

CITY OF MUSKEGON

CITY COMMISSION MEETING

MARCH 24, 2020 @ 5:30 P.M.

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

AGENDA

- ☐ **CALL TO ORDER:**
- ☐ **ROLL CALL:**
- ☐ **HONORS AND AWARDS:**
- ☐ **CONSENT AGENDA:**
 - A. Approval of Minutes** City Clerk
 - B. 1639 5th Street Sale** Community and Neighborhood Services
 - C. Brownfield Development and Reimbursement Agreement – The Docks (Damfino Development, LLC)** Economic Development
 - D. Resolution Setting Foundry Square, LLC Brownfield Public Hearing**
Economic Development
 - E. Act 51 Map Changes** Engineering
 - F. Amity Avenue Bridge** Public Works
 - G. Highway Aggregates, Materials, and Concrete** Public Works
 - H. Sheridan & Olthoff Reconstruction** Engineering
 - I. Mulch Installation Contract** Public Works
 - J. Equipment Purchase** Public Works
 - K. NEZ Certificates** Planning
 - L. Equipment Purchase** Public Works – Water Filtration
 - M. Emergency Small Business Loans** City Manager
 - N. Emergency Purchasing Procedure** City Manager
- ☐ **PUBLIC HEARINGS:**
- ☐ **UNFINISHED BUSINESS:**
- ☐ **NEW BUSINESS:**
- ☐ **ANY OTHER BUSINESS:**
- ☐ **PUBLIC COMMENT:**

- ▶ **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.



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: March 24, 2020	Title: Approval of Minutes
Submitted By: Ann Marie Meisch, MMC	Department: City Clerk
Brief Summary: To approve the minutes of the February 19, 2020 Special City Commission meeting the February 25, 2020 regular meeting, and March 9, 2020 Worksession 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
SPECIAL CITY COMMISSION MEETING
Monday, February 19, 2020
5:00 p.m.
City Commission Chambers

MINUTES

Present: Mayor Stephen Gawron and Commissioners Emory, Johnson, German, Rinsema-Sybenga, and Ramsey. Vice Mayor Hood arrived at 5:20 p.m.

Absent: None.

Third Amendment to Shared Use Agreement

Staff is recommending approval as presented. This reflects a minor change to the "City Participation" section of the proposed amendment. All parties have agreed to the changes.

Motion by Vice Mayor Hood, second by Commissioner Rinsema-Sybenga, to approve the Third Amendment to the Shared Use Agreement City of Muskegon and W.C. Hockey, LLC.

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

MOTION PASSES

First Amendment to Naming Rights and Sponsorship Agreement

Staff is requesting that this item be pulled from the agenda. No further consideration is being requested on this item. All parties have agreed that this amendment is no longer necessary.

Adjourned at 5:53 p.m.

Respectfully Submitted,

Ann Marie Meisch, MMC – City Clerk

CITY OF MUSKEGON

CITY COMMISSION MEETING

FEBRUARY 25, 2020 @ 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, February 25, 2020, Pastor Tim Cross, Living Word Church, 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, Commissioners Ken Johnson, Dan Rinsema-Sybenga, Willie German, Jr., Teresa Emory, and Michael Ramsey, City Manager Frank Peterson, City Attorney John Schrier, and City Clerk Ann Meisch.

Absent: Vice Mayor Eric Hood

HONORS AND AWARDS:

A. USS Silversides Summer Programming with Boys & Girls Club – Informational Presentation – Peggy Maniates, Executive Director

Peggy Maniates, Executive Director of the USS Silversides Museum presented information on the field trip program that the organization does with the Boys & Girls Club of Muskegon and Muskegon Public School System.

B. Informational Presentation on expansion plans for The Deck

Michelle Harris, owner of 1601 Beach, LLC presented information to the commission regarding their expansion plans for their restaurant, The Deck, at Pere Marquette Park.

PUBLIC COMMENT ON AGENDA ITEMS: No comments on agenda items.

2020-13 CONSENT AGENDA:

A. Approval of Minutes City Clerk

SUMMARY OF REQUEST: To approve the minutes of the February 10, 2020 Worksession meeting and the February 11, 2020 regular meeting.

STAFF RECOMMENDATION: To approve the minutes.

D. Tax Incentive Policy and Guidelines Economic Development

REMOVED PER STAFF REQUEST

E. Resolution of Intent to Bond Sanitary Sewer and Water Supply Revenue Bonds Finance

SUMMARY OF REQUEST: This resolution authorizes the publication of a Notice of Intent relating to issuing bonds for the purpose of paying all or part of the cost to acquire, construct, furnish and equip improvements to the Sanitary Sewer and Water Supply System.

To approve two Notices of Intent Resolutions to bond for Sanitary Sewer System bonds for up to \$15,000,000 over the next 5 years and Water Supply System bonds for up to \$20,000,000 over the next 5 years. This is the first step in the bonding process. These bonds will be issued through the State of Michigan's SRF (Sewer Revolving Loan Fund) and the DWRF (Drinking Water Revolving Loan Fund). The interest rate charged by the State is very favorable and additionally they offer loan forgiveness for a portion of the loan. The Commission will be asked at a later date to approve the issuance of bonds once the State has approved our projects and we know the loan details.

STAFF RECOMMENDATION: Approve the Notice of Intent Resolutions for Sanitary Sewer System Revenue Bonds not to exceed \$15,000,000 and Water Supply System Revenue Bonds not to exceed \$20,000,000.

G. Pere Marquette Park – Grant Declaration Public Works

SUMMARY OF REQUEST: The Michigan Department of Natural Resources requires completion of a Declaration and Notice to receive reimbursement of the grant funds that were awarded for the playground and bathhouse improvements at Pere Marquette Park.

The completion of the Declaration and Notice is a requirement of MDNR to reimburse the city for the grant portion (\$220K) of funding that was allocated for the playground and bathhouse improvements at Pere Marquette Park. The declaration is intended to reiterate the grant obligations that were included in the original agreement signed in 2017. Staff is requesting to have the Mayor sign the declaration.

STAFF RECOMMENDATION: Authorize the Mayor to sign the Declaration and Notice with the Michigan DNR.

H. Emergency Sewer Repairs Public Works

SUMMARY OF REQUEST: During the Thanksgiving Holiday a section of sanitary sewer collapsed under a parking lot along Henry Street near Sherman Plaza. DPW contracted under emergency circumstances to provide temporary and long-term solutions to repair the collapse. The invoices for these repairs exceed

staff authorization levels and require commission approval.

On Friday, November 29th a sinkhole formed in the parking lot of Sherman Plaza along Henry Street just north of Sherman Boulevard. After investigation by DPW crews it was determined that the sanitary sewer line had collapsed approximately 27 FT below the parking lot surface. The sanitary sewer line that collapsed served as an outlet for nearly all of the Campbell Field neighborhood. Staff notified Commission of the situation on December 2nd.

The first operation performed was a temporary pump and haul where the sewage was pumped into trucks and hauled away for disposal. This took place on 11/29/19 – 12/03/19 and was provided primarily by Northern A-1, Muskegon County DPW and with our own City crews. The cost for A-1's services through this stage was \$18,276.64 and is included as Attachment 1. The cost for Muskegon County DPW services through this stage was \$10,248.47. All other entities that assisted were less than \$5,000.

Starting on December 3rd a temporary bypass pump that had been installed by Jackson-Merkey was put into place. The bypass pump provided a more manageable temporary solution that included installation of a hydraulic pump and approximately 1,500 FT of piping to temporarily bypass the collapsed sewer. The temporary bypass pumping remained in place until the permanent solution was in place on January 16th, 2020. The cost for Jackson-Merkey's services to install the temporary bypass pump was \$17,814.00 and is included as Attachment 2.

While the temporary bypass pumping was in place DPW explored several options for a long term repair. Several options were eliminated based on the infeasibility to complete the repairs. DPW identified a feasible repair option and worked with the Contractor to begin the repairs. Work on the permanent repairs was started December 30th, 2019 and concluded with a successful installation on January 16th, 2020 at a cost of \$97,478.80 and is included as Attachment 3.

No basements were flooded and no damage to private property occurred as a result of this sewer break. No sewage was lost or discharged into the lakes/streams as a result of this break.

STAFF RECOMMENDATION: Authorize staff to pay the invoices to Northern A-1, Jackson-Merkey Contractors and Midwest Trenchless Services for the emergency sewer repairs for a total of \$143,817.91.

appointments.

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

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

Nays: None

MOTION PASSES

2020-14 ITEMS REMOVED FROM THE CONSENT AGENDA:

B. NEZ Certificate – 658 Terrace Point Planning

SUMMARY OF REQUEST: An application for a Neighborhood Enterprise Zone (NEZ) certificate has been received from James Starr for the new construction of a home at 658 Terrace Point. The applicant has met local and state requirements for the issuance of the NEZ certificate.

STAFF RECOMMENDATION: To approve the NEZ certificate at 658 Terrace Point for a duration of 12 years.

Motion by Commissioner German, second by Commissioner Johnson, to approve the NEZ certificate at 658 Terrace Point for a duration of 12 years.

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

Nays: None

MOTION PASSES

C. NEZ Certificate – 326 Terrace Point Planning

SUMMARY OF REQUEST: An application for a Neighborhood Enterprise Zone (NEZ) certificate has been received from Timothy Koeze for the new construction of a home at 326 Terrace Point. The applicant has met local and state requirements for the issuance of the NEZ certificate.

STAFF RECOMMENDATION: To approve the NEZ certificate at 326 Terrace Point for a duration of 12 years.

Motion by Commissioner German, second by Commissioner Rinsema-Sybenga, to approve the NEZ certificate at 326 Terrace Point for a duration of 12 years.

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

Nays: None

MOTION PASSES

F. Seaway Railroad Bridge Painting Public Works

SUMMARY OF REQUEST: Staff is requesting authorization to approve a contract to clean and paint the railroad bridge over US-31 BR (Seaway Drive) between Hackley Avenue and Laketon Avenue in the City of Muskegon.

Staff solicited bids to paint two railroad bridges that cross over Seaway Drive (US-31 BR), one in the City of Muskegon and one in Norton Shores. After receiving the initial bids (listed below), it was determined that the cost was too high to

continue with the painting of both bridges. Staff has reached out to the lowest bidder (Seaway Painting) to inquire about only painting the northerly bridge within the City limits and Department of Public Works has agreed to provide traffic control for the work. Seaway Painting has agreed to clean and paint the bridge at the price listed below.

A complete breakdown of the original bids is attached.

The original bid totals for cleaning and painting of two bridges, including traffic control:

Seaway Painting: \$161,771.00

Civil Coatings: \$208,800.00

Abhe & Svoboda: \$293,985.00

Bridge X02 of 61151 Cleaning and Coating + Mobilization (only):

Seaway Painting: \$68,385.00

Civil Coatings: \$125,600.00

Abhe & Svoboda: \$126,135.00

Work will include cleaning the existing structure and painting to a neutral base color in preparation for placement of a mural in the future.

Staff recommends the contract be awarded to Seaway Painting to clean and paint one railroad bridge over US-31 BR between Hackley Ave and Laketon Ave in the City of Muskegon. A portion of the costs will be reimbursed through the Community Foundation. Some fundraising efforts have already begun with more expected to take place once a notice to proceed is issued.

STAFF RECOMMENDATION: Award the contract to Seaway Painting for the cleaning and coating of the railroad bridge over Seaway Drive between Hackley Avenue and Laketon Avenue for \$68,385.00.

Motion by Commissioner Johnson, second by Commissioner Rinsema-Sybenga, to award the contract to Seaway Painting for the cleaning and coating of the railroad bridge over Seaway Drive between Hackley Avenue and Laketon Avenue for \$68,385.00.

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

MOTION PASSES

I. MANA, LLC Revolving Loan City Manager

SUMMARY OF REQUEST: Staff is seeking approval of the revolving loan fund

application by MANA Sports, LLC in the amount of \$30,000. The loan would be repaid based on a 36-month amortization schedule and a 7.5% interest rate.

2020 will mark the 5th season that Mercy Health Arena has hosted professional indoor football. As part of our collective efforts to increase attendance, the West Michigan Ironmen are endeavoring to make significant upfront investments in marketing services, equipment, and gameday operations. This will include purchasing good and services in advance of the team's opening date. The team has developed \$305,000 operating budget for the 2020 season. Much of the income will be realized during the later portions of the season as the team hosts home game events at Mercy Health Arena. Staff is recommending the \$30,000 loan to assist with those initial costs.

STAFF RECOMMENDATION: Approve the agreements and authorize the Mayor and Clerk to sign.

Motion by Commissioner German, second by Commissioner Rinsema-Sybenga, to approve the agreements and authorize the Mayor and Clerk to sign.

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

Nays: None

MOTION PASSES

ANY OTHER BUSINESS: The Commission is directing staff to consider incorporating a cognate regarding environmental stewardship or sustainability into the policy.

PUBLIC COMMENT ON NON-AGENDA ITEMS: Comments were received from the public.

2020-15 CLOSED SESSION:

A. Lawsuit Settlement

Motion by Commissioner Rinsema-Sybenga, second by Johnson, to go into closed session to discuss a lawsuit settlement, Antol v Dent, Straus, Bringedahl, and Kutches.

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

Nays: None

MOTION PASSES

Motion by Commissioner Rinsema-Sybenga, second by Ramsey, to come out of closed session. All in favor.

MOTION PASSES

Motion by Commissioner Rinsema-Sybenga, second by Johnson, to settle the lawsuit, Antol v Dent, Straus, Bringedahl, and Kutches, per the attorney's

recommendation.

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

Nays: None

MOTION PASSES

ADJOURNMENT: The City Commission meeting adjourned at 7:35 p.m.

Respectfully Submitted,

Ann Marie Meisch, MMC – City Clerk

CITY OF MUSKEGON
CITY COMMISSION WORKSESSION

Monday, March 9, 2020
5:30 p.m.
City Commission Chambers

Minutes

2020-16

Present: Mayor Stephen Gawron, Vice Mayor Hood, and Commissioners Emory, Johnson, Rinsema-Sybenga, and Ramsey.

Absent: German.

A representative from JCI in Muskegon announced the St. Patrick's Day parade scheduled for Saturday at 11:00 a.m. and invited all to attend and/or participate.

A. Media Marketing – City Clerk's Office provided update on the efforts that the city is making to promote the City and talked about a proposal from M-Live to help with further promotions. Jamie Dion, Sales Director from M-Live, provided an overview of what services that M-Live could provide to promote community partnerships through Michigan's Best.

B. Public Hearing – Request to Establish an Obsolete Property District at 1125 3rd Street – **Action Item**

SUMMARY OF REQUEST: Pursuant to Public Act 146 of the Michigan Public Acts of 2000, Square Two Development has requested the establishment of an Obsolete Property District for their property at 1125 3rd Street. The establishment of the Obsolete Property District would allow them to apply for an Obsolete Property Rehabilitation Exemption Certificate.

STAFF RECOMMENDATION: To approve the establishment of an Obsolete Property District at 1125 3rd Street.

Motion by Commissioner Johnson, second by Vice Mayor Hood, to close the public hearing approve the establishment of an Obsolete Property District at 1125 3rd Street.

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

Nays: None

MOTION PASSES

C. Public Hearing – Request for an Obsolete Property Rehabilitation Exemption Certificate at 1125 3rd Street – Action Item

SUMMARY OF REQUEST: Pursuant to Public Act 146 of the Michigan Public Acts of 2000, Square Two Development has requested the issuance of an Obsolete Property Rehabilitation Exemption Certificate for their project at 1125 3rd Street. The estimated cost of the rehabilitation is \$80,000, which qualifies them for an 8-year abatement under the city abatement policy.

They will be rehabbing the old tattoo place (red building) on 3rd Street and expanding the Griffin's Rest.

STAFF RECOMMENDATION: To approve the request for an Obsolete Property Rehabilitation Exemption Certificate at 1125 3rd Street.

Motion by Commissioner Rinsema-Sybenga, second by Commission Johnson, to close the public hearing approve request for an Obsolete Property Rehabilitation Exemption Certificate at 1125 3rd Street.

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

Nays: None

MOTION PASSES

D. Mobile Food Vending Ordinance Update – City Clerk's Staff provided suggested updates to the Mobile Food Vending Ordinance.

Commissioners input and comments were received and some requested revisions will be made and incorporated into a proposed amendment to the ordinance.

Public comments were received.

E. Beach Parking Discussion

Proposed recommendations/details for implementation have been outlined and were presented by Mike Franzak from the Planning Department. Discussion followed.

F. Nelson Neighborhood Rezoning Presentation

Discussion took place regarding possible rezoning of properties in the Nelson Neighborhood.

Public comments were received.

G. Marsh Field Storage Building – Action Item

SUMMARY OF REQUEST: City staff is seeking to construct a new storage building at Marsh Field. The low bidder was Buck Construction, of Muskegon. Staff is seeking authorization to contract with Buck Construction at a cost not to exceed \$97,500 to construct a 30 x 50 storage building.

City staff previously sought approval from the Commission to build a storage building at Marsh Field using an estimate of \$25,000. This was approved on the Consent agenda May 14, 2019. Upon additional discussions with SAFEbuilt and Planning staff, we have decided that the proposed garage is not suitable for the park. The major change is the need for a full foundation and a staff desire to construct the structure partially from masonry materials to improve aesthetics. We received two acceptable bids for the 1,500 square foot building. There are a number of options that we are considering to keep costs down, so we bid with multiple options. Buck Construction's bids ranged from \$40 to \$60 per square foot (\$60,000 to \$90,000). Platinum Constructions bids ranged from \$57 to \$73 per square foot (\$85,500 to \$109,300). Engineering costs are estimated at \$7,500. Staff is seeking permission to award the contract to Buck Construction at a total cost not to exceed \$97,500. Muskegon Baseball will commit \$12,500 in equal monthly installments over a 24 month period beginning July 1, 2020.

STAFF RECOMMENDATION: Authorize the construction of a storage garage at Marsh Field at a cost not to exceed \$97,500, with \$12,500 being reimbursed by Muskegon Baseball.

Motion by Commissioner Rinsema-Sybenga, second by Commission Johnson, to authorize the construction of a storage garage at Marsh Field at a cost not to exceed \$97,500, with \$12,500 being reimbursed by Muskegon Baseball.

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

Nays: None

MOTION PASSES

H. Chapter 6 - Suburban Nation Review

Leigh Ann Mikesell, Economic Development Director, presented information to the commission from Chapter 6 of Suburban Nation Review, Sprawl and the Developer.

Adjournment: The City Commission Worksession meeting adjourned at 9:15 p.m.

Respectfully Submitted,

Ann Marie Meisch – MMC, City Clerk



Agenda Item Review Form
Muskegon City Commission

Commission Meeting Date:3/24/2020	Title:1639 5 th Sale
Submitted By: Samantha Pulos	Department: CNS
Brief Summary: To approve attached resolution and instruct the Community and Neighborhood Services department to complete the sales transaction with Cassandra Wallace for the rehabilitated home at 1639 5 th Street: purchase price \$90,000.	
Detailed Summary: The home was acquired through the Muskegon County Land Bank. Proceeds from the sale will be used to continue the rehabilitation of affordable homes through the HOME program and provide funding for our Homebuyer's Assistance Program.	
Amount Requested:	Amount Budgeted:
Fund(s) or Account(s): HOME 2019	Fund(s) or Account(s):
Recommended Motion: To approve the resolution and direct the CNS staff to complete the sale.	
Check if the following Departments need to approve the item first: Police Dept. ☐ Fire Dept. ☐ IT Dept. ☐ For City Clerk Use Only: Commission Action:	

MUSKEGON CITY COMMISSION

RESOLUTION TO APPROVE THE SALE OF
HUD PROPERTY AT 1639 5TH STREET

WHEREAS, the City of Muskegon is dedicated to the redevelopment of its neighborhoods and;

WHEREAS, the City of Muskegon is dedicated to promoting high quality affordable single-family housing in the community and;

WHEREAS, the City of Muskegon is dedicated to promoting homeownership throughout its neighborhoods;

NOW THEREFORE, BE IT RESOLVED that the City Commission hereby approves the sale of the property at 1639 5th Street to Cassandra Wallace. This home has been rehabilitated by Community and Neighborhood Services Department through the Home-Buyer Program.

Adopted this 24th of March, 2020.

Ayes:

Nays:

By _____
Stephen J. Gawron, Mayor

By _____
Ann Marie Cummings, MMC City Clerk

WATCH MUSKEGON

Agenda Item Review Form Muskegon City Commission

Commission Meeting Date: March 24, 2020	Title: Brownfield Development and Reimbursement Agreement, The Docks (Damfino Development LLC)
Submitted By: Dave Alexander	Department: Economic Development
Brief Summary: Approval of the Brownfield Development and Reimbursement Agreement for the Damfino Development LLC (The Docks) brownfield	
Detailed Summary: The Brownfield Plan Amendment for Damfino Development LLC (The Docks) was approved by the commission on Dec. 10, 2019. This agreement outlines how the Brownfield Redevelopment Authority will reimburse the developer for eligible costs for the 240 residential site condominiums at 1490 Edgewater for the next 30 years from property tax increments. The \$20,097,500 in eligible costs includes \$3 million for the city's public infrastructure to support the development. Reimbursement of the developer vs. the city will be done on a prorated basis, 82.5 percent to the developer and 17.5 percent to the city. The Muskegon Brownfield Redevelopment Authority approved this agreement at its March 10, 2020 meeting.	
Amount Requested: none immediately	Amount Budgeted:
Fund(s) or Account(s):	Fund(s) or Account(s):
Recommended Motion: Approval of the Damfino Development LLC brownfield Development and Reimbursement Agreement and authorize the city clerk and mayor to sign the same.	
Check if the following Departments need to approve the item first: Police Dept. ☐ Fire Dept. ☐ IT Dept. ☐ For City Clerk Use Only: Commission Action:	

DEVELOPMENT AND REIMBURSEMENT AGREEMENT

This DEVELOPMENT AND REIMBURSEMENT AGREEMENT (the “**Agreement**”) is made on March 10, 2020, by and among the CITY OF MUSKEGON BROWNFIELD REDEVELOPMENT AUTHORITY, a Michigan public body corporate whose address is 933 Terrace Street, Muskegon, Michigan 49443 (the “**Authority**”), the CITY OF MUSKEGON, a public body corporate whose address is 933 Terrace Street, Muskegon, Michigan 49443 (the “**City**”), and DAMFINO DEVELOPMENT, LLC, a Michigan limited liability company whose address is 560 Mart Street, Muskegon, Michigan 49440 (the “**Developer**”).

RECITALS

A. Pursuant to P.A. 381 of 1996, as amended (“**Act 381**”), the Authority approved and recommended a Brownfield Plan which was duly approved by the City (the “**Plan**”). The Plan was amended on November 12, 2019 (the “**Amendment**,” and, together with the Plan, the “**Brownfield Plan**”) to identify a new residential site condominium project proposed by Developer.

B. The Brownfield Plan includes specific eligible activities associated with the Developer’s plan to develop approximately 76 acres of land located at 1490 Edgewater Street, 1875 Waterworks Road, and 3400, 3460, and 3474 Wilcox Avenue in Muskegon, Michigan (collectively, the “**Property**”).

C. The Developer owns the Property, which is included in the Brownfield Plan as an “eligible property” because it was determined to be a “facility”, as defined by Part 201 of the Natural Resources and Environmental Protection Act (“**Part 201**”).

D. The Developer intends to conduct eligible activities on the Property in order to develop the site into approximately 240 site condominiums (the “**Project**”), including demolition, site preparation, infrastructure improvements, a 15% contingency and brownfield plan/work plan preparation and development, as described in the Brownfield Plan, with an estimated cost of \$17,047,500, plus interest at the current Applicable Federal Rate (the “**Developer Eligible Activities**”). As part of the Project, the City also intends to conduct certain eligible infrastructure improvement activities on the Property, as described in the Brownfield Plan, with an estimated cost of \$3,050,000, plus interest at the current Applicable Federal Rate (the “**City Eligible Activities**”). All of the Developer Eligible Activities and the City Eligible Activities (together, the “**Eligible Activities**”) are eligible for reimbursement under Act 381. The total cost of the Eligible Activities, including contingencies, are not to exceed \$20,097,500, plus interest calculated annually at the Applicable Federal Rate (the “**Total Eligible Brownfield TIF Costs**”).

E. Act 381 permits the Authority to capture and use local and certain school property tax revenues generated from the incremental increase in property value of a redeveloped brownfield site constituting an “eligible property” under Act 381 (the “**Brownfield TIF Revenue**”) to pay or to reimburse the payment of Eligible Activities conducted on the “eligible property.” The Brownfield TIF Revenue will be used to reimburse the Developer for the Developer Eligible Activities and the City for the City Eligible Activities incurred and approved for the Project.

F. In accordance with Act 381, the parties desire to establish the procedure for using the available Brownfield TIF Revenue generated from the Property to reimburse the Developer

and the City for completion of Eligible Activities on the Property in an amount not to exceed the Total Eligible Brownfield TIF Costs.

NOW, THEREFORE, the parties agree as follows:

1. Reimbursement Source.

(a) During the Term (as defined below) of this Agreement, and except as set forth in paragraph 2 below, the Authority shall reimburse the Developer and City for the costs of their Eligible Activities conducted on the Property from the Brownfield TIF Revenue collected from the real and personal property taxes on the Property. The amount reimbursed to the Developer and City, respectively, for their Eligible Activities shall not exceed the Total Eligible Brownfield TIF Costs, and reimbursements shall be made on a *pro rata* basis of approved costs submitted and approved in connection with the Developer Eligible Activities and the City Eligible Activities, as follows:

(i) for any period for which both the Developer and the City request reimbursement for Eligible Activities, the Authority shall pay 82.5% of available Brownfield TIF Revenue to the Developer to reimburse the costs of Developer Eligible Activities submitted for that period, and pay 17.5% of available Brownfield TIF Revenue to the City to reimburse the costs of City Eligible Activities submitted during that period; and

(ii) for any period for which the Developer or the City have Eligible Activities submitted and approved for reimbursement by the Authority that are less than the available Brownfield TIF Revenue, the Authority may use the Brownfield TIF Revenue to first pay the lesser of the Eligible Activities and use the balance of the Brownfield TIF Revenue to reimburse the other party.

(b) The Authority shall capture Brownfield TIF Revenue from the Property and reimburse the Developer and City for their Eligible Activities until the earlier of the City and Developer each being fully reimbursed, with interest, or December 31, 2051. Unless otherwise prepaid by the Authority, payments to the City and Developer shall be made on a semi-annual basis as incremental local taxes are captured and available.

2. Developer Reimbursement Process.

(a) The Developer shall submit to the Authority, not more frequently than on a quarterly basis, a "Request for Cost Reimbursement" for Developer Eligible Activities paid for by the Developer during the prior period. All costs for the Developer Eligible Activities must be consistent with the approved Brownfield Plan. The Developer must include documentation sufficient for the Authority to determine whether the costs incurred were for Developer Eligible Activities, including detailed invoices and proof of payment. Copies of all invoices for Developer Eligible Activities must note what Developer Eligible Activities they support.

(b) Unless the Authority disputes whether such costs are for Developer Eligible Activities within thirty (30) days after receiving a Request for Cost Reimbursement from the Developer, the Authority shall pay the Developer the amounts for which submissions have been made pursuant to paragraph 2(a) of this Agreement, from which the submission may be wholly or partially paid from available pro rata Brownfield TIF Revenue from the Property.

(i) The Developer shall cooperate with the Authority's review of its Request for Cost Reimbursement by providing supplemental information and documentation which may be reasonably requested by the Authority.

(ii) If the Authority determines that requested costs are ineligible for reimbursement, the Authority shall notify the Developer in writing of its reasons for such ineligibility within the Authority's thirty (30) day period of review. The Developer shall then have thirty (30) days to provide supplemental information or documents to the Authority demonstrating that the costs are for Developer Eligible Activities and are eligible for reimbursement.

(c) If a partial payment is made to the Developer by the Authority because of insufficient Brownfield TIF Revenue captured in the semi-annual period for which reimbursement is sought, the Authority shall make additional payments toward the remaining amount within thirty (30) days of its receipt of additional Brownfield TIF Revenue from the Property until all of the amounts for which submissions have been made have been fully paid to the Developer, or by the end of the Term (as defined below), whichever occurs first. The Authority is not required to reimburse the Developer from any source other than Brownfield TIF Revenue.

(d) The Authority shall send all payments to the Developer by registered or certified mail, addressed to the Developer at the address shown above, or by electronic funds transfer directly to the Developer's bank account. The Developer may change its address by providing written notice sent by registered or certified mail to the Authority.

3. City Reimbursement Process.

(a) The City shall submit to the Authority, not more frequently than on a quarterly basis, a "Request for Cost Reimbursement" for City Eligible Activities paid for by the City during the prior period. All costs for the City Eligible Activities must be consistent with the approved Brownfield Plan. The City must include documentation sufficient for the Authority to determine whether the costs incurred were for City Eligible Activities, including detailed invoices and proof of payment. Copies of all invoices for City Eligible Activities must note what City Eligible Activities they support.

(b) Unless the Authority disputes whether such costs are for City Eligible Activities within thirty (30) days after receiving a Request for Cost Reimbursement from the City, the Authority shall pay the City the amounts for which submissions have been made pursuant to paragraph 3(a) of this Agreement, from which the submission may be wholly or partially paid from available *pro rata* Brownfield TIF Revenue from the Property.

(i) The City shall cooperate with the Authority's review of its Request for Cost Reimbursement by providing supplemental information and documentation which may be reasonably requested by the Authority.

(ii) If the Authority determines that requested costs are ineligible for reimbursement, the Authority shall notify the City in writing of its reasons for such ineligibility within the Authority's thirty (30) day period of review. The City shall then have thirty (30) days to provide supplemental information or documents to the Authority demonstrating that the costs are for City Eligible Activities and are eligible for reimbursement.

(c) If a partial payment is made to the City by the Authority because of insufficient Brownfield TIF Revenue captured in the semi-annual period for which reimbursement is sought, the Authority shall make additional payments toward the remaining amount within thirty (30) days of its receipt of additional Brownfield TIF Revenue from the Property until all of the amounts for which submissions have been made have been fully paid to the City, or by the end of the Term (as defined below), whichever occurs first. The Authority is not required to reimburse the City from any source other than Brownfield TIF Revenue.

(d) The Authority shall send all payments to the City by registered or certified mail, addressed to the City at the address shown above, or by electronic funds transfer directly to the City's bank account. The City may change its address by providing written notice sent by registered or certified mail to the Authority.

4. Term of Agreement.

The Authority's obligation to reimburse the City and Developer for the Total Eligible Brownfield TIF Costs incurred by each party under this Agreement shall terminate the earlier of the date when all reimbursements to the City and Developer required under this Agreement have been made or December 31, 2051 (the "Term"). If the Brownfield TIF Revenue ends before all of the Total Eligible Brownfield TIF Costs have been fully reimbursed to the City and Developer, the last reimbursement payment by the Authority shall be paid from the summer and winter tax increment revenue collected during the final year of this Agreement.

5. Adjustments.

If, due to an appeal of any tax assessment or reassessment of any portion of the Property, or for any other reason, the Authority is required to reimburse any Brownfield TIF Revenue to any tax levying unit of government, the Authority may deduct the amount of any such reimbursement, including interest and penalties, from any amounts due and owing to the Developer and City on a *pro rata* basis. If all amounts due to the City and Developer under this Agreement have been fully paid or the Authority is no longer obligated to make any further payments to the City or Developer, the Authority shall invoice the Developer and City for the amount of such reimbursement on a *pro rata* basis and the Developer and City shall pay the Authority such invoiced amount within thirty (30) days of the receipt of the invoice. Amounts withheld by or invoiced and paid to the Authority by the Developer and City pursuant to this paragraph shall be reinstated as Developer Eligible Activities and City Eligible Activities, respectively, for which the Developer and City shall have the opportunity to be reimbursed in accordance with the terms, conditions, and limitations of this Agreement. Nothing in this Agreement shall limit the right of the Developer to appeal any tax assessment.

6. Legislative Authorization.

This Agreement is governed by and subject to the restrictions set forth in Act 381. If there is legislation enacted in the future that alters or affects the amount of Brownfield TIF Revenue subject to capture, eligible property, or Eligible Activities, then the Developer's and City's rights and the Authority's obligations under this Agreement shall be modified accordingly as required by law, or by agreement of the parties.

7. Notices.

All notices shall be given by registered or certified mail addressed to the parties at their respective addresses as shown above. Any party may change the address by written notice sent by registered or certified mail to the other party.

8. Assignment.

This Agreement and the rights and obligations under this Agreement shall not be assigned or otherwise transferred by any party without the consent of the other party, which shall not be unreasonably withheld, *provided, however*, the Developer and City may assign their interest in this Agreement to an affiliate without the prior written consent of the Authority if such affiliate acknowledges its obligations to the Authority under this Agreement upon assignment in writing on or prior to the effective date of such assignment, *provided, further*, that the Developer and City may each make a collateral assignment of their *pro rata* share of the Brownfield TIF Revenue for project financing purposes. As used in this paragraph, "affiliate" means any corporation, company, partnership, limited liability company, trust, sole proprietorship or other entity or individual which (a) is owned or controlled by the Developer or City, (b) owns or controls the Developer or City or (c) is under common ownership or control with the Developer or City. This Agreement shall be binding upon and inure to the benefit of any successors or permitted assigns of the parties.

9. Entire Agreement.

This Agreement supersedes all agreements previously made between the parties relating to the subject matter. There are no other understandings or agreements between the parties.

10. Non-Waiver.

No delay or failure by either party to exercise any right under this Agreement, and no partial or single exercise of that right, constitutes a waiver of that or any other right, unless otherwise expressly provided herein.

11. Governing Law.

This Agreement shall be construed in accordance with and governed by the laws of the State of Michigan.

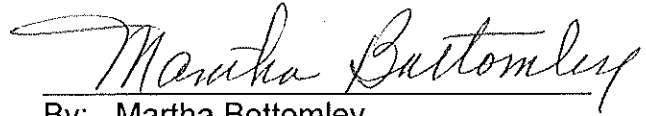
12. Counterparts.

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

[Signature page follows]

The parties have executed this Agreement on the date set forth above.

**CITY OF MUSKEGON BROWNFIELD
REDEVELOPMENT AUTHORITY**



By: Martha Bottomley
Its: Chairperson

CITY OF MUSKEGON

By: Stephen J Gawron
Its: Mayor

DAMFINO DEVELOPMENT, LLC

By:
Its:

19355689-3

WATCH MUSKEGON

Agenda Item Review Form Muskegon City Commission

Commission Meeting Date: 3-24-2020	Title: Setting Foundry Square LLC brownfield public hearing
Submitted By: Dave Alexander	Department: Economic Development
Brief Summary: The Brownfield Redevelopment Authority recommended approval of Brownfield Plan Amendment for Foundry Square LLC (372 Morris Ave.) and now the city commission needs to schedule a public hearing on that plan for April 14, 2020.	
Detailed Summary: Foundry Square LLC – a partnership of Great Lakes Development Group of Muskegon and Rockford Construction Co. of Grand Rapids -- submitted a Brownfield Plan Amendment for the property at 372 Morris Ave. The Brownfield Redevelopment Authority approved the plan on March 10, 2020. The city commission needs to set a public hearing on the plan for April 14, 2020. The resolution of approval by the Brownfield Redevelopment Authority and a resolution setting the April 14 public hearing are attached.	
Amount Requested: N/A	Amount Budgeted: N/A
Fund(s) or Account(s):	Fund(s) or Account(s):
Recommended Motion: To approve the resolution setting a public hearing for April 14, 2020 on the Foundry Square Brownfield Plan Amendment and notify the appropriate taxing units.	
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
Brownfield Redevelopment Authority
County of Muskegon, State of Michigan**

RESOLUTION APPROVING REVISED BROWNFIELD PLAN AMENDMENT

Foundry Square LLC (372 Morris St)

Redevelopment Project

Minutes of a regular meeting of the Board of the City of Muskegon Brownfield Redevelopment Authority, County of Muskegon, State of Michigan, held on the 10th day of March 2020, at 10:30 a.m., prevailing Eastern Time.

PRESENT: Members Bottomley, Kleaveland, DePung, Johnson, Peterson, Sytsema, Kalisz, Moore, Wallace

ABSENT: Members None

The following preamble and resolution were offered by Member Sytsema and supported by Member Kalisz:

WHEREAS, a Brownfield Plan has been adopted pursuant to Act 381, Public Acts of Michigan, 1996, as amended ("Act 381"), a copy of which is on file with the Secretary of the City of Muskegon Brownfield Redevelopment Authority (the "Authority"); and

WHEREAS, the Authority is authorized to approve amendments to the Brownfield Plan and recommends the amendment to add the redevelopment of Foundry Square at 372 Morris Ave. by Foundry Square LLC (Great Lakes Development Group and Rockford Construction Co.) for approval to the City of Muskegon, County of Muskegon, State of Michigan (the "City").

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

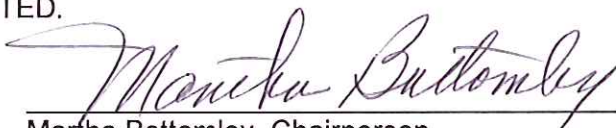
1. Approval of Brownfield Plan. The Board hereby adopts and approves the Brownfield Plan Amendment for Foundry Square project and recommends the approval of the Brownfield Plan Amendments by the Muskegon City Commission.

2. Public Hearing. The Board hereby requests the Muskegon City Commission to provide a notice of Public Hearing on the proposed Brownfield Plan Amendments, and further requests that such hearing notice be provided to all taxing jurisdictions. Notice of the time and place of the hearing shall be given pursuant to Act 267, Public Acts of Michigan, 1976, as amended ("Open Meetings Act").
3. Deliver Resolution and Brownfield Plan to City. The Chair of the Authority is directed to deliver a certified copy of this resolution and the Brownfield Plan Amendments to the City Clerk.
4. Disclaimer. By adoption of this resolution and approval of the Brownfield Plan Amendments, the Authority assumes no obligation or liability to the owner, developer or lessor of the Eligible Property for any loss or damage that may result to such persons from the adoption of this resolution and Brownfield Plan Amendments.
5. Work Plan Transmittal. The Chair of the Authority shall be authorized to transmit to the Michigan Strategic Fund, the Michigan Economic Development Corporation and/or the Michigan EGLE (Environment, Great Lakes and Energy), on behalf of the Authority, a final Act 381 Work Plan that will be reviewed and approved by the Authority.
6. Repealer. All resolutions and parts of resolution in conflict with the provisions of this resolution are hereby repealed or amended to the extent of such conflict.

AYES: Members Bottomley, Kleaveland, DePung, Johnson, Peterson, Sytsema, Kalisz, Moore, Wallace

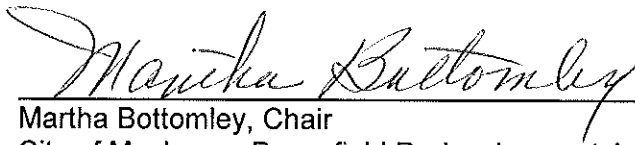
NAYS: None

RESOLUTION DECLARED ADOPTED.



Martha Bottomley, Chairperson
City of Muskegon Brownfield Redevelopment Authority

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of the City of Muskegon Brownfield Redevelopment Authority, County of Muskegon, State of Michigan, at a regular meeting held on March 12, 2020, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.


Martha Bottomley, Chair
City of Muskegon Brownfield Redevelopment Authority

WATCH MUSKEGON

Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: March 24, 2020	Title: ACT 51 Map Changes
Submitted By: Joel Brookens	Department: Engineering
Brief Summary: Staff is requesting authorization to approve the decertification and addition of streets on the MDOT ACT 51 Map. See attachments for details.	
Detailed Summary: Staff has reviewed the current MDOT ACT 51 map and has found that 25 streets need to be decertified and 2 streets need to be added to the map. MDOT needs a resolution from our governing body to approve any changes to the map. Currently the City receives approximately \$5,136,000 for 75.64 miles of major roads, 112.97 miles of local roads and 18.88 miles of state roads. The proposed changes to the map will remove 0.20 miles of major roads and 1.07 miles of local roads. This difference will bring in 0.166% less revenue. Staff is asking for approval of the changes to the ACT 51 Map and will need a signed Street Add Certification and Street Decertification form to submit to MDOT in order to complete changes.	
Amount Requested:	Amount Budgeted:
Fund(s) or Account(s):	Fund(s) or Account(s):
Recommended Motion: Approve changes to the ACT 51 Map and sign Street Add Certification and Street Decertification forms to submit to MDOT to complete changes.	
Check if the following Departments need to approve the item first: Police Dept. ☐ Fire Dept. ☐ IT Dept. ☐	

For City Clerk Use Only:

Commission Action:

MDOT ACT 51 MAP CHANGES

(City of Muskegon)

STREET DECERTIFICATION/VACATION

NOW THEREFORE IT IS RESOLVED:

At a regular meeting of the City Commissioners of Muskegon, Michigan, held at the city hall on March 10, 2020, the following resolution was offered by member _____, and supported by member _____.

Whereas the City of Muskegon does wish to decertify/vacate a portion of the attached list of twenty-five (25) local/minor streets, the location of these streets are listed in the attachment.

The total decertification/vacation length of these 25 streets is 7222 feet. These streets are no longer open to the public or for public use on or before December 31, 2019.

Resolution duly adopted.

(Date) _____

(City/Village Clerk) _____

Certified to be a true copy, _____

(Date) _____

(City, Village Clerk) _____

MDOT ACT 51 MAP CHANGES

(City of Muskegon)

STREET ADD CERTIFICATION

At a regular meeting of the City Commissioners of Muskegon, Michigan, held at the city hall on March 24, 2020, the following resolution was offered by member _____, and supported by member _____.

Whereas the City of Muskegon does wish to add Murphy Street and Terrace Marina Drive as shown in the attached construction documents. The total addition length for Murphy Street is 95 feet and the addition to Terrace Marina Drive is 417 feet. And whereas it is necessary to furnish certain information to the State of Michigan to place this street within the City Street System for the purpose of obtaining funds under Act 51, P.A. 1951 as amended.

NOW THEREFORE IT IS RESOLVED:

1. That the construction documents, attached, accurately represent the construction of said street.
2. That said street is located within a City right-of-way and is under the control of the City of Muskegon.
3. That said street is a public street and is for public street purposes.
4. That said street is accepted into the municipal street system and is open to the public for public use on or before December 31, 2019.

Resolution duly adopted.

(Date) _____

(City/Village Clerk) _____

Certified to be a true copy, _____

(Date) _____

(City, Village Clerk) _____

2019 City of Muskegon Act-51 Map Changes

ID #	Street Name	From	To	As-Builts	Resolution	Road Type	Additional	Action	Approx. Length in Ft	Length in Miles	PR # (Physical Road)	BPT	EPT
1	Allen Ave	JAY	Dead End	YES	NO (see folder)	Local		ABANDON	175	0.033144	865808	61008541	61008543
2	Beach Lake Rd	FULTON	Dead End	YES	NO	Local	Actual Name Channel Drive	ABANDON	504	0.095455	3611260	61009061	61009003
3	Deaner Rd	ELLIFSON AVE	Dead End	NO	NO	Local		ABANDON	401	0.075947	872603	61008018	61007943
4	East Western Ave	OTTAWA ST	HALL ST	NO	YES 2006-04€	Local		ABANDON	308	0.058333	3611486	61018341	61008081
5	Emerald St	WALTON AVE	DEAD END	YES	NO	Local		ABANDON	195	0.036932	872607	61008252	61008241
6	Franklin St	WESTERN	DEAD END	YES	YES 84-136	Local		ABANDON	153	0.028977	864101	61009101	61009070
7	Glen Ave (East Segment)	WESTWOOD	DEAD END	YES	NO	Local	Road Never Built	ABANDON	284	0.053788	866203	61010800	61010833
8	Glen Ave (Hackley/Beardsley)	HACKLEY	Dead End	YES	NO	Local		ABANDON	390	0.073864	866205	61011067	61010908
9	Glen Ave (West Segment)	BOURDON	DEAD END	YES	NO	Local	Road Never Built	ABANDON	225	0.042614	880808	61010820	61010831
10	Harnau St	Nims St	Louis Ave	NO	NO	Local		ABANDON	978	0.185227	865804	61009464	61009273
11	Hudson St	MICHIGAN	WESTERN	NO	YES 72-328	Major		ABANDON	382	0.072348	3611654	61009188	61009109
12	Jackson Ave	E.Western	Ottawa St	NO	YES 2004-10	local		ABANDON	203	0.038447	872507	61007822	61007833
13	Jane Ct	Valley St.	Dead End	No	YES 92-126q	Local		ABANDON	254	0.048106	865402	61015871	61015872
14	Jay St	ALLEN	DEAD END	NO	NO	Local		ABANDON	141	0.026705	858302	61008541	61008527
15	Jefferson St	CAMPUS	4th	NO	NO	Local		ABANDON	261	0.049432	858207	61009235	61009164
16	Loop Rd	WOODCREEK	DEAD END	NO	NO	Local	Road Never Built	ABANDON	245	0.046402	866703	61010503	61015895
17	Murphy St	WALTON	YUBA	YES	NO	Local		ADD	95	0.017992	872606	61008256	610082__
18	Myrtle Ave	CEDAR	DEAD END	YES	NO (see folder)	Local		ABANDON	213	0.040341	866104	61008460	61008454
19	Ottawa St	OTTAWA ST	DEAD END	NO	Yes 2006-55G	Local		ABANDON	356	0.067424	3611639	61018838	61018837
20	Scott St	OAK	DEAD END	NO	NO	Local		ABANDON	71	0.013447	1916406	61008305	61008295
21	Sicord St	Bluffton AVE	Sampson Ave	NO	NO	Local	half street terminated other serves as driveway	ABANDON	348	0.065909	866602	61010526	61010449
22	Sophia St	ISABELLA AVE	WOOD ST	YES	NO	Major		ABANDON	132	0.025000	858305	61008869	61008849
23	Susan Ct	Valley St.	Dead End	NO	YES 92-126q	Local		ABANDON	248	0.046970	865330	61015870	61015873
24	Terrace Marina Dr	TERRACE POINT DR	DEAD END	NO	NO	Local		ADD	417	0.078977	3611247	61019445	61017181
25	Westwood St	SHERMAN BLVD	DEAD END	YES	YES 60-116	Local		ABANDON	135	0.025568	3610186	61011203	61011267
26	White Ave	WILLIAMS ST	DEAD END	YES	NO	Local		ABANDON	75	0.014205	866002	61008285	61008295
27	4TH	Western Ave	Shoreline Dr	No	No	Major		ABANDON	545	0.103220	859606	61008654	61016356
Total Amt Abandoned									7222	1.367803			
Total Amt Added									512	0.096970			
Total Amt of Streets Changes									6710	1.270833			
Total Amt Local Streets									5651	1.070265			
Total Amt Major Streets									1059	0.200568			

CITY OF MUSKEGON ACT 51 MAP CHANGES
ABANDON 175 FT ALLEN AVE.



CITY OF MUSKEGON ACT 51 MAP CHANGES
ABANDON 504 FT BEACH LAKE RD.



CITY OF MUSKEGON ACT 51 MAP CHANGES
ABANDON 401 FT DEANER DR.



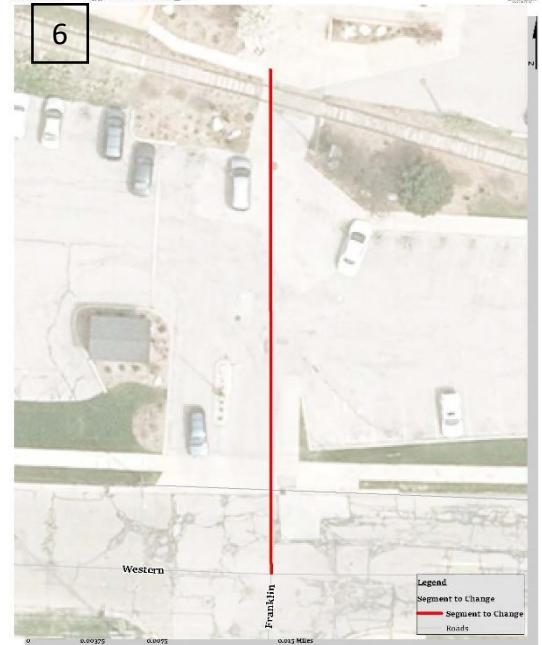
CITY OF MUSKEGON ACT 51 MAP CHANGES
ABANDON 308 FT EAST WESTERN



CITY OF MUSKEGON ACT 51 MAP CHANGES
ABANDON 195 FT EMERALD ST.



CITY OF MUSKEGON ACT 51 MAP CHANGES
ABANDON 153 FT FRANKLIN ST



CITY OF MUSKEGON ACT 51 MAP CHANGES.
ABANDON 283 FT GLEN AVE



CITY OF MUSKEGON ACT 51 MAP CHANGES.
ABANDON 370 FT GLEN AVE



CITY OF MUSKEGON ACT 51 MAP CHANGES.
ABANDON 228 FT GLEN AVE



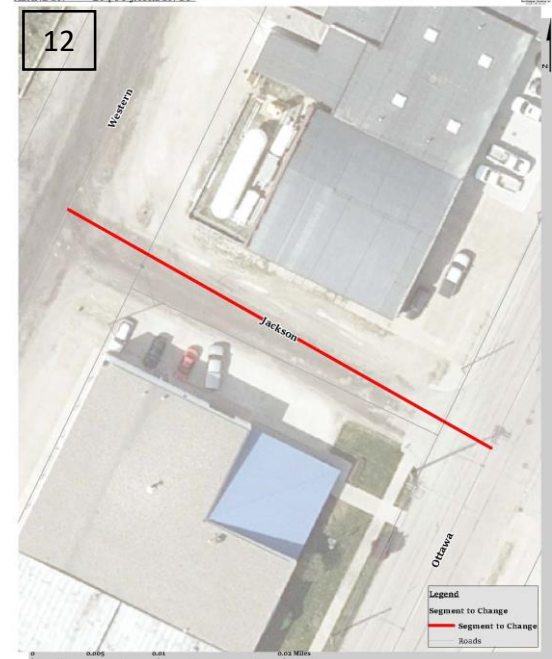
CITY OF MUSKEGON ACT 51 MAP CHANGES.
ABANDON 978 FT HARNAU ST



CITY OF MUSKEGON ACT 51 MAP CHANGES.
ABANDON 382 FT HUDSON ST



CITY OF MUSKEGON ACT 51 MAP CHANGES.
ABANDON 204 FT JACKSON ST



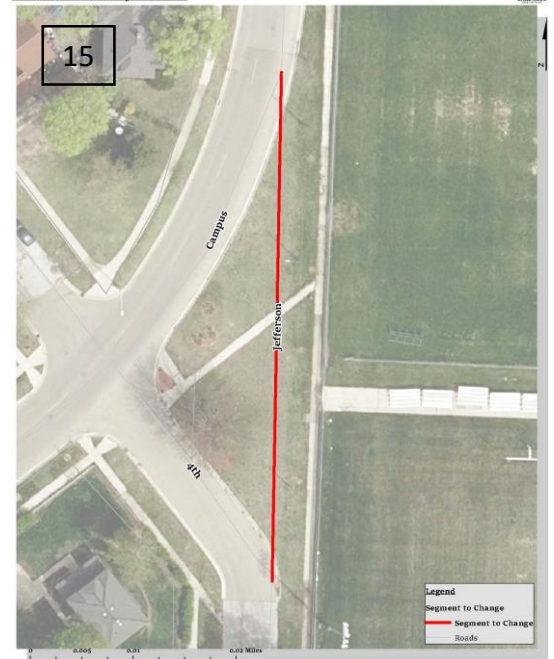
CITY OF MUSKEGON ACT 51 MAP CHANGES.
ABANDON 254 FT JANE CT.



CITY OF MUSKEGON ACT 51 MAP CHANGES.
ABANDON 141 FT JAY ST.



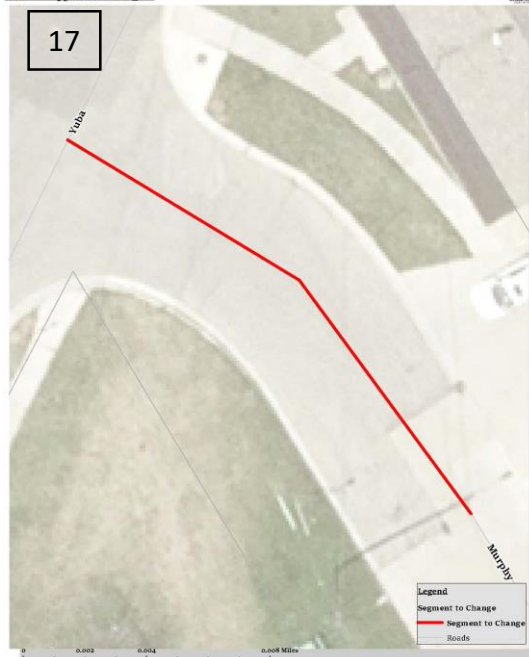
CITY OF MUSKEGON ACT 51 MAP CHANGES.
ABANDON 251 FT JEFFERSON.



CITY OF MUSKEGON ACT 51 MAP CHANGES.
ABANDON 245 FT LOOP RD.



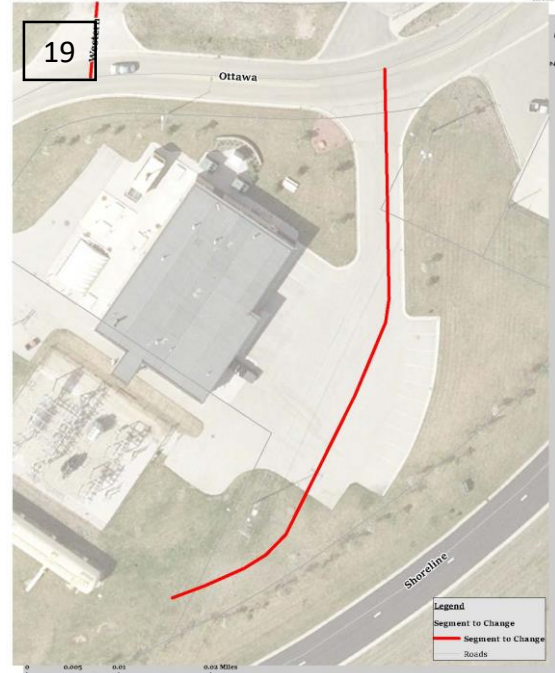
CITY OF MUSKEGON ACT 51 MAP CHANGES.
ADD 95 FT MURPHY ST.



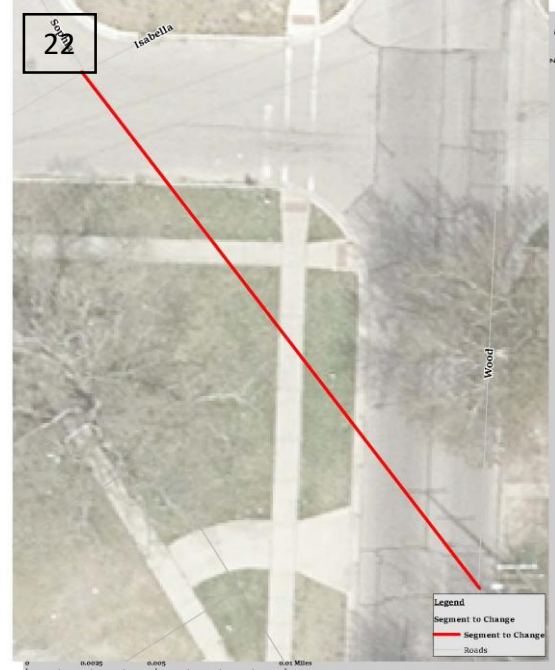
CITY OF MUSKEGON ACT 51 MAP CHANGES.
ABANDON 213 FT MYRTLE AVE.



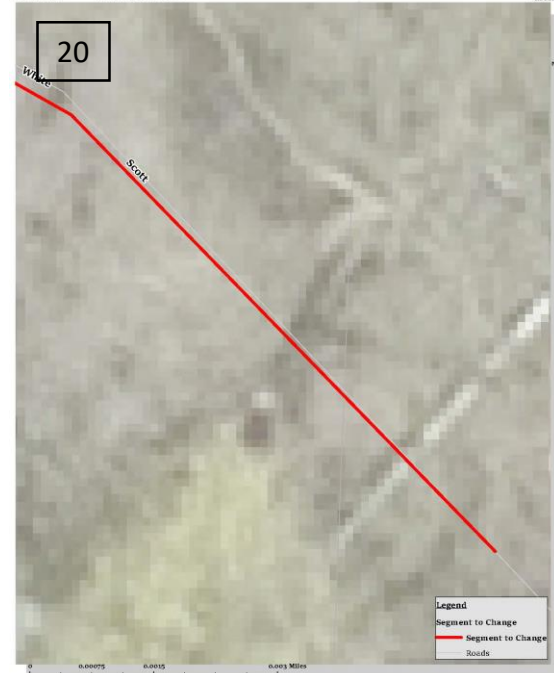
CITY OF MUSKEGON ACT 51 MAP CHANGES.
ABANDON 356 FT OTTAWA



CITY OF MUSKEGON ACT 51 MAP CHANGES.
ABANDON 133 FT SOPHIA ST.



CITY OF MUSKEGON ACT 51 MAP CHANGES.
ABANDON 71 FT SCOTT ST.



CITY OF MUSKEGON ACT 51 MAP CHANGES.
ABANDON 248 FT SUSAN CT.



CITY OF MUSKEGON ACT 51 MAP CHANGES.
ABANDON 348 FT SICORD ST.



CITY OF MUSKEGON ACT 51 MAP CHANGES.
ABANDON 417 FT TERRACE MARINA DR.





CITY OF MUSKEGON ACT 51 MAP CHANGES



Legend

Segment to Change

1. Allen Ave

2. Beach Lake Rd

3. Deaner Rd

4. E Western Ave

5. Emerald St

6. Franklin St

7. Glen Ave (East Segment)

8. Glen Ave (Hackley)

9. Glen Ave (West Segment)

10. Harnau St

11. Hudson St

12. Jackson Ave

13. Jane Ct

14. Jay St

15. Jefferson Ave

16. Loop Rd

17. Murphy St

18. Myrtle Ave

19. Ottawa St

20. Scott St

21. Sicord St

22. Sophia St

23. Susan Ct

24. Terrace Marina Dr

25. Westwood St

26. White Ave

27. 4TH ST

Roads



APPROVED

75.64 – MILES OF MAJOR STREET
112.97 – MILES OF LOCAL STREET
FOR THE PERIOD
JULY 1, 2019 to JUNE 30, 2020
BY



ACT 51 ADMINISTRATOR

July 1, 2019

DATE OF APPROVAL

Revision Date: August 31, 2019

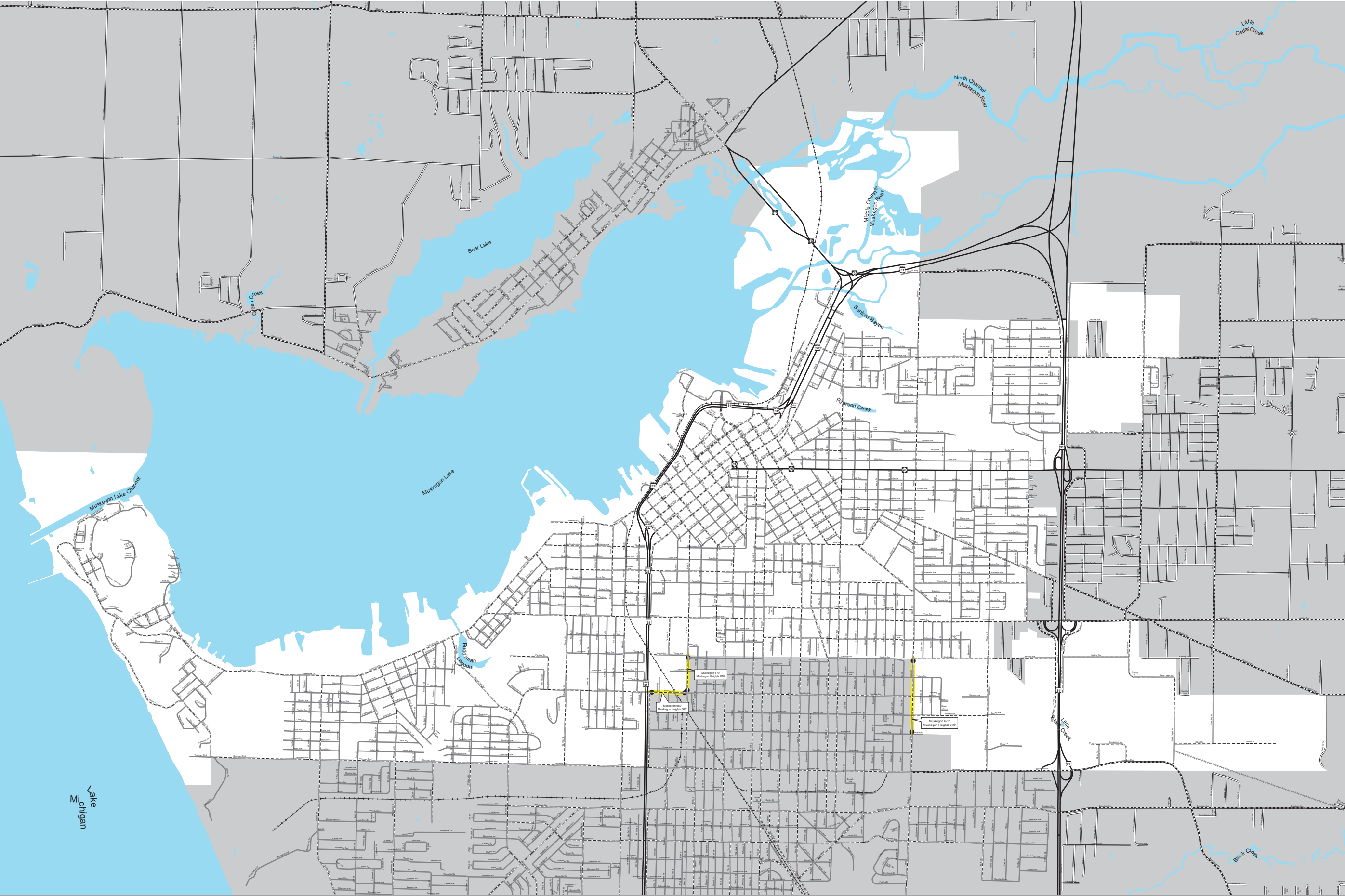
CITY OF MUSKEGON
MUSKEGON COUNTY

POP. 38,401 – 2010 CENSUS
T 9N, 10N - R 16W, 17W

STREET SYSTEM
THE MICHIGAN HIGHWAY LAW,
PUBLIC ACT 51 OF 1951, AS AMENDED,
MICHIGAN DEPARTMENT OF TRANSPORTATION
1 inch equals 1000 feet Map size 36x48



ROAD SYSTEM	LEGEND	GEOGRAPHY
STATE TRUNKLINE	405 ZONES	WETLAND
COUNTY PRIMARY	COUNTY LOCAL	SECTIONS
CITY MAJOR	CITY LOCAL	NONFOOD AREAS
ADJACENT JURISDICTION ROAD	UNIVERSITY ROAD	LAKE / RIVER
STATE PARK ROAD	RAILS TO TRAILS	HYDROGRAPHY
		RAILROAD



Lake Michigan

REQUEST FOR CHANGE IN THE MAJOR STREET SYSTEM

ACT 51, PUBLIC ACT OF 1951, AS AMENDED DURING CALENDAR YEAR 2019

MAIL TO: Michigan Department of Transportation, Bureau of Transportation Planning, P.O. Box 30050, Lansing, MI 48909.

NOTE: Refer to the "UNIFORM CRITERIA for MAJOR STREETS."

CITY OR VILLAGE City of Muskegon		PREPARED BY Leo Evans		PHONE NUMBER (231) 724-4100	DATE 03/03/20	
NAME OF STREET	TERMINI			LENGTH (FT.)	SURFACE TYPE	
	FROM		TO			
HUDSON ST	MICHIGAN AVE		WESTERN AVE		- 382	NONE
SOPHIA ST	ISABELLA AVE		WOOD ST		-132	NONE
4TH ST	WESTERN AVE		SHORELINE DR		-545	NONE

JUSTIFICATION

Hudson Street connected major streets Laketon Ave and Western Ave until 1972 when the City of Muskegon Commission declared, Hudson Street between Michigan and Western Avenues, vacated,

resolution #72-328. The vacated portion of Hudson Street was converted to private property and developed, the property remains the same today.

Until 1989, Sophia Street followed a grid pattern, connecting state owned road Apple Ave to city major street Wood Street. In 1989, 132 ft of Sophia Street was removed, and instead of ending at Wood

Street, Sophia ends at Isabella Ave. Green space and sidewalks are in place where the said portion of Sophia Street was removed.

4th Street, between Shoreline Drive and Western Ave, is no longer a segment of city major road. In 2019 Construction started to replace the 545 Ft segment of road with a convention center.

ADDITIONS AND DELETIONS TO CITY OR VILLAGE LOCAL STREET SYSTEM DURING CALENDAR YEAR 2019

INSTRUCTIONS: Complete form and mail to Michigan Department of Transportation, Bureau of Transportation Planning, P.O. Box 30050, Lansing, MI 48909.

CITY / VILLAGE City of Muskegon	PREPARED BY Leo Evans	PHONE NUMBER (231) 724-4100	DATE 03/03/20	
NAME OF STREET	TERMINI		LENGTH IN FEET + ADDED - DELETED	IF AN ADDITION, NAME OF APPROVED PLAT
	FROM	TO		
MURPHY ST	WALTON AVE	YUBA ST	+ 95	
TERRACE MARINA DR	TERRACE POINT DR	Dead End	+ 417	
SICORD ST	BLUFFTON AVE	SAMPSON AVE	- 348	
MYRTLE AVE	CEDAR ST	Dead End	- 213	
EMERALD ST	WALTON AVE	Dead End	- 195	
WHITE AVE	WILLIAMS ST	Dead End	- 75	
SCOTT ST	OAK AVE	Dead End	- 71	
GLEN AVE	BOURDON	Dead End	-225	
FRANKLIN ST	WESTERN AVE	Dead End	- 153	
WESTWOOD ST	SHERMAN BLVD	Dead End	- 135	
GLEN AVE	WESTWOOD ST	DEAD END	-284	
GLEN AVE	HACKLEY AVE/GLENSIDE AVE	Dead End	- 390	
JACKSON	EAST WESTERN	OTTAWA ST	-203	
LOOP RD	WOODCREEK AVE	DEAD END	- 245	
HARNAU ST	NIMS ST	LOUIS AVE	-978	
ALLEN AVE	JAY ST	Dead End	-175	

[illegible]

WATCH MUSKEGON

Agenda Item Review Form Muskegon City Commission

Commission Meeting Date: March 24, 2020	Title: Amity Avenue Bridge
Submitted By: Leo Evans	Department: Public Works
Brief Summary: Staff is requesting authorization to apply for State of Michigan FY2022 local bridge funds for a project to remove the Amity Avenue Bridge and rebuild an at-grade road through the area. A resolution of support is required to include with the application.	
Detailed Summary: Staff applied for this same project last year for State of Michigan FY2021 funding and we were the first project in the region not selected. Staff feels that resubmitting the project for consideration is still our best option within this program. Construction costs are estimated at \$415,000 for the project, with the city required to provide matching funds of approximately \$90,000 towards the construction costs plus engineering costs (estimated at \$100,000). The costs for this project would be borne in future fiscal years and if the project is selected the necessary matching funds will be allocated in the future budget cycles.	
Amount Requested: \$190,000	Amount Budgeted: \$190,000
Fund(s) or Account(s): 203-TBD-5346/5355	Fund(s) or Account(s): 203-TBD-5346/5355
Recommended Motion: Approve the resolution of support and authorize the Mayor and Clerk to sign and commit to funding the required match and engineering costs in future fiscal years if the project is selected.	
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

RESOLUTION

SUPPORT OF APPLICATION FOR BRIDGE PRESERVATION FUNDS

WHEREAS, Muskegon City Commissioners desire to promote safety and fiscal responsibility for the residents and visitors of our great city; and

WHEREAS, Muskegon City Commissioners acknowledge there is no longer a need for the bridge carrying Amity Street over the abandoned railroad; and

WHEREAS, Muskegon City Commissioners agree that removing the Amity bridge and rebuilding the roadway on fill reduces the future costs of maintenance; and

NOW, THEREFORE LET IT BE RESOLVED, that Muskegon City Commissioners support the application for federal and state bridge preservation funds and commit to funding required match dollars for removal of the bridge.

Dated this _____ of _____ 20__.

Stephen J. Gawron
Mayor

Ann Marie Meisch
City Clerk

Amity Bridge and surrounding area



WATCH MUSKEGON

Agenda Item Review Form Muskegon City Commission

Commission Meeting Date: March 24, 2020	Title: Highway Aggregates, Materials, and Concrete
Submitted By: Doug Sayles	Department: Public Works
Brief Summary: Award supply of aggregates, highway maintenance materials and concrete for 2020 to selected bidders.	
Detailed Summary: Bids were solicited for aggregates, highway maintenance materials and concrete for purchase in 2020. Purchases will be made from recommended bidders listed in blue on attached spreadsheets. Purchases are contingent upon product availability, timely deliveries, and prices as quoted.	
Amount Requested: Varies by fund	Amount Budgeted: Varies by fund
Fund(s) or Account(s): 101, 202, 203, 590, 591	Fund(s) or Account(s): 101, 202, 203, 590, 591
Recommended Motion: Award bids for aggregates, highway maintenance materials and concrete purchases for 2020 as presented.	
Check if the following Departments need to approve the item first: Police Dept. ☐ Fire Dept. ☐ IT Dept. ☐ For City Clerk Use Only: Commission Action:	

BID TABULATION
February 25, 2020

[illegible]

Aggregates
BID TABULATION
February 25, 2020

[illegible]

Concrete
BID TABULATION
February 25, 2020

*Bid selection based on 7-sack mix which is the most commonly used product, inclusion of other charges for "multiple drop locations" and "small load charges". It should also be noted that concrete purchases may include several miscellaneous charges, including, but not limited to, hot water, chloride, winter price, and extra unload time.

			Contractor	Port City Redi Mix	
			Address	1780 Sheridan Rd	
			City/St	Muskegon, MI	
			Phone	888-424-9800	
DESCRIPTION		UNIT		UNIT PRICE	
1	5 Sack Mix	CU.YD.		\$106.00	
2	6 Sack Mix	CU.YD.		\$111.00	
3	7 Sack Mix*	CU.YD.		\$116.00	
4	9 Sack Mix	CU.YD.		\$126.00	
5	Minimum Load	# CU YD			
6	Small Load charge, add	CU.YD.	4 - 5	\$75.00	
		CU.YD.	3 - 4	\$75.00	
		CU.YD.	2 - 3	\$100.00	
		CU.YD.	1 - 2	\$0.00	
7	Separate location drop charge	per drop		\$0.00	

WATCH MUSKEGON

Agenda Item Review Form Muskegon City Commission

Commission Meeting Date: March 24, 2020	Title: Sheridan & Olthoff Re-Construction
Submitted By: Joel Brookens	Department: Engineering
Brief Summary: Staff is requesting authorization to approve a contract to reconstruct Olthoff Drive from Black Creek Road to east end and Sheridan Road from Olthoff Drive north to city limits of the City of Muskegon, Muskegon County.	
Detailed Summary: Staff solicited bids to reconstruct 0.98 miles of HMA pavement reconstruction including HMA surface removal, aggregate conditioning, concrete curb and gutter, HMA paving and pavement markings. The location of the project is Olthoff Drive from Black Creek Road to east end and Sheridan Road from Olthoff Drive north to city limits of the City of Muskegon, Muskegon County. Below are the bids received on March 17, 2020: Asphalt Paving, Inc: \$738,820.00 McCormick Sand: \$795,872.10 Michigan Paving and Materials: \$845,425.70 Rieth-Riley Construction: \$968,737.50 Staff recommends the contract be awarded to Asphalt Paving, Inc. to reconstruct Olthoff and Sheridan roads according to the bid documents in the City of Muskegon.	
Amount Requested: \$738,820.00	Amount Budgeted: \$850,000.00 (in re-forecast)
Fund(s) or Account(s): 202-91842-5346	Fund(s) or Account(s): 202-91842-5346
Recommended Motion: Award the contract to Asphalt Paving, Inc. to reconstruct Olthoff and Sheridan roads according to the bid documents.	
Check if the following Departments need to approve the item first: Police Dept. ☐ Fire Dept. ☐	

IT Dept. ☐

For City Clerk Use Only:

Commission Action:

BID TABULATION													
City of Muskegon Engineering Department					Project Engineer: Project Number: Project Description: Engineer's Estimate:		CW H-91842 Olthoff and Sheridan Reconstruction \$1,014,599.00		Date:				
						Asphalt Paving Inc		McCormick Sand		Michigan Paving		Rieth-Riley	
Line Item	Pay Code	Description	Units	Quantity	Unit Prices	Total	Unit Prices	Total	Unit Prices	Total	Unit Prices	Total	
1	1500001	Mobilization, Max \$92,000.00	LSUM	1	\$67,000.00	\$67,000.00	\$92,000.00	\$92,000.00	\$42,900.00	\$42,900.00	\$92,000.00	\$92,000.00	
2	2037050	_Dr Structure, Rem, Modified	Ea	2	\$300.00	\$600.00	\$500.00	\$1,000.00	\$300.00	\$600.00	\$300.00	\$600.00	
3	2040020	Curb and Gutter, Rem	Ft	240	\$19.00	\$4,560.00	\$7.00	\$1,680.00	\$19.00	\$4,560.00	\$19.00	\$4,560.00	
4	2057002	_Machine Grading, Modified	Sta	1	\$1,200.00	\$1,200.00	\$1,700.00	\$1,700.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	
5	2080020	Erosion Control, Inlet Protection, Fabric Drop	Ea	27	\$85.00	\$2,295.00	\$50.00	\$1,350.00	\$85.00	\$2,295.00	\$85.00	\$2,295.00	
6	2080036	Erosion Control, Silt Fence	Ft	200	\$3.00	\$600.00	\$1.00	\$200.00	\$3.00	\$600.00	\$3.00	\$600.00	
7	2090001	Project Cleanup	LSUM	1	\$3,000.00	\$3,000.00	\$500.00	\$500.00	\$3,000.00	\$3,000.00	\$7,500.00	\$7,500.00	
8	3020001	Aggregate Base	Ton	56	\$32.00	\$1,792.00	\$1.00	\$56.00	\$32.00	\$1,792.00	\$32.00	\$1,792.00	
9	3020051	Aggregate Base, Conditioning	Sta	52	\$350.00	\$18,200.00	\$300.00	\$15,600.00	\$350.00	\$18,200.00	\$350.00	\$18,200.00	
10	3060021	Maintenance Gravel, LM	Cyd	80	\$50.00	\$4,000.00	\$0.01	\$0.80	\$5.00	\$400.00	\$50.00	\$4,000.00	
11	4020600	Sewer, Cl E, 12 inch, Tr Det B	Ft	65	\$80.00	\$5,200.00	\$40.00	\$2,600.00	\$80.00	\$5,200.00	\$80.00	\$5,200.00	
12	4021275	Video Taping Sewer and Culv Pipe	Ft	65	\$16.00	\$1,040.00	\$10.00	\$650.00	\$16.00	\$1,040.00	\$16.00	\$1,040.00	
13	4030004	Dr Structure Cover, Adj, Case 1, Modified	Ea	33	\$700.00	\$23,100.00	\$1,000.00	\$33,000.00	\$700.00	\$23,100.00	\$700.00	\$23,100.00	
14	4030312	Dr Structure, Tap, 12 inch	Ea	2	\$400.00	\$800.00	\$500.00	\$1,000.00	\$400.00	\$800.00	\$400.00	\$800.00	
15	4037001	_Dr Structure, Adj, Add Depth, Modified	Ft	10	\$400.00	\$4,000.00	\$350.00	\$3,500.00	\$400.00	\$4,000.00	\$400.00	\$4,000.00	
16	4037050	_Dr Structure Cover, Type B, Modified	Ea	33	\$600.00	\$19,800.00	\$375.00	\$12,375.00	\$600.00	\$19,800.00	\$600.00	\$19,800.00	
17	4037050	_Dr Structure Cover, Type K, Modified	Ea	3	\$700.00	\$2,100.00	\$525.00	\$1,575.00	\$700.00	\$2,100.00	\$700.00	\$2,100.00	
18	4037050	_Catch Basin Specail Detail	Ea	2	\$2,500.00	\$5,000.00	\$2,000.00	\$4,000.00	\$2,500.00	\$5,000.00	\$2,500.00	\$5,000.00	
19	5010005	HMA Surface, Rem	Syd	20130	\$1.10	\$22,143.00	\$1.00	\$20,130.00	\$3.59	\$72,266.70	\$1.75	\$35,227.50	
20	5010025	Hand Patching	Ton	5	\$80.00	\$400.00	\$100.00	\$500.00	\$375.00	\$1,875.00	\$500.00	\$2,500.00	
21	5010051	HMA, 4E3	Ton	6950	\$69.16	\$480,662.00	\$76.16	\$529,312.00	\$80.27	\$557,876.50	\$89.00	\$618,550.00	
22	8017011	_Drieway, Nonreinf Conc, 8 inch	Syd	25	\$48.00	\$1,200.00	\$55.00	\$1,375.00	\$48.00	\$1,200.00	\$48.00	\$1,200.00	
23	8020038	Curb and Gutter, Conc, Det F4	Ft	160	\$29.00	\$4,640.00	\$31.00	\$4,960.00	\$29.00	\$4,640.00	\$29.00	\$4,640.00	
24	8020050	Driveway Opening, Conc, Det M	Ft	90	\$29.00	\$2,610.00	\$31.00	\$2,790.00	\$29.00	\$2,610.00	\$29.00	\$2,610.00	
25	8110044	Pavt Mrkg, Ovly Cold Plastic, 18 inch, Stop Bar	Ft	25	\$6.00	\$150.00	\$6.00	\$150.00	\$15.00	\$375.00	\$50.00	\$1,250.00	
26	8110231	Pavt Mrkg, Waterborne, 4 inch, White	Ft	230	\$0.50	\$115.00	\$0.50	\$115.00	\$0.55	\$126.50	\$5.00	\$1,150.00	
27	8110232	Pavt Mrkg, Waterborne, 4 inch, Yellow	Ft	1920	\$0.50	\$960.00	\$0.50	\$960.00	\$0.55	\$1,056.00	\$1.00	\$1,920.00	
28	8120022	Barricade, Type III, High Intensity, Lighted, Furn	Ea	7	\$125.00	\$875.00	\$125.00	\$875.00	\$125.00	\$875.00	\$125.00	\$875.00	
29	8120023	Barricade, Type III, High Intensity, Lighted, Oper	Ea	7	\$1.00	\$7.00	\$1.00	\$7.00	\$1.00	\$7.00	\$1.00	\$7.00	
30	8120170	Minor Traf Devices	LSUM	1	\$14,750.00	\$14,750.00	\$7,800.00	\$7,800.00	\$12,750.00	\$12,750.00	\$52,500.00	\$52,500.00	
31	8120250	Plastic Drum, High Intensity, Furn	Ea	266	\$27.00	\$7,182.00	\$27.00	\$7,182.00	\$27.00	\$7,182.00	\$27.00	\$7,182.00	
32	8120251	Plastic Drum, High Intensity, Oper	Ea	266	\$1.00	\$266.00	\$1.00	\$266.00	\$1.00	\$266.00	\$1.00	\$266.00	
33	8120330	Sign, Portable, Changeable Message, Furn	Ea	3	\$3,750.00	\$11,250.00	\$3,750.00	\$11,250.00	\$3,750.00	\$11,250.00	\$3,750.00	\$11,250.00	
34	8120331	Sign, Portable, Changeable Message, Oper	Ea	3	\$500.00	\$1,500.00	\$500.00	\$1,500.00	\$500.00	\$1,500.00	\$500.00	\$1,500.00	
35	8120350	Sign, Type B, Temp, Prismatic, Furn	Sft	279	\$4.00	\$1,116.00	\$4.00	\$1,116.00	\$4.00	\$1,116.00	\$4.00	\$1,116.00	
36	8120351	Sign, Type B, Temp, Prismatic, Oper	Sft	279	\$1.00	\$279.00	\$1.00	\$279.00	\$1.00	\$279.00	\$1.00	\$279.00	
37	8120352	Sign, Type B, Temp, Prismatic, Spec, Furn	Sft	64	\$6.00	\$384.00	\$6.00	\$384.00	\$6.00	\$384.00	\$6.00	\$384.00	

38	8120353	Sign, Type B, Temp, Prismatic, Spec, Oper	Sft	64	\$1.00	\$64.00	\$1.00	\$64.00	\$1.00	\$64.00	\$1.00	\$64.00
39	8160062	Topsoil Surface, Furn, 4 inch	Syd	90	\$12.00	\$1,080.00	\$8.00	\$720.00	\$12.00	\$1,080.00	\$12.00	\$1,080.00
40	8167011	_Hydroseeding	Syd	90	\$10.00	\$900.00	\$0.01	\$0.90	\$10.00	\$900.00	\$10.00	\$900.00
41	8210001	Monument Box	Ea	1	\$500.00	\$500.00	\$600.00	\$600.00	\$1,000.00	\$1,000.00	\$750.00	\$750.00
42	8210010	Monument Preservation	Ea	1	\$500.00	\$500.00	\$750.00	\$750.00	\$1,000.00	\$1,000.00	\$750.00	\$750.00
43	8237050	_Water Valve Box and Cover, Complete	Ea	30	\$700.00	\$21,000.00	\$1,000.00	\$30,000.00	\$900.00	\$27,000.00	\$900.00	\$27,000.00

BID TOTAL:	\$738,820.00		\$795,872.70		\$845,265.70		\$968,737.50
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Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: March 24, 2020	Title: Mulch Installation Contract
Submitted By: Doug Sayles	Department: Public Works
Brief Summary: Staff is asking permission to hire Superior Ground Cover to apply mulch in various locations in the Downtown area.	
Detailed Summary: Staff is asking permission to hire Superior Ground Cover for \$26,649.00 to apply mulch to flower/plant beds on Western Avenue, the Farmers Market and Indian Cemetery.	
Amount Requested: Varies by fund	Amount Budgeted: Varies by fund
Fund(s) or Account(s): 101-70751 and 101-70863	Fund(s) or Account(s): 101-70751 and 101-70863
Recommended Motion: Authorize staff to hire Superior Ground Cover to apply mulch at various locations in the Downtown are.	
Check if the following Departments need to approve the item first: Police Dept. ☐ Fire Dept. ☐ IT Dept. ☐ For City Clerk Use Only: Commission Action:	

Memo

To: Doug Sayles – DPW Superintendent

From: Bernadette Young – Park Supervisor

cc: Tim Duba - Park Maintenance II

Date: March 11, 2020

Re: Western Ave, Farmers Market and Indian Cemetery Mulch

Attached are bids for annual downtown application of mulch. In the past we have applied 1 inch of mulch along with weed spraying and many, many hours of weed pulling. I have a new team member recommending 3 inches of mulch and eliminating weed spaying which will make the area more environmentally friendly for people, animals and bees.

After further research I have found Barry's Green House who is contracted thru the Community Foundation to maintain Hackley also uses the standard. There have been little weeds in the bed at Hackley Park during the course of the summer season.

CITY OF MUSKEGON
TELEPHONE BID TABULATION

Date 03-04-2020

Requisition

3" Depth Mulch

To Be Done on April 1-18th or 25th 2020

Vendor		Name of Bidder		Name of Bidder		Name of Bidder	
Telephone Number		Brinkwood		GAME TIME		888-216-8348	
Quoted By		616-299-6024		616-878-9190		888-216-8348	
Description		Unit Price		Total Price		Unit Price	
105 ^{cy}	FARMERS MARKET	47. ⁵⁰	4,961.25	No Bid		No Bid	
255 ^{cy}	WESTERN AVE.	47. ⁵⁰	12,048.75				
204 ^{cy}	INDIAN CEM.	47. ⁵⁰	9,639.00				
TOTAL BID			\$26,649.00				
Cash Discount Terms		F.O.B.		Delivery Time From Receipt of Purchase Order			

Superior Groundcover Inc

Superior Solution. Superior Service



Mulch Quote

DATE March 4, 2020

Quote valid until:

Andy Baas
10588 Linden Dr NW
Grand Rapids, MI, 49534
Cell: 616-299-6024.
Email: andy@superiorgroundcover.com

Prepared For: Tim Duba
Customer: City of Muskegon

Comments or special instructions:

Install to happen on either April 18th or April 25th

Location	Cubic Yards	Price per Cubic Yard	AMOUNT
Farmer's Market-1" depth	35	\$47.25	\$ 1,653.75
Western Ave- 1" depth	85	\$47.25	\$ 4,016.25
Seaway Drive/ Shorline Dr- 1" depth (did not install in 2019)	48	\$47.25	\$ 2,268.00
Indian Cemetary- 1" depth	68	\$47.25	\$ 3,213.00
Farmer's Market-2" depth	70	\$47.25	\$ 3,307.50
Western Ave- 2" depth	170	\$47.25	\$ 8,032.50
Seaway Drive/ Shorline Dr- 2" depth. (did not install in 2019)	96	\$47.25	\$ 4,536.00
Indian Cemetary- 2" depth	136	\$47.25	\$ 6,426.00
Farmer's Market-3" depth	105	\$47.25	\$ 4,961.25
Western Ave- 3" depth	255	\$47.25	\$ 12,048.75
Seaway Drive/ Shorline Dr- 3" depth. (did not install in 2019)	144	\$47.25	\$ 6,804.00
Indian Cemetary- 3" depth	204	\$47.25	\$ 9,639.00
TOTAL			\$ 66,906.00

THANK YOU FOR YOUR BUSINESS!

WATCH MUSKEGON

Agenda Item Review Form Muskegon City Commission

Commission Meeting Date: 03/24/20	Title: Equipment Purchase
Submitted By: Dave Baker	Department: Public Works
Brief Summary: The Water & Sewer Department is requesting permission to purchase one (1) Trailer Mounted Six Inch Trash Pump and Well Point System from Northern Dewatering Inc., the lowest responsible bidder.	
Detailed Summary: Two (2) companies submitted bids for this purchase as follows: Northern Dewatering, Inc..... \$53,613.16 Mersino..... \$60,017.30 This equipment will replace the old six-inch pump and point system currently being used. The newer technology will allow us to dewater construction projects and bypass pump lift stations in emergency situations. It will also allow us to save on rental costs which have been upwards of \$20,000 over the last few years.	
Amount Requested: \$53,613.16	Amount Budgeted: \$50,000
Fund(s) or Account(s): 591	Fund(s) or Account(s): 591
Recommended Motion: Authorize staff to purchase Trash Pump and Dewatering Equipment from Northern Dewatering Inc. for \$53,613.16.	
Check if the following Departments need to approve the item first: Police Dept. ☐ Fire Dept. ☐ IT Dept. ☐ For City Clerk Use Only: Commission Action:	



14405 Northdale Blvd. Rogers, MN 55374

Sales Quote

Date: 2/26/2020

Order #: 91797

PO #:

To: City Of Muskegon
933 Terrace St.
Muskegon, MI 49443

Ship to:

Salesperson	Shipping Method	Shipping Terms	Ship Date	Payment Terms
Cory Molitor	Best Way	FOB Factory		Net 30

Qty	Item #	Description	Unit Price	Line Total
1	6V-DKST-2.5	6" Trailer Mounted Vacuum Assisted Dual Purpose Thompson Trash Pump & Wellpoint pump. Powered by a Final Tier 4, 70HP Water Cooled Kohler Diesel Engine, Mounted on a 57Gal Integral Fuel Frame	\$ 46,512.44	\$ 46,512.44
		SN:		
		60'x40'x60' Wellpoint System		
50		1-1/2 x 20' Well Point	\$ 30.00	\$ 1,500.00
50		1-1/2" Swing Hoses	\$ 28.30	\$ 1,415.00
2		6" 90 Degree PVC Elbows	\$ 34.34	\$ 68.68
1		6" PVC Tee	\$ 53.96	\$ 53.96
8		6" x 20' PVC Header	\$ 260.86	\$ 2,086.88
50		Vinyl Riser Top	\$ 3.00	\$ 150.00
2		6" PVC End Caps	\$ 16.17	\$ 32.34
12		6" Coupling w/Straps	\$ 32.60	\$ 391.20
1		6" x 20' Suction Hose w/ Camlock	\$ 479.04	\$ 479.04
2		6" x 50' Red Layflat Discharge Hose w/Camlock	\$ 461.81	\$ 923.62
		Lead Time approximately 8-10 weeks ARO		
		Does NOT include tax or freight		
Subtotal				53,613.16
Shipping				
Sales Tax				
Total				\$ 53,613.16

Thank you for your business!



810.658.3472
810.653.7828
www.mersino.com

Project #: 32024
Project Name Wellpoint system purchase

Account Manager: Dominic Mersino
Phone #: 616-340-2844

Customer Account #: 12278
Company Name: CITY OF MUSKEGON DPW
Address: 1350 E. KEATING
City, State ZIP: MUSKEGON, MI 49442
Phone #: 231-724-4100

Ship To Address
Address:
City, State: Muskegon, MI
Attention: Dan Johnson
Phone #: 231-215-8504

Today's Date: 12/18/19
Est Delivery Date: 01/01/20

[illegible]

Special Instructions:

Signature/Date







Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: 3/24/20	Title: NEZ Certificates
Submitted By: Mike Franzak	Department: Planning
Brief Summary: Applications for Neighborhood Enterprise Zone (NEZ) certificates have been received from Terrace Point Landing, LLC for the new construction of homes at 334, 336, 671, 673, 675 and 677 Terrace Point.	
Detailed Summary:	
Amount Requested:	Amount Budgeted:
Fund(s) or Account(s):	Fund(s) or Account(s):
Recommended Motion: To approve the Neighborhood Enterprise Zone Certificates for 334, 336, 671, 673, 675 and 677 Terrace 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:	

Resolution No. _____

MUSKEGON CITY COMMISSION

**RESOLUTION TO APPROVE THE ISSUANCE
OF A NEIGHBORHOOD ENTERPRISE ZONE CERTIFICATE**

WHEREAS, an application for a Neighborhood Enterprise Zone Certificate has been filed with the City Clerk by Terrace Point Landing, LLC to construct a new home at 334 Terrace Point in the Terrace Point Condominium neighborhood, and;

WHEREAS, the applicant has satisfied both the local and state eligibility criteria for a Neighborhood Enterprise Zone Certificate;

WHEREAS, the local unit of government is allowing the six (6) month grace period after construction commencement to apply, which is allowed under the law;

WHEREAS, the Neighborhood Enterprise Zone Certificate has been approved for twelve (12) years;

NOW, THEREFORE, BE IT RESOLVED that the application for a Neighborhood Enterprise Zone Certificate for the new construction of a home by Terrace Point Landing, LLC be approved.

Adopted this 24th day of March, 2020.

Ayes:

Nays:

Absent:

By: _____
Stephen J. Gawron, Mayor

Attest: _____
Ann Meisch
City Clerk

CERTIFICATION

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Commission of the City of Muskegon, County of Muskegon, Michigan at a regular meeting held on March 24, 2020.

By: _____
Ann Meisch
City Clerk

Resolution No. _____

MUSKEGON CITY COMMISSION

**RESOLUTION TO APPROVE THE ISSUANCE
OF A NEIGHBORHOOD ENTERPRISE ZONE CERTIFICATE**

WHEREAS, an application for a Neighborhood Enterprise Zone Certificate has been filed with the City Clerk by Terrace Point Landing, LLC to construct a new home at 336 Terrace Point in the Terrace Point Condominium neighborhood, and;

WHEREAS, the applicant has satisfied both the local and state eligibility criteria for a Neighborhood Enterprise Zone Certificate;

WHEREAS, the local unit of government is allowing the six (6) month grace period after construction commencement to apply, which is allowed under the law;

WHEREAS, the Neighborhood Enterprise Zone Certificate has been approved for twelve (12) years;

NOW, THEREFORE, BE IT RESOLVED that the application for a Neighborhood Enterprise Zone Certificate for the new construction of a home by Terrace Point Landing, LLC be approved.

Adopted this 24th day of March, 2020.

Ayes:

Nays:

Absent:

By: _____
Stephen J. Gawron, Mayor

Attest: _____
Ann Meisch
City Clerk

CERTIFICATION

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Commission of the City of Muskegon, County of Muskegon, Michigan at a regular meeting held on March 24, 2020.

By: _____
Ann Meisch
City Clerk

Resolution No. _____

MUSKEGON CITY COMMISSION

**RESOLUTION TO APPROVE THE ISSUANCE
OF A NEIGHBORHOOD ENTERPRISE ZONE CERTIFICATE**

WHEREAS, an application for a Neighborhood Enterprise Zone Certificate has been filed with the City Clerk by Terrace Point Landing, LLC to construct a new home at 671 Terrace Point in the Terrace Point Condominium neighborhood, and;

WHEREAS, the applicant has satisfied both the local and state eligibility criteria for a Neighborhood Enterprise Zone Certificate;

WHEREAS, the local unit of government is allowing the six (6) month grace period after construction commencement to apply, which is allowed under the law;

WHEREAS, the Neighborhood Enterprise Zone Certificate has been approved for twelve (12) years;

NOW, THEREFORE, BE IT RESOLVED that the application for a Neighborhood Enterprise Zone Certificate for the new construction of a home by Terrace Point Landing, LLC be approved.

Adopted this 24th day of March, 2020.

Ayes:

Nays:

Absent:

By: _____
Stephen J. Gawron, Mayor

Attest: _____
Ann Meisch
City Clerk

CERTIFICATION

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Commission of the City of Muskegon, County of Muskegon, Michigan at a regular meeting held on March 24, 2020.

By: _____
Ann Meisch
City Clerk

Resolution No. _____

MUSKEGON CITY COMMISSION

**RESOLUTION TO APPROVE THE ISSUANCE
OF A NEIGHBORHOOD ENTERPRISE ZONE CERTIFICATE**

WHEREAS, an application for a Neighborhood Enterprise Zone Certificate has been filed with the City Clerk by Terrace Point Landing, LLC to construct a new home at 673 Terrace Point in the Terrace Point Condominium neighborhood, and;

WHEREAS, the applicant has satisfied both the local and state eligibility criteria for a Neighborhood Enterprise Zone Certificate;

WHEREAS, the local unit of government is allowing the six (6) month grace period after construction commencement to apply, which is allowed under the law;

WHEREAS, the Neighborhood Enterprise Zone Certificate has been approved for twelve (12) years;

NOW, THEREFORE, BE IT RESOLVED that the application for a Neighborhood Enterprise Zone Certificate for the new construction of a home by Terrace Point Landing, LLC be approved.

Adopted this 24th day of March, 2020.

Ayes:

Nays:

Absent:

By: _____
Stephen J. Gawron, Mayor

Attest: _____
Ann Meisch
City Clerk

CERTIFICATION

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Commission of the City of Muskegon, County of Muskegon, Michigan at a regular meeting held on March 24, 2020.

By: _____
Ann Meisch
City Clerk

Resolution No. _____

MUSKEGON CITY COMMISSION

**RESOLUTION TO APPROVE THE ISSUANCE
OF A NEIGHBORHOOD ENTERPRISE ZONE CERTIFICATE**

WHEREAS, an application for a Neighborhood Enterprise Zone Certificate has been filed with the City Clerk by Terrace Point Landing, LLC to construct a new home at 675 Terrace Point in the Terrace Point Condominium neighborhood, and;

WHEREAS, the applicant has satisfied both the local and state eligibility criteria for a Neighborhood Enterprise Zone Certificate;

WHEREAS, the local unit of government is allowing the six (6) month grace period after construction commencement to apply, which is allowed under the law;

WHEREAS, the Neighborhood Enterprise Zone Certificate has been approved for twelve (12) years;

NOW, THEREFORE, BE IT RESOLVED that the application for a Neighborhood Enterprise Zone Certificate for the new construction of a home by Terrace Point Landing, LLC be approved.

Adopted this 24th day of March, 2020.

Ayes:

Nays:

Absent:

By: _____
Stephen J. Gawron, Mayor

Attest: _____
Ann Meisch
City Clerk

CERTIFICATION

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Commission of the City of Muskegon, County of Muskegon, Michigan at a regular meeting held on March 24, 2020.

By: _____
Ann Meisch
City Clerk

Resolution No. _____

MUSKEGON CITY COMMISSION

**RESOLUTION TO APPROVE THE ISSUANCE
OF A NEIGHBORHOOD ENTERPRISE ZONE CERTIFICATE**

WHEREAS, an application for a Neighborhood Enterprise Zone Certificate has been filed with the City Clerk by Terrace Point Landing, LLC to construct a new home at 677 Terrace Point in the Terrace Point Condominium neighborhood, and;

WHEREAS, the applicant has satisfied both the local and state eligibility criteria for a Neighborhood Enterprise Zone Certificate;

WHEREAS, the local unit of government is allowing the six (6) month grace period after construction commencement to apply, which is allowed under the law;

WHEREAS, the Neighborhood Enterprise Zone Certificate has been approved for twelve (12) years;

NOW, THEREFORE, BE IT RESOLVED that the application for a Neighborhood Enterprise Zone Certificate for the new construction of a home by Terrace Point Landing, LLC be approved.

Adopted this 24th day of March, 2020.

Ayes:

Nays:

Absent:

By: _____
Stephen J. Gawron, Mayor

Attest: _____
Ann Meisch
City Clerk

CERTIFICATION

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Commission of the City of Muskegon, County of Muskegon, Michigan at a regular meeting held on March 24, 2020.

By: _____
Ann Meisch
City Clerk



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: 03/24/2020	Title: Equipment Purchase
Submitted By: Sanjeev Mungarwadi	Department: Public Works - Filtration
Brief Summary: Filtration plant is requesting approval to purchase one (1) ball valve with control and one (1) isolation valve for high service pump #2.	
Detailed Summary: The ball valve will replace the original malfunctioning valve on high service pump #2 and an isolation valve will be necessary to install this ball valve. We have Pratt valves on all other high service pumps and would like to have identical valves on all pumps for ease of maintenance. Pratt is the only regional dealer and we will procure installation services at a later date. The funding will come from budgeted item for Harvey Pump #2 for \$80,000 and budget reallocations will be done in the third quarter.	
Amount Requested: \$67,343.70	Amount Budgeted: \$80,000
Fund(s) or Account(s): 591-60558-5400	Fund(s) or Account(s): 591-60558-5400
Recommended Motion: Authorize staff to purchase ball valve and isolation valve for high service pump #2 from Pratt for \$67,343.70.	
Check if the following Departments need to approve the item first: Police Dept. ☐ Fire Dept. ☐ IT Dept. ☐ For City Clerk Use Only: Commission Action:	



a MUELLER brand

401 S. HIGHLAND AVENUE, AURORA, IL 60506
TEL: (630) 844-4000 FAX: 630-844-4191

Please reference job name or quote number
on all purchase orders related to this quotation.

Date: February 24, 2020

Proposal #: Q-020-10630 **Rev:** 2

Project Name: Muskegon WTP 18" Ball Valve
Replacement

Project Location: Muskegon, MI

TO: Michael Wright

PETERSON AND MATZ
30701 W. 10 MILE RD.
#100
FARMINGTON HILLS, MI 48336
United States
Phone: 248-4763204
Fax: 248-4763445

This quotation reflects our policy of sourcing materials in the most cost effective manner. Any requirement for a specific US content may require a revised quotation.

We are pleased to submit the following proposal for your consideration:

<u>ITEM</u>	<u>QTY</u>	<u>LEAD-TIME</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>EXTENDED</u>
1	1	22-24 Weeks	18" Flanged 150# Rubber Seated Ball Valve, Ductile Iron Body, Ductile Iron Rotor with 316 Stainless Steel Edge, 304 Stainless Steel Shaft and Pins, Buna-N Seat, Teflon Lined Fiberglass Bearings, 8 Mils Amercoat 370 Epoxy Interior, 8 Mils Amercoat 370 Epoxy Exterior, MDT5 12x11 AWWA Non-Metallic Duracyl, Handjack, SPDT Open/Close/Momentary Limit Switch	\$43,231.00	\$43,231.00
2	1	22-24 Weeks	3/8 X 1/2 PUMP CHECK CTL PKG IN NEMA 12 ENCLOSURE to control 18" Ball valve above, same as supplied on Henry Pratt order no. 1732551HP item 3 except using Versa 4-Way valve and larger enclosure.	\$20,389.00	\$20,389.00
3	1	10-12 Weeks	18" Flange 150B Butterfly Valve, Buna Seat, CI Body, CI Disc, 304SS Shaft, Nylatron Bearing, MDT3S CHW w/ Indicator Open Left , 8 Mils Amercoat 370 Epoxy Interior, 8 Mils Amercoat 370 Epoxy Exterior, 316SS Hardware, Includes 20 Feet of Chain, same as supplied on Henry Pratt order no. 1732551HP item 6	\$3,723.70	\$3,723.70
				Proposal Total:	\$67,343.70

Sincerely,
Wayne Elliott
wellriott@henrypratt.com

Mueller refers to one or more of Mueller Water Products, Inc., a Delaware corporation ("MWP"), and its subsidiaries. MWP and each of its subsidiaries are legally separate and independent entities when providing products and services. MWP does not provide products or services to third parties. MWP and each of its subsidiaries are liable only for their own acts and omissions and not those of each other. MWP brands include Mueller®, Echologics®, Hydro Gate®, Hydro-Guard®, Jones®, Mi.Net®, Milliken®, Pratt®, Singer®, and U.S. Pipe Valve and Hydrant. Please see muellerwp.com/brands to learn more.

Commercial Terms:

FOB Point : Origin
Freight Terms : PPC Pre-Pay & Charge
Payment Terms : Net 30 Days
Price Validity : 30 Days
Warranty : 24 Months as defined in Terms and Conditions of Sale
Packaging : Standard

1. Quoted Prices Exclude:

1.1 All Taxes

2. Clarifications

2.1 None

CONDITIONS OF SALE

3. Prices are firm and proposal is valid providing:

- 3.1 Buyer's purchase order is received within 30 days of bid opening date. If purchase order is not received within 30 days, Seller reserves the right to re-quote and adjust price and/or delivery lead time.
- 3.2 Quotation assumes shipment of complete quoted material within 365 days from date of a received purchase order.
- 3.3 Approved drawings, if specifically required by purchase order, are returned within thirty (30) days of submittal date, with full release to manufacturing. If approved drawings are not received within 30 days, Seller reserves the right to re-quote and adjust price and/or delivery lead time.
- 3.4 Henry Pratt Company's Terms and Conditions of Sale apply to this quotation. A copy of our Terms and Conditions of Sale can be downloaded from https://www.henrypratt.com/sites/henrypratt.com/files/uploads/media/13313-terms-and-conditions-of-sale-pratt_9-10-2018_0.pdf.
- 3.5 Quoted shipping dates are estimates only based on shop loads and lead times of materials from outside vendors. Seller will meet quoted schedules or reflect currently schedules upon order acknowledgement. Lead time shall be mutually agreed to at the time of product release to manufacture and credit package approval by Seller. Seller shall not be responsible for delay in deliveries due to any cause beyond Seller's reasonable control, regardless of theory of liability.
- 3.6 Seller shall not be liable for Buyer's loss of profit, indirect, liquidated, incidental, or consequential damages, regardless of theory of liability. Seller's total liability shall not exceed the unit purchase price of the products supplied. Indemnification shall be limited solely to Seller's negligence.
- 3.7 This quotation is based on payment terms of Net 30 Days from date of invoice with no retainage. Payment terms are extended to customers who have completed a credit application, including credit agreement, and have been approved by our Credit Department. Payment must be made in advance of shipment for all other accounts.

ALL QUOTATIONS/PURCHASE ORDERS ARE SUBJECT TO RENEGOTIATION IF DIFFERING TERMS AND CONDITIONS ARE STATED IN BUYER'S PURCHASE ORDER WHEN RECEIVED.

WATCH MUSKEGON

Agenda Item Review Form Muskegon City Commission

Commission Meeting Date: March 24, 2020	Title: Emergency Small Business Loans
Submitted By: Frank Peterson	Department: City Manager
Brief Summary: City staff is seeking authorization to temporarily streamline economic assistance to businesses previously impacted by the prolonged Lakeshore Drive reconstruction project and would like to operate over the next two months allowing Administrative approval of emergency small business loans up to \$10,000 as part of the revolving loan program.	
Detailed Summary: City staff is seeking temporary emergency approval to enter into small business emergency loans up to \$10,000 each. The specific approvals are as follows: Authorize the City Manager and Finance Director to approve emergency small business loans. The maximum loan amount would be \$10,000; the maximum amount available would be \$150,000. The terms would follow the normal revolving loan program interest rate criteria of Prime plus 2%. All loans would be amortized over a 36-month period, with interest incurring after 120 days and payments starting after 120 days. The fund has in excess of \$1 Million available to lend. If brought to full amortization, the loans would generate approximately \$33,000 in interest for the fund.	
Amount Requested: \$150,000	Amount Budgeted: \$0
Fund(s) or Account(s): Revolving Loan Fund	Fund(s) or Account(s): N/A
Recommended Motion: Authorize the City Manager to approve emergency small business loans from the revolving loan fund, with a maximum loan amount of \$10,000, and a maximum available of \$150,000 until May 30, 2020.	
Check if the following Departments need to approve the item first: Police Dept. ☐ Fire Dept. ☐ IT Dept. ☐ For City Clerk Use Only: Commission Action:	



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: March 24, 2020	Title: Emergency Purchasing Procedure
Submitted By: Frank Peterson	Department: City Manager
Brief Summary: City staff is seeking authorization to temporarily increase the City Manager's purchasing limit \$50,000.	
Detailed Summary: City staff is seeking temporary emergency approval to process all purchase up to \$50,000 by increasing the City Manager's authorized purchases from \$15,000 to \$50,000 until April 30th.	
Amount Requested: \$0	Amount Budgeted: \$0
Fund(s) or Account(s): N/A	Fund(s) or Account(s): N/A
Recommended Motion: Increase authorized purchases for the City Manager from \$15,000 to \$50,000 until April 30, 2020.	
Check if the following Departments need to approve the item first: Police Dept. ☐ Fire Dept. ☐ IT Dept. ☐ For City Clerk Use Only: Commission Action:	