downtown will continue as a city employee.

FINANCIAL IMPACT:

BUDGET ACTION REQUIRED:

STAFF RECOMMENDATION: Approve the new position and appoint Dave Alexander to fill it.

Motion by Commissioner Johnson, second by Commissioner Rinsema-Sybenga, to approve the new position and appoint Dave Alexander to fill it.

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

Nays: None

MOTION PASSES

PUBLIC PARTICIPATION: Public Comments were received.

ADJOURNMENT: The City Commission meeting adjourned at 6:00 p.m.

Respectfully Submitted,

Ann Marie Meisch, MMC – City Clerk