

CITY OF MUSKEGON

CITY COMMISSION MEETING

April 22, 2025 @ 5:30 PM

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

AGENDA

- ☐ **CALL TO ORDER:**
- ☐ **PRAYER:**
- ☐ **PLEDGE OF ALLEGIANCE:**
- ☐ **ROLL CALL:**
- ☐ **HONORS, AWARDS, AND PRESENTATIONS:**
 - A. Fresh Coast Climate Solutions - Climate Action Plan **REMOVED PER STAFF REQUEST** Manager's Office
- ☐ **PUBLIC HEARINGS:**
 - A. Neighborhood Enterprise Zone Certificates for 346 Wood St., 320 Wood St., 209 Merrill Ave., 213 Merrill Ave., and 436 Charles St. Economic Development
 - B. Neighborhood Enterprise Zone Certificate - 328 Terrace Point Circle Economic Development
 - C. Neighborhood Enterprise Zone Certificate - 312 Jackson Ave. Economic Development
- ☐ **FEDERAL/STATE/COUNTY OFFICIALS UPDATE:**
- ☐ **PUBLIC COMMENT ON AGENDA ITEMS:**
- ☐ **CONSENT AGENDA:**
 - A. Approval of Minutes City Clerk
 - B. Fresh Coast Climate Solutions - Climate Action Plan **REMOVED PER STAFF REQUEST** Manager's Office
 - C. FY26 Chip Seal Program Public Works
 - D. Qualitative Assessment Contract Assignment Manager's Office

- E. **Amendment to the zoning ordinance - Planned Unit Development (PUD) compliance (SECOND READING)** Planning
- F. **Ordinance Amendment - International Property Maintenance Code (SECOND READING)** Public Safety
- G. **Health and Dental Care Renewal** Finance
- H. **Sale of 436 Adams** Planning
- I. **Contract Award - Amity Street Extra Work** DPW- Engineering
- J. **Special Event Policy Update** DPW- Parks and Recreation
- K. **Contract Award - City Signage** Public Works
- L. **880 First Street Demo Asbestos Change Order #2** Economic Development
- M. **Design and Construction Engineering Services for Industrial Park and Sherman Lift Station Improvements** Public Works
- N. **Parking Enforcement Management System REMOVED PER STAFF REQUEST** Public Safety

☐ **UNFINISHED BUSINESS:**

☐ **NEW BUSINESS:**

A. **Pole Banner Policy** DPW- Parks

☐ **ANY OTHER BUSINESS:**

☐ **GENERAL 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. ► Limit of 3 minutes to address the Commission.

☐ **CLOSED SESSION:**

A. **Attorney/Client Confidential Communication** Manager's Office

☐ **ADJOURNMENT:**

AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE CITY OF MUSKEGON AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES

To give comment on a live-streamed meeting the city will provide a call-in telephone number to the public to be able to call and give comment. For a public meeting that is not live-streamed, and which a citizen would like to watch and give comment, they

must contact the City Clerk's Office with at least a two-business day notice. The participant will then receive a zoom link which will allow them to watch live and give comment. Contact information is below. For more details, please visit:

www.shorelinecity.com

The City of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the meeting with twenty-four (24) hours' notice to the City of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the City of Muskegon by writing or by calling the following:

Ann Marie Meisch, MMC. City Clerk. 933 Terrace St. Muskegon, MI 49440. (231)724-6705.
clerk@shorelinecity.com



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: April 22, 2025	Title: Fresh Coast Climate Solutions - Climate Action Plan REMOVED PER STAFF REQUEST							
Submitted by: Peter Wills, Director of Governmental Relations	Department: Manager's Office							
Brief Summary: On Earth Day, April 22, staff will present the City's Government Operations Climate Action Plan as prepared by Fresh Coast Climate Solutions. The Plan will be used to manage Greenhouse Gas (GHG) risks and help identify targeted reduction opportunities with the goal of eliminating the organization's GHG emissions by 2040.								
Detailed Summary & Background: In April 2023, the City Commission passed a resolution declaring the city's commitment to climate action initiatives and to combat the impact of climate change on our community and planet. The city intends to reduce its organizational GHG emissions through deliberative budget, policy, and administrative actions. In February 2024, a Government Operations Greenhouse Gas Inventory was completed. Results of this Inventory are intended to inform the development of a Climate Action Plan. The City received a \$75,000 Community Energy Management Program grant through EGLE to offset the cost of the contract.								
Goal/Focus Area/Action Item Addressed: <u>Key Focus Areas:</u> <u>Goal/Action Item:</u> 2027 GOAL 4: FINANCIAL INFRASTRUCTURE - Maximized efficient use of existing infrastructure								
Amount Requested: NA	Budgeted Item: <table border="1"><tr><td>Yes</td><td>X</td><td>No</td><td></td><td>N/A</td><td></td><td></td></tr></table>	Yes	X	No		N/A		
Yes	X	No		N/A				
Fund(s) or Account(s): NA	Budget Amendment Needed: <table border="1"><tr><td>Yes</td><td></td><td>No</td><td>X</td><td>N/A</td><td></td><td></td></tr></table>	Yes		No	X	N/A		
Yes		No	X	N/A				
Recommended Motion:								
Approvals: <table border="1"><tr><td>Immediate Division</td><td></td><td></td></tr></table>	Immediate Division			Guest(s) Invited / Presenting: No				
Immediate Division								

Head			
Information Technology			
Other Division Heads	X		
Communication			
Legal Review			



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: April 22, 2025	Title: Neighborhood Enterprise Zone Certificates for 346 Wood St., 320 Wood St., 209 Merrill Ave., 213 Merrill Ave., and 436 Charles St.						
Submitted by: Jocelyn Hines, Development Analyst	Department: Economic Development						
Brief Summary: Staff is requesting the approval of Neighborhood Enterprise Zone (NEZ) certificates for 15 years for new construction homes at 346 Wood St., 320 Wood St., 209 Merrill Ave., 213 Merrill Ave., and 436 Charles St.							
Detailed Summary & Background: An application for a Neighborhood Enterprise zone (NEZ) certificate has been received from Stephens Homes and Investments for the new construction of homes at 346 Wood St., 320 Wood St., 209 Merrill Ave., 213 Merrill Ave., and 436 Charles St. The cost of construction is between \$140,000 and \$210,000 per home. The applicant has met local and state requirements for the issuance of the NEZ certificate.							
Goal/Focus Area/Action Item Addressed: <u>Key Focus Areas:</u> Diverse housing types <u>Goal/Action Item:</u> 2027 Goal 2: Economic Development Housing and Business - Diverse housing types							
Amount Requested: N/A	Budgeted Item: <table border="1"><tr><td>Yes</td><td></td><td>No</td><td></td><td>N/A</td><td></td></tr></table>	Yes		No		N/A	
Yes		No		N/A			
Fund(s) or Account(s): N/A	Budget Amendment Needed: <table border="1"><tr><td>Yes</td><td></td><td>No</td><td></td><td>N/A</td><td></td></tr></table>	Yes		No		N/A	
Yes		No		N/A			
Recommended Motion: I move to close the public hearing and approve the Neighborhood Enterprise Zone (NEZ) certificates for 15 years at 346 Wood St., 320 Wood St., 209 Merrill Ave., 213 Merrill Ave., and 436 Charles St. and authorize the City Clerk and Mayor to sign the certificate and resolution.							
Approvals: <table border="1"><tr><td>Immediate Division</td><td></td><td></td></tr></table>	Immediate Division			Guest(s) Invited / Presenting: Yes			
Immediate Division							

Head			
Information Technology			
Other Division Heads			
Communication			
Legal Review			

Application for Neighborhood Enterprise Zone Certificate

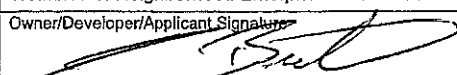
Issued under authority of Public Act 147 of 1992, as amended.

RECEIVED
APR - 1 2025

LOCAL GOVERNMENTAL UNIT USE ONLY	
Application No.	Date Received

STATE USE ONLY	
Application No.	Date Received

Read the instructions before completing the application. This application must be filed prior to building permit issuance and start of construction except as provided in the instructions on page 3 under Owner/Developer/Applicant Instructions. Initially file completed application and required documents with the clerk of the local governmental unit. The additional documents to complete the application process will be required by the State of Michigan only after the original application is filed with the clerk of the local governmental unit (LGU). This form is also used to file a request for the transfer of an existing NEZ certificate. Please see the instruction sheet.

PART 1: OWNER/DEVELOPER/APPLICANT INFORMATION (Applicant must complete all fields)			
Owner/Developer/Applicant Name Stephens Homes and Investments		Type of NEZ ☐ OPRA eligible community NEZ ☒ Workforce Housing NEZ	
Facility's Street Address 436 Charles St		Type of Approval Requested ☒ New Facility ☐ Rehabilitated Facility ☐ Transfer (1 copy only)	
City Muskegon	State MI	ZIP Code 49442	
Name of City, Township or Village (taxing authority) City of Muskegon		No. of years requested for exemption (6-15; 11-17 for qualified historic building) 15	
☒ City ☐ Township ☐ Village		Is the facility owned or rented by occupants? ☐ Owned ☐ Rented	
County Muskegon		Type of Property (check one) ☒ House ☐ Duplex ☐ Condo	
School District Muskegon		☐ Loft ☐ Apartment - No. of Units _____	
Name of LGU that established district City of Muskegon		Name or Number of Neighborhood Enterprise Zone Date district was established	
Identify who will complete the work ☒ Licensed Contractor ☐ Other _____		Estimated Project Cost (per unit) \$210,000.00	
Describe the general nature and extent of the new construction or rehabilitation to be undertaken. For rehabilitation only, include Breakdown of Investment Costs. Use attachments if necessary. Building a 3 bed 2 bathroom with a 2 stall garage on a Full basement totaling 1540 sq feet. New Construction			
Timetable for undertaking and completing the rehabilitation or construction of the facility. Begin Date 11-14-25		End Date 7-14-2025	
Additional Timetable Information (if applicable)			
PART 2: OWNER/DEVELOPER/APPLICANT CERTIFICATION			
Contact Name Stephen Benedict			
Contact Telephone Number (231) 206-7114		Contact Email Address stephenshomes@yahoo.com	
Owner/Developer/Applicant Name Stephens Homes and Investments LLC			
Owner/Developer/Applicant Telephone Number (231) 206-7114		Owner/Developer/Applicant Email Address stephenshomes@yahoo.com	
Owner/Developer/Applicant Mailing Address 1042 Terrace St		City Muskegon	State MI
		ZIP Code 49442	
I certify the information contained herein and in the attachments are true and that all are truly descriptive of the residential real property for which this application is being submitted.			
I certify I am familiar with the provisions of Public Act 147 of 1992, as amended, (MCL 207.771 to 207.787) and to the best of my knowledge, I have complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the LGU and the issuance of Neighborhood Enterprise Zone Certificate by the State Tax Commission.			
Owner/Developer/Applicant Signature 		Date 4/1/2025	

Continue on Page 2

PART 3: LGU ASSESSOR CERTIFICATION (Assessor of LGU must complete Part 3)			
The property to be covered by this exemption may not be included on any other specific tax roll while receiving the Neighborhood Enterprise Zone Exemption. For example, property on the Eligible Tax Reverted Property (Land Bank) specific tax roll cannot be granted a Neighborhood Enterprise Zone Exemption that would also put the same property on the Neighborhood Enterprise Zone specific tax roll.			
☒ By checking this box I certify that, if approved, the property to be covered by this exemption will be on the Neighborhood Enterprise Zone Exemption specific tax roll and not on any other specific tax roll.			
Name of LGU <i>City of Muskegon</i>			
Name of Assessor (First and last name) <i>City of Muskegon</i>			
Telephone Number <i>231 750 6750</i>		Email Address <i>vanderurriesdo@muskegoncounty.net</i>	
I certify that, to the best of my knowledge, the information contained in Part 3 of this application is complete and accurate.			
Assessor's Signature <i>Danna Vanderurries</i>			Date <i>4/7/2025</i>
PART 4: LGU ACTION/CERTIFICATION (LGU clerk must complete this section before submitting to the State Tax Commission)			
Action taken by LGU:		The State Tax Commission requires the following documents be filed for an administratively complete application:	
☐ Exemption Approved for _____ Years (6-15)		☐ 1. Original Application	
☐ Exemption Approved for _____ Years (11-17 qualified historic building)		☐ 2. Legal description of the real property with parcel identification number	
☐ Exemption Denied (include Resolution Denying)		☐ 3. Resolution approving the zone.	
Date of resolution approving/denying this application		☐ 4. Resolution approving the application.	
Clerk's Name (First and Last)		☐ 5. REHABILITATION APPLICATIONS ONLY.	
Telephone Number		Statement by the assessor showing the taxable value of the rehabilitated facility not including the land, for the tax year immediately preceding the effective date of the rehabilitation.	
Email Address			
Mailing Address	City	State	ZIP Code
I certify that I have reviewed this application for complete and accurate information and determined that the subject property is located within a qualified Neighborhood Enterprise Zone.			
I certify this application meets the requirements as outlined by Public Act 147 of 1992 and hereby request the State Tax Commission issue a Neighborhood Enterprise Zone Certificate.			
Clerk Signature			Date

For faster service, the LGU should email the completed application and required documents to PTE@michigan.gov.

An additional submission option is to mail the completed application and required documents to:

Michigan Department of Treasury, State Tax Commission
P.O. Box 30471
Lansing, MI 48909

Note: Additional documentation will be required for further processing of the application and for the issuance of the certificate of exemption. These documents should be sent by email or mail directly to the State of Michigan only after the original application is filed with the LGU clerk and approved by the LGU. See the instruction sheet attached.

Any questions concerning the completion of this application should be directed to the LGU 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 Stephens Homes and Investments to construct a new home at 436 Charles St. in the Jackson Hill 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 fifteen (15) years;

NOW, THEREFORE, BE IT RESOLVED that the application for a Neighborhood Enterprise Zone Certificate for the new construction of a home by Stephens Homes and Investments be approved.

Adopted this 22nd day of April, 2025.

Ayes:

Nays:

Absent:

By: _____
Ken Johnson, 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 April 22, 2025.

By: _____
Ann Meisch
City Clerk

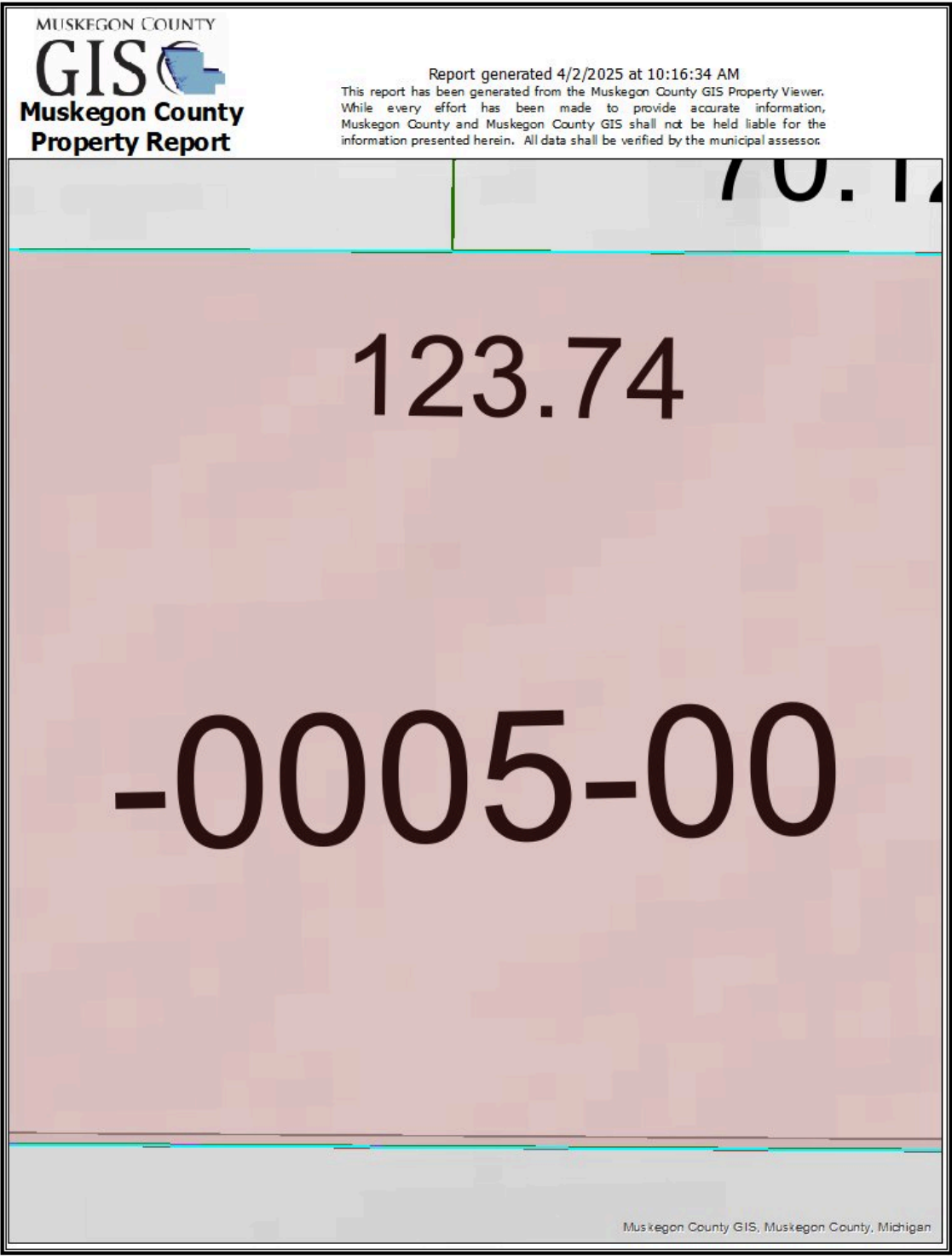


436 Charles St Property Report

Area of Interest (AOI) Information

Area : 8,182.97 ft²

Apr 2 2025 10:15:54 Eastern Daylight Time



Summary

Name	Count	Area(ft ²)	Length(ft)
Parcels	1	8,182.97	N/A

Parcels

#	PIN	Municipality Code	Acreage per GIS	Acreage per Assessor	Property Address Number	Property Address Direction	Property Address Combined	Property Address City
1	61-24-205-013-0005-00	24	0.19	0.23	436	No Data	436 CHARLES ST	MUSKEGON

#	Property Address State	Property Address Zip Code	Owner Name 1	Owner Name 2	Owner Care Of	Owner Address	Owner Address City	Owner Address State
1	MI	49441	CITY OF MUSKEGON	No Data	PO BOX 536	933 TERRACE ST	MUSKEGON	MI

#	Owner Address Zip Code	Assessed Value	State Equalized Value	Taxable Value	PRE Homestead Pct	Property Class Code	Property Class Description	School District Code
1	49443	0.00	0.00	0.00	0	201	Commercial - Improved	61010

#	School District Name	Zoning per Assessor Primary	Tax Description	Area(ft ²)
1	MUSKEGON CITY SCHOOL DIST	R-1	CITY OF MUSKEGON REVISED PLAT OF 1903 CITY OF MUSKEGON LOT 5 BLK 13 AND W 1/2 OF VAC 16.5 FT ALLEY ADJ THERETO (VAC ALLEY CITY RES #99-87)	8,182.97

©2020 Muskegon County GIS Data reported herein is believed to be accurate and up to date, however Muskegon County and Muskegon County GIS make no warranty to the accuracy of the data. It is advised that before any decisions are made from this data, that the local assessor or building officials are contacted.



MARK F. FAIRCHILD
REGISTER OF DEEDS
Muskegon County Michigan
5839166 D02

Liber: 4373 Page: 609
Page: 1 of 5
12/23/2024 02:34:45 PM

QUIT-CLAIM DEED

KNOW ALL MEN BY THESE PRESENTS: That the **CITY OF MUSKEGON**, a municipal corporation, of 933 Terrace Street, Muskegon, Michigan 49440,

QUIT CLAIMS to **STEPHENS HOMES AND INVESTMENTS LLC**, a Limited Liability Company, of 1042 Terrace St, Muskegon, Michigan 49442, the following described premises situated in the City of Muskegon, County of Muskegon, State of Michigan, to wit:

***SEE ATTACHED LEGAL DESCRIPTIONS**

for the sum of Fifty-Six Thousand, One Hundred Seventy-Five, and 0/100 Dollars (\$**56,175.00**)

PROVIDED, HOWEVER, Grantee, or its assigns, shall complete construction of one (1) single family home on each of the nineteen (19) parcels on the premises herein conveyed within twenty-four (24) months after the date hereof. In default of such construction, title to the premises shall revert to the City of Muskegon free and clear of any claim of Grantee or its assigns. In addition, the City of Muskegon may retain the consideration for this conveyance free and clear of any claim of Grantee or its assigns. Buyer shall remove only those trees necessary for construction of the homes and driveways. "Complete construction" means: (1) issuance of a residential building permits by the City of Muskegon; and (2) in the sole opinion of the City of Muskegon's Director of Inspections, substantial completion of the dwellings described in the said building permits. In the event of reversion of titles of the above-described premises, improvements made thereon shall become the property of Grantor.

This deed is exempt from real estate transfer tax pursuant to the provisions of MCLA 207.505(h)(i) and MCLA 207.526 Sec. 6(h)(i).

Dated this 9th day of December, 2024.

Signed in the presence of:

Linda Potter
Linda Potter
Jessica Lorenson
Jessica Lorenson

STATE OF MICHIGAN
COUNTY OF MUSKEGON

CITY OF MUSKEGON

By Ken Johnson
Ken Johnson, Its Mayor
and Ann Marie Meisch
Ann Marie Meisch, MMC, Its Clerk

Before me personally appeared in Muskegon County, Michigan, on December 9, 2024, by KEN JOHNSON and ANN MARIE MEISCH, MMC, the Mayor and Clerk, respectively, of the CITY OF MUSKEGON, a municipal corporation, on behalf of the City.

PREPARED BY: Samantha Pulos
City of Muskegon Planning Dept.
933 Terrace St. Room 202
Muskegon, MI 49440
Telephone: 231/724-6702

Linda S. Potter
Linda S. Potter, Notary Public
Acting in the County of Muskegon
Muskegon County, Michigan
My Comm. Expires: 9-25-2030

WHEN RECORDED RETURN TO: Grantees

SEND SUBSEQUENT TAX BILLS TO: Grantees

Legal Descriptions

1. Legal Description: CITY OF MUSKEGON REVISED PLAT OF 1903 EAST ½ LOT 13 BLOCK 386
Address: 209 MERRILL, MUSKEGON, MI 49441
Parcel #: 61-24-205-386-0013-10
Price: \$2,437.50

2. Legal Description: CITY OF MUSKEGON REVISED PLAT OF 1903 WEST ½ LOT 13 BLOCK 386
Address: 213 MERRILL, MUSKEGON, MI 49441
Parcel #: 61-24-205-386-0013-01
Price: \$2,437.50

3. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 3 LOT 631 ALSO
VACATED EAST 1/2 OF ADJACENT ALLEY ((8/00 RESOLUTION # 2000-72 (G))
LOT 632 SPLIT FROM PARCEL 9/14/00 FOR 2001 ROLL
Address: 845 DUCEY, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0631-00
Price: \$6,000.00

4. Legal Description: PART OF LOTS 576 AND 577, CITY OF MUSKEGON URBAN RENEWAL PLAT
NO. 3, MUSKEGON COUNTY, MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
COMMENCING AT THE NORTHEAST CORNER OF SAID LOT 519 OF SAID CITY OF MUSKEGON
URBAN RENEWAL PLAT NO. 3;
THENCE SOUTH 02 DEGREES 14 MINUTES 29 SECONDS WEST, A DISTANCE OF 133.12 FEET;
THENCE NORTH 88 DEGREES 51 MINUTES 05 SECONDS WEST, A DISTANCE OF 83.41 FEET;
THENCE SOUTH 69 DEGREES 13 MINUTES 36 SECONDS WEST, A DISTANCE OF 60.86 FEET;
THENCE SOUTH 68 DEGREES 41 MINUTES 05 SECONDS WEST, A DISTANCE OF 38.02 FEET TO THE
POINT OF BEGINNING;
CONTINUING SOUTH 68 DEGREES 41 MINUTES 05 SECONDS WEST, A DISTANCE OF 83.87 FEET TO
THE SOUTHWEST CORNER OF SAID LOT 577;
THENCE NORTH 01 DEGREES 41 MINUTES 33 SECONDS EAST, ALONG THE WEST LINE OF SAID
LOT 577, A DISTANCE OF 102.85 FEET TO THE NORTHWEST CORNER OF SAID LOT 577;
THENCE SOUTH 88 DEGREES 28 MINUTES 35 SECONDS EAST, A DISTANCE OF 16.30 FEET TO THE
BEGINNING OF A CURVE TO THE LEFT HAVING A CENTRAL ANGLE OF 13 DEGREES 49 MINUTES 35
SECONDS, A RADIUS OF 166.67 FEET, A CHORD BEARING OF NORTH 84 DEGREES 18 MINUTES 34
SECONDS EAST, A CHORD DISTANCE OF 40.12 FEET AND AN ARC LENGTH OF 40.22 FEET TO THE
END OF SAID CURVE;
THENCE SOUTH 13 DEGREES 58 MINUTES 14 SECONDS EAST, A DISTANCE OF 78.18 FEET TO THE
POINT OF BEGINNING.
PARCEL CONTAINS 6062 SQUARE FEET, MORE OR LESS.
Address: 973 DUCEY, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0577-10
Price: \$3,000.00

5. Legal Description: PART OF LOTS 575 AND 576, CITY OF MUSKEGON URBAN RENEWAL PLAT
NO. 3, MUSKEGON COUNTY, MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
COMMENCING AT THE NORTHEAST CORNER OF SAID LOT 519;
THENCE SOUTH 02 DEGREES 14 MINUTES 29 SECONDS WEST, A DISTANCE OF 133.12 FEET;
THENCE NORTH 88 DEGREES 51 MINUTES 05 SECONDS WEST, A DISTANCE OF 83.41 FEET;
THENCE SOUTH 69 DEGREES 13 MINUTES 36 SECONDS WEST, A DISTANCE OF 13.62 FEET TO THE
POINT OF BEGINNING;
THENCE CONTINUING SOUTH 69 DEGREES 13 MINUTES 36 SECONDS WEST, A DISTANCE OF 47.31
FEET;
THENCE SOUTH 68 DEGREES 41 MINUTES 05 SECONDS WEST, A DISTANCE OF 38.02 FEET;
THENCE NORTH 13 DEGREES 58 MINUTES 14 SECONDS WEST, A DISTANCE OF 78.18 FEET TO THE
BEGINNING OF A NON-TANGENT CURVE TO THE LEFT HAVING A CENTRAL ANGLE OF 26 DEGREES

28 MINUTES 15 SECONDS, A RADIUS OF 166.67 FEET, A CHORD BEARING OF NORTH 64 DEGREES 11 MINUTES 17 SECONDS EAST, A CHORD DISTANCE OF 76.30 FEET AND AN ARC LENGTH OF 76.98 FEET TO THE END OF SAID CURVE;

THENCE SOUTH 20 DEGREES 46 MINUTES 24 SECONDS EAST, A DISTANCE OF 83.97 FEET TO THE POINT OF BEGINNING.

PARCEL CONTAINS 6264 SQUARE FEET, MORE OR LESS.

Address: 983 DUCEY, MUSKEGON, MI 49442

Parcel #: 61-24-612-000-0576-10

Price: \$3,000.00

6. Legal Description: PART OF LOTS 519 AND 575, CITY OF MUSKEGON URBAN RENEWAL PLAT NO. 3, MUSKEGON COUNTY, MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHEAST CORNER OF SAID LOT 519;

THENCE SOUTH 02 DEGREES 14 MINUTES 29 SECONDS WEST, A DISTANCE OF 133. 12 FEET;

THENCE NORTH 88 DEGREES 51 MINUTES 05 SECONDS WEST, A DISTANCE OF 54.00 FEET TO THE POINT OF BEGINNING;

THENCE CONTINUING NORTH 88 DEGREES 51 MINUTES 05 SECONDS WEST, A DISTANCE OF 29.38 FEET;

THENCE SOUTH 69 DEGREES 13 MINUTES 36 SECONDS WEST, A DISTANCE OF 13. 62 FEET;

THENCE NORTH 20 DEGREES 46 MINUTES 24 SECONDS WEST, A DISTANCE OF 83.97 FEET TO THE BEGINNING OF A NON-TANGENT CURVE TO THE LEFT HAVING A CENTRAL ANGLE OF 05 DEGREES 12 MINUTES 24 SECONDS, A RADIUS OF 166.67 FEET, A CHORD BEARING OF NORTH 48 DEGREES 21 MINUTES 06 SECONDS EAST, A CHORD DISTANCE OF 15. 14 FEET, AN ARC LENGTH OF 15. 14 FEET TO THE END OF SAID CURVE;

AND THE BEGINNING OF A REVERSE CURVE TO THE RIGHT HAVING A CENTRAL ANGLE OF 26 DEGREES 48 MINUTES 37 SECONDS, A RADIUS OF 166.67 FEET, A CHORD BEARING OF NORTH 58 DEGREES 10 MINUTES 20 SECONDS EAST, A CHORD DISTANCE OF 77.07 FEET, AN ARC LENGTH OF 77.99 FEET TO THE END OF SAID CURVE;

THENCE SOUTH 02 DEGREES 14 MINUTES 29 SECONDS WEST, A DISTANCE OF 124.94 FEET TO THE POINT OF BEGINNING.

PARCEL CONTAINS 6626 SQUARE FEET, MORE OR LESS.

THE PARCEL IS SUBJECT TO A UTILITY EASEMENT AS IT APPARENT ALONG ITS EAST BOUNDARY LINE.

Address: 993 DUCEY, MUSKEGON, MI 49442

Parcel #: 61-24-612-000-0575-01

Price: \$3,000.00

7. Legal Description: PART OF LOT 519, CITY OF MUSKEGON URBAN RENEWAL PLAT NO. 3, MUSKEGON COUNTY, MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 519;

THENCE SOUTH 02 DEGREES 14 MINUTES 29 SECONDS WEST, A DISTANCE OF 133. 12 FEET TO THE SOUTHEAST CORNER OF SAID LOT 519;

THENCE NORTH 88 DEGREES 51 MINUTES 05 SECONDS WEST, A DISTANCE OF 54.00 FEET;

THENCE NORTH 02 DEGREES 14 MINUTES 29 SECONDS EAST, A DISTANCE OF 124.94 FEET TO THE BEGINNING OF A NON-TANGENT CURVE TO THE RIGHT HAVING A CENTRAL ANGLE OF 18 DEGREES 54 MINUTES 35 SECONDS, A RADIUS OF 166.67 FEET, A CHORD BEARING OF NORTH 82 DEGREES 41 MINUTES 48 SECONDS EAST, A CHORD DISTANCE OF 54.76 FEET AND AN ARC LENGTH OF 55.01 FEET TO THE END OF SAID CURVE AND THE POINT OF BEGINNING.

PARCEL CONTAINS 7062 SQUARE FEET, MORE OR LESS.

THE PARCEL IS SUBJECT TO A UTILITY EASEMENT AS IT APPARENT ALONG ITS WEST BOUNDARY LINE.

Address: 1003 DUCEY, MUSKEGON, MI 49442

Parcel #: 61-24-612-000-0519-01

Price: \$3,000.00

8. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 3 NORTH 1/2 LOT 553
Address: 554 AGNES, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0553-01
Price: \$3,000.00

9. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 3 SOUTH 1/2 LOT 553
Address: 572 AGNES, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0553-10
Price: \$3,000.00

10. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 3 LOT 620
Address: 502 MARY, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0621-01
Price: \$3,000.00

11. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 3 LOT 621
Address: 508 MARY, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0620-01
Price: \$3,000.00

12. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 3 LOT 639 & EAST 1/2
VACATED N/S ALLEY ADJACENT
Address: 561 MARY, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0639-00
Price: \$4,650.00

13. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 4 LOT 893
Address: 1542 ADAMS, MUSKEGON, MI 49442
Parcel #: 61-24-613-000-0893-00
Price: \$4,650.00

14. Legal Description: CITY OF MUSKEGON REVISED PLAT OF 1903 SOUTH 1/2 LOTS 8 & 9 BLOCK
8
Address: 320 WOOD, MUSKEGON, MI 49442
Parcel #: 61-24-205-008-0008-10
Price: \$3,000.00

15. Legal Description: CITY OF MUSKEGON REVISED PLAT OF 1903 LOT 10 BLOCK 8
Address: 346 WOOD, MUSKEGON, MI 49442
Parcel #: 61-24-205-008-0010-00
Price: \$3,000.00

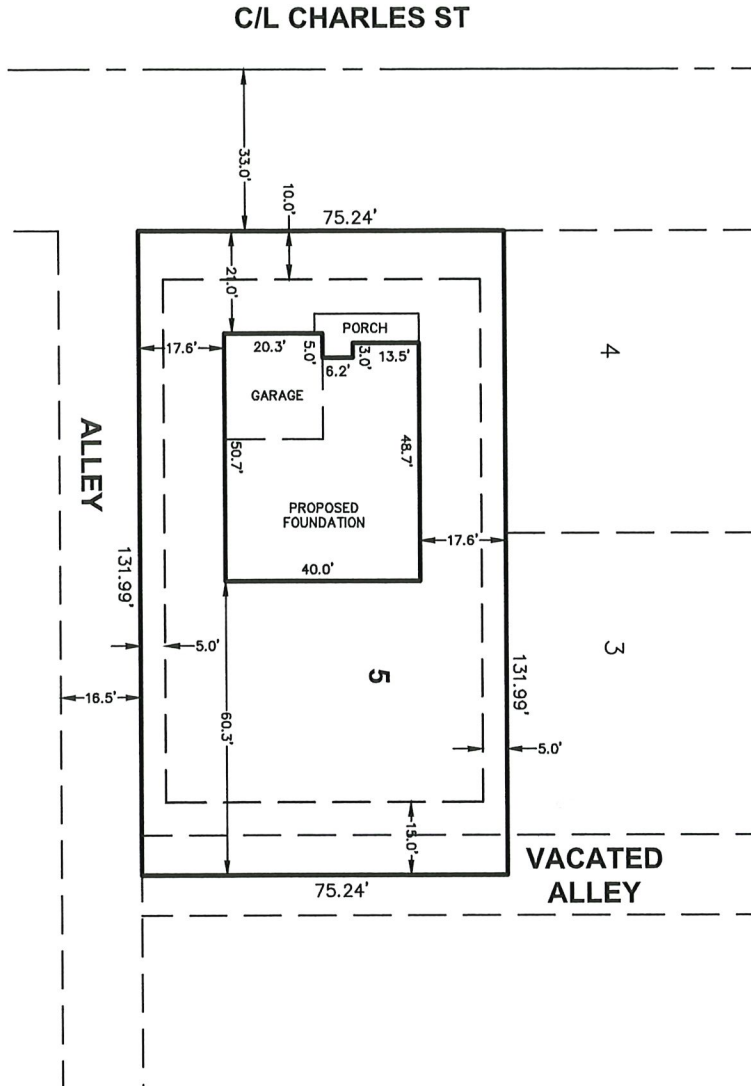
16. Legal Description: CITY OF MUSKEGON REVISED PLAT OF 1903 LOT 14 BLOCK 140
Address: 425 OCTAVIUS, MUSKEGON, MI 49442
Parcel #: 61-24-205-140-0014-00
Price: \$3,000.00

17. Legal Description: CITY OF MUSKEGON REVISED PLAT OF 1903 CITY OF MUSKEGON LOT 5
BLOCK 13 AND WEST 1/2 OF VAC 16.5 FEET ALLEY ADJACENT THERETO (VAC ALLEY CITY RES
#99-87)
Address: 436 CHARLES, MUSKEGON, MI 49441
Parcel #: 61-24-205-013-0005-00
Price: \$3,000.00

18. Legal Description: CITY OF MUSKEGON SEC 21 T10N R16W W 50 FT OF N 132 FT OF S 297 FT NE
1/4 SW 1/4 SW 1/4
Address: 907 ORCHARD, MUSKEGON, MI 49442
Parcel #: 61-24-121-300-0062-00
Price: \$3,000.00

19. Legal Description: CITY OF MUSKEGON SEC 21 T10N R16W E 66 FT OF W 544 1/2 FT OF N 165 FT
OF SW 1/4 OF SW 1/4 OF SW 1/4 EX N 33 FT FOR ST
Address: 877 AMITY, MUSKEGON, MI 49442
Parcel #: 61-24-121-300-0116-00
Price: \$3,000.00

This survey was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, omissions and exceptions. The relative positional precision of the corners identified for this survey and shown on the map are within the limits accepted by the practice of professional surveying. I certify that the requirements for 1970 PA 132, MCL 54.213 have been met.



SITE PLAN

FOR: Steve Benedict
Stephen Homes and Investment
1042 Terrace St
Muskegon, MI 49442

DESCRIPTION: Lot 5, Block 13 and West 1/2 Vacated Alley, 1903
Revised Plat of the City of Muskegon, Muskegon County, Michigan.

PROPERTY ADDRESS: 436 Charles St

NOTE: The location of the proposed house including required building setbacks and elevations should be approved by the governing agency prior to staking or start of construction. The location of drainfields, septic tanks, and wells, if shown, are subject to actual health department permit.

Scale 1" = 30'



LEGEND

- Found Iron Stake
- Set Iron Stake
- Set Wood Stake
- ⊕ Utility Pole
- x- Fence Line
- D = Deeded
- P = Platted
- M = Measured
- Building
- Deck
- Concrete
- Asphalt
- Gravel

 Leenstra & Associates, Inc. CIVIL ENGINEERS & SURVEYORS	Proj 250199
3145 Prairie St SW Grandville, MI 49418	File City of Muskegon
Phone: 616.457.7050 www.leenstra-inc.com	Date 03/25/2025

RECEIVED

APR - 1 2025

Michigan Department of Treasury
4775 (Rev. 02-23), Page 1

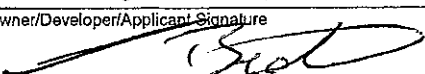
CITY OF MUSKEGON
DEVELOPMENT SERVICES

Application for Neighborhood Enterprise Zone Certificate

Issued under authority of Public Act 147 of 1992, as amended.

LOCAL GOVERNMENTAL UNIT USE ONLY	
Application No.	Date Received
STATE USE ONLY	
Application No.	Date Received

Read the instructions before completing the application. This application must be filed prior to building permit issuance and start of construction except as provided in the instructions on page 3 under Owner/Developer/Applicant Instructions. Initially file completed application and required documents with the clerk of the local governmental unit. The additional documents to complete the application process will be required by the State of Michigan only after the original application is filed with the clerk of the local governmental unit (LGU). This form is also used to file a request for the transfer of an existing NEZ certificate. Please see the instruction sheet.

PART 1: OWNER/DEVELOPER/APPLICANT INFORMATION (Applicant must complete all fields)			
Owner/Developer/Applicant Name Stephens Homes and Investments		Type of NEZ ☐ OPRA eligible community NEZ ☒ Workforce Housing NEZ	
Facility's Street Address 346 Wood St		Type of Approval Requested ☒ New Facility ☐ Rehabilitated Facility ☐ Transfer (1 copy only)	
City Muskegon	State MI	ZIP Code 49442	
Name of City, Township or Village (taxing authority) City of Muskegon		No. of years requested for exemption (6-15; 11-17 for qualified historic building) 15	
☒ City ☐ Township ☐ Village		Is the facility owned or rented by occupants? ☐ Owned ☐ Rented	
County Muskegon		Type of Property (check one) ☒ House ☐ Duplex ☐ Condo	
School District Muskegon		☐ Loft ☐ Apartment - No. of Units _____	
Name of LGU that established district City of Muskegon		Name or Number of Neighborhood Enterprise Zone 	
Identify who will complete the work ☒ Licensed Contractor ☐ Other _____		Date district was established 	
Estimated Project Cost (per unit) \$140,000.00			
Describe the general nature and extent of the new construction or rehabilitation to be undertaken. For rehabilitation only, include Breakdown of Investment Costs. Use attachments if necessary. Building a 3 bed 1 bathroom with a 2 stall garage on a full basement totaling 960 sq feet. New Construction			
Timetable for undertaking and completing the rehabilitation or construction of the facility. Begin Date 4-14-25		End Date 7-14-25	
Additional Timetable Information (if applicable) 			
PART 2: OWNER/DEVELOPER/APPLICANT CERTIFICATION			
Contact Name Stephen Benedict			
Contact Telephone Number (231) 206-7114		Contact Email Address stephenshomes@yahoo.com	
Owner/Developer/Applicant Name Stephens Homes and Investments LLC			
Owner/Developer/Applicant Telephone Number (231) 206-7114		Owner/Developer/Applicant Email Address stephenshomes@yahoo.com	
Owner/Developer/Applicant Mailing Address 1042 Terrace St		City Muskegon	State MI
		ZIP Code 49442	
I certify the information contained herein and in the attachments are true and that all are truly descriptive of the residential real property for which this application is being submitted.			
I certify I am familiar with the provisions of Public Act 147 of 1992, as amended, (MCL 207.771 to 207.787) and to the best of my knowledge, I have complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the LGU and the issuance of Neighborhood Enterprise Zone Certificate by the State Tax Commission.			
Owner/Developer/Applicant Signature 		Date 4/1/2025	

Continue on Page 2

PART 3: LGU ASSESSOR CERTIFICATION (Assessor of LGU must complete Part 3)			
The property to be covered by this exemption may not be included on any other specific tax roll while receiving the Neighborhood Enterprise Zone Exemption. For example, property on the Eligible Tax Reverted Property (Land Bank) specific tax roll cannot be granted a Neighborhood Enterprise Zone Exemption that would also put the same property on the Neighborhood Enterprise Zone specific tax roll.			
☒ By checking this box I certify that, if approved, the property to be covered by this exemption will be on the Neighborhood Enterprise Zone Exemption specific tax roll and not on any other specific tax roll.			
Name of LGU <i>City of Muskegon</i>			
Name of Assessor (First and last name) <i>Donna Vanderries</i>			
Telephone Number <i>231 750 6750</i>		Email Address <i>vanderriesdo@muskegoncounty.net</i>	
I certify that, to the best of my knowledge, the information contained in Part 3 of this application is complete and accurate.			
Assessor's Signature <i>Donna Vanderries</i>			Date <i>4/7/2025</i>
PART 4: LGU ACTION/CERTIFICATION (LGU clerk must complete this section before submitting to the State Tax Commission)			
Action taken by LGU:		The State Tax Commission requires the following documents be filed for an administratively complete application:	
☐ Exemption Approved for _____ Years (6-15)		☐ 1. Original Application	
☐ Exemption Approved for _____ Years (11-17 qualified historic building)		☐ 2. Legal description of the real property with parcel identification number	
☐ Exemption Denied (include Resolution Denying)		☐ 3. Resolution approving the zone.	
Date of resolution approving/denying this application		☐ 4. Resolution approving the application.	
Clerk's Name (First and Last)		☐ 5. REHABILITATION APPLICATIONS ONLY. Statement by the assessor showing the taxable value of the rehabilitated facility not including the land, for the tax year immediately preceding the effective date of the rehabilitation.	
Telephone Number			
Email Address			
Mailing Address		City	State
			ZIP Code
I certify that I have reviewed this application for complete and accurate information and determined that the subject property is located within a qualified Neighborhood Enterprise Zone.			
I certify this application meets the requirements as outlined by Public Act 147 of 1992 and hereby request the State Tax Commission issue a Neighborhood Enterprise Zone Certificate.			
Clerk Signature			Date

For faster service, the LGU should email the completed application and required documents to PTE@michigan.gov.

An additional submission option is to mail the completed application and required documents to:

Michigan Department of Treasury, State Tax Commission
P.O. Box 30471
Lansing, MI 48909

Note: Additional documentation will be required for further processing of the application and for the issuance of the certificate of exemption. These documents should be sent by email or mail directly to the State of Michigan only after the original application is filed with the LGU clerk and approved by the LGU. See the instruction sheet attached.

Any questions concerning the completion of this application should be directed to the LGU 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 Stephens Homes and Investments to construct a new home at 346 Wood St. in the Jackson Hill 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 fifteen (15) years;

NOW, THEREFORE, BE IT RESOLVED that the application for a Neighborhood Enterprise Zone Certificate for the new construction of a home by Stephens Homs and Investments be approved.

Adopted this 22nd day of April, 2025.

Ayes:

Nays:

Absent:

By: _____
Ken Johnson, 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 April 22, 2025.

By: _____
Ann Meisch
City Clerk

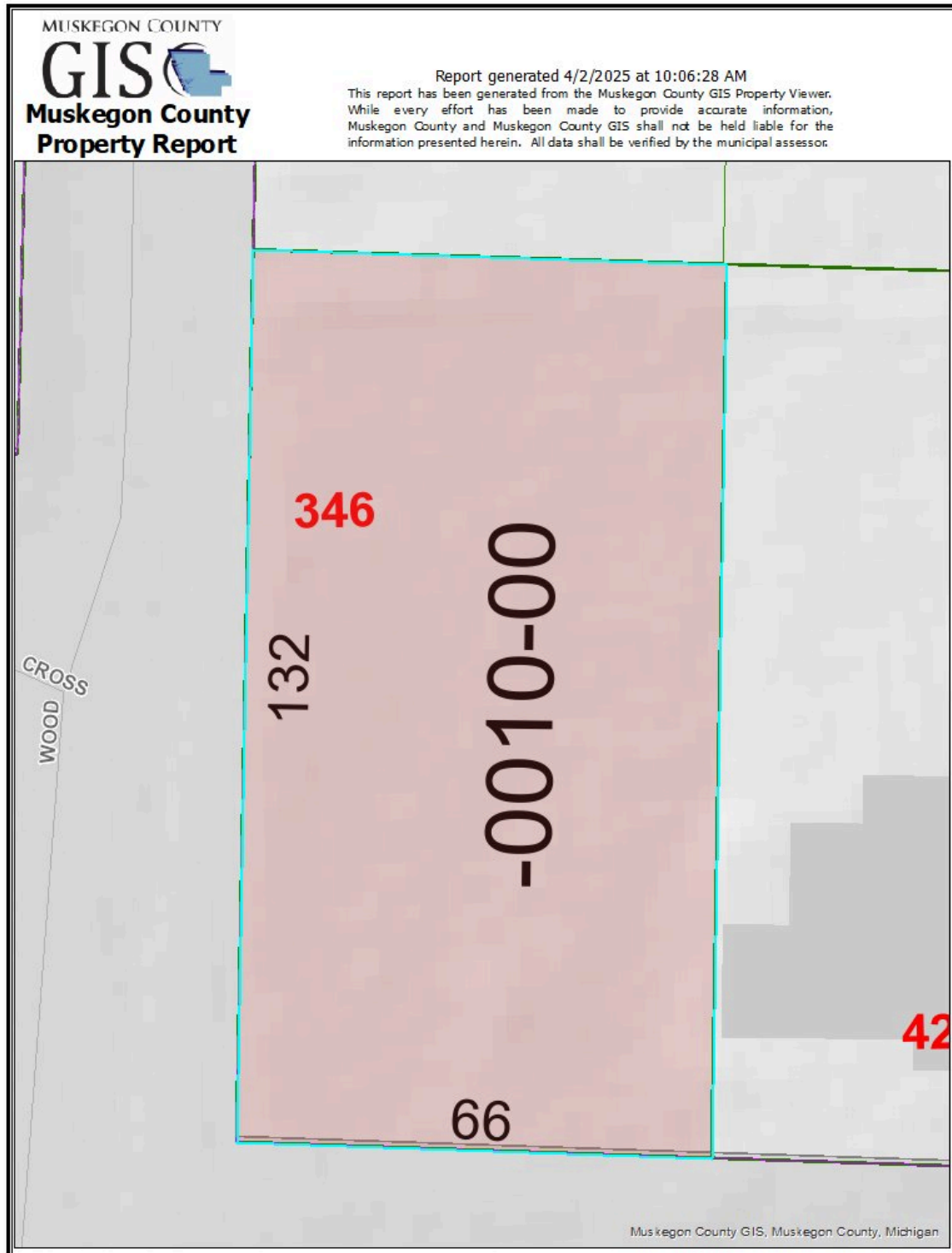


346 Wood St Property Report

Area of Interest (AOI) Information

Area : 8,612.01 ft²

Apr 2 2025 10:05:49 Eastern Daylight Time



Summary

Name	Count	Area(ft ²)	Length(ft)
Parcels	1	8,612.01	N/A

Parcels

#	PIN	Municipality Code	Acreage per GIS	Acreage per Assessor	Property Address Number	Property Address Direction	Property Address Combined	Property Address City
1	61-24-205-008-0010-00	24	0.20	0.20	346	No Data	346 WOOD ST	MUSKEGON

#	Property Address State	Property Address Zip Code	Owner Name 1	Owner Name 2	Owner Care Of	Owner Address	Owner Address City	Owner Address State
1	MI	49442	CITY OF MUSKEGON	No Data	PO BOX 536	933 TERRACE ST	MUSKEGON	MI

#	Owner Address Zip Code	Assessed Value	State Equalized Value	Taxable Value	PRE Homestead Pct	Property Class Code	Property Class Description	School District Code
1	49443	0.00	0.00	0.00	0	201	Commercial - Improved	61010

#	School District Name	Zoning per Assessor Primary	Tax Description	Area(ft ²)
1	MUSKEGON CITY SCHOOL DIST	R-2	CITY OF MUSKEGON REVISED PLAT OF 1903 LOT 10 BLK 8	8,612.01

©2020 Muskegon County GIS Data reported herein is believed to be accurate and up to date, however Muskegon County and Muskegon County GIS make no warranty to the accuracy of the data. It is advised that before any decisions are made from this data, that the local assessor or building officials are contacted.



MARK F. FAIRCHILD
REGISTER OF DEEDS
Muskegon County Michigan
5839166 D02

Liber: 4373 Page: 609
Page: 1 of 5
12/23/2024 02:34:45 PM

QUIT-CLAIM DEED

KNOW ALL MEN BY THESE PRESENTS: That the **CITY OF MUSKEGON**, a municipal corporation, of 933 Terrace Street, Muskegon, Michigan 49440,

QUIT CLAIMS to **STEPHENS HOMES AND INVESTMENTS LLC**, a Limited Liability Company, of 1042 Terrace St, Muskegon, Michigan 49442, the following described premises situated in the City of Muskegon, County of Muskegon, State of Michigan, to wit:

***SEE ATTACHED LEGAL DESCRIPTIONS**

for the sum of Fifty-Six Thousand, One Hundred Seventy-Five, and 0/100 Dollars (\$**56,175.00**)

PROVIDED, HOWEVER, Grantee, or its assigns, shall complete construction of one (1) single family home on each of the nineteen (19) parcels on the premises herein conveyed within twenty-four (24) months after the date hereof. In default of such construction, title to the premises shall revert to the City of Muskegon free and clear of any claim of Grantee or its assigns. In addition, the City of Muskegon may retain the consideration for this conveyance free and clear of any claim of Grantee or its assigns. Buyer shall remove only those trees necessary for construction of the homes and driveways. "Complete construction" means: (1) issuance of a residential building permits by the City of Muskegon; and (2) in the sole opinion of the City of Muskegon's Director of Inspections, substantial completion of the dwellings described in the said building permits. In the event of reversion of titles of the above-described premises, improvements made thereon shall become the property of Grantor.

This deed is exempt from real estate transfer tax pursuant to the provisions of MCLA 207.505(h)(i) and MCLA 207.526 Sec. 6(h)(i).

Dated this 9th day of December, 2024.

Signed in the presence of:

Linda Potter
Linda Potter
Jessica Lorenson
Jessica Lorenson

STATE OF MICHIGAN
COUNTY OF MUSKEGON

CITY OF MUSKEGON

By Ken Johnson
Ken Johnson, Its Mayor
and Ann Marie Meisch
Ann Marie Meisch, MMC, Its Clerk

Before me personally appeared in Muskegon County, Michigan, on December 9, 2024, by KEN JOHNSON and ANN MARIE MEISCH, MMC, the Mayor and Clerk, respectively, of the CITY OF MUSKEGON, a municipal corporation, on behalf of the City.

PREPARED BY: Samantha Pulos
City of Muskegon Planning Dept.
933 Terrace St. Room 202
Muskegon, MI 49440
Telephone: 231/724-6702

Linda S. Potter
Linda S. Potter, Notary Public
Acting in the County of Muskegon
Muskegon County, Michigan
My Comm. Expires: 9-25-2030

WHEN RECORDED RETURN TO: Grantees

SEND SUBSEQUENT TAX BILLS TO: Grantees

Legal Descriptions

1. Legal Description: CITY OF MUSKEGON REVISED PLAT OF 1903 EAST ½ LOT 13 BLOCK 386
Address: 209 MERRILL, MUSKEGON, MI 49441
Parcel #: 61-24-205-386-0013-10
Price: \$2,437.50

2. Legal Description: CITY OF MUSKEGON REVISED PLAT OF 1903 WEST ½ LOT 13 BLOCK 386
Address: 213 MERRILL, MUSKEGON, MI 49441
Parcel #: 61-24-205-386-0013-01
Price: \$2,437.50

3. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 3 LOT 631 ALSO
VACATED EAST 1/2 OF ADJACENT ALLEY ((8/00 RESOLUTION # 2000-72 (G))
LOT 632 SPLIT FROM PARCEL 9/14/00 FOR 2001 ROLL
Address: 845 DUCEY, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0631-00
Price: \$6,000.00

4. Legal Description: PART OF LOTS 576 AND 577, CITY OF MUSKEGON URBAN RENEWAL PLAT
NO. 3, MUSKEGON COUNTY, MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
COMMENCING AT THE NORTHEAST CORNER OF SAID LOT 519 OF SAID CITY OF MUSKEGON
URBAN RENEWAL PLAT NO. 3;
THENCE SOUTH 02 DEGREES 14 MINUTES 29 SECONDS WEST, A DISTANCE OF 133.12 FEET;
THENCE NORTH 88 DEGREES 51 MINUTES 05 SECONDS WEST, A DISTANCE OF 83.41 FEET;
THENCE SOUTH 69 DEGREES 13 MINUTES 36 SECONDS WEST, A DISTANCE OF 60.86 FEET;
THENCE SOUTH 68 DEGREES 41 MINUTES 05 SECONDS WEST, A DISTANCE OF 38.02 FEET TO THE
POINT OF BEGINNING;
CONTINUING SOUTH 68 DEGREES 41 MINUTES 05 SECONDS WEST, A DISTANCE OF 83.87 FEET TO
THE SOUTHWEST CORNER OF SAID LOT 577;
THENCE NORTH 01 DEGREES 41 MINUTES 33 SECONDS EAST, ALONG THE WEST LINE OF SAID
LOT 577, A DISTANCE OF 102.85 FEET TO THE NORTHWEST CORNER OF SAID LOT 577;
THENCE SOUTH 88 DEGREES 28 MINUTES 35 SECONDS EAST, A DISTANCE OF 16.30 FEET TO THE
BEGINNING OF A CURVE TO THE LEFT HAVING A CENTRAL ANGLE OF 13 DEGREES 49 MINUTES 35
SECONDS, A RADIUS OF 166.67 FEET, A CHORD BEARING OF NORTH 84 DEGREES 18 MINUTES 34
SECONDS EAST, A CHORD DISTANCE OF 40.12 FEET AND AN ARC LENGTH OF 40.22 FEET TO THE
END OF SAID CURVE;
THENCE SOUTH 13 DEGREES 58 MINUTES 14 SECONDS EAST, A DISTANCE OF 78.18 FEET TO THE
POINT OF BEGINNING.
PARCEL CONTAINS 6062 SQUARE FEET, MORE OR LESS.
Address: 973 DUCEY, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0577-10
Price: \$3,000.00

5. Legal Description: PART OF LOTS 575 AND 576, CITY OF MUSKEGON URBAN RENEWAL PLAT
NO. 3, MUSKEGON COUNTY, MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
COMMENCING AT THE NORTHEAST CORNER OF SAID LOT 519;
THENCE SOUTH 02 DEGREES 14 MINUTES 29 SECONDS WEST, A DISTANCE OF 133.12 FEET;
THENCE NORTH 88 DEGREES 51 MINUTES 05 SECONDS WEST, A DISTANCE OF 83.41 FEET;
THENCE SOUTH 69 DEGREES 13 MINUTES 36 SECONDS WEST, A DISTANCE OF 13.62 FEET TO THE
POINT OF BEGINNING;
THENCE CONTINUING SOUTH 69 DEGREES 13 MINUTES 36 SECONDS WEST, A DISTANCE OF 47.31
FEET;
THENCE SOUTH 68 DEGREES 41 MINUTES 05 SECONDS WEST, A DISTANCE OF 38.02 FEET;
THENCE NORTH 13 DEGREES 58 MINUTES 14 SECONDS WEST, A DISTANCE OF 78.18 FEET TO THE
BEGINNING OF A NON-TANGENT CURVE TO THE LEFT HAVING A CENTRAL ANGLE OF 26 DEGREES

28 MINUTES 15 SECONDS, A RADIUS OF 166.67 FEET, A CHORD BEARING OF NORTH 64 DEGREES 11 MINUTES 17 SECONDS EAST, A CHORD DISTANCE OF 76.30 FEET AND AN ARC LENGTH OF 76.98 FEET TO THE END OF SAID CURVE;

THENCE SOUTH 20 DEGREES 46 MINUTES 24 SECONDS EAST, A DISTANCE OF 83.97 FEET TO THE POINT OF BEGINNING.

PARCEL CONTAINS 6264 SQUARE FEET, MORE OR LESS.

Address: 983 DUCEY, MUSKEGON, MI 49442

Parcel #: 61-24-612-000-0576-10

Price: \$3,000.00

6. Legal Description: PART OF LOTS 519 AND 575, CITY OF MUSKEGON URBAN RENEWAL PLAT NO. 3, MUSKEGON COUNTY, MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHEAST CORNER OF SAID LOT 519;

THENCE SOUTH 02 DEGREES 14 MINUTES 29 SECONDS WEST, A DISTANCE OF 133. 12 FEET;

THENCE NORTH 88 DEGREES 51 MINUTES 05 SECONDS WEST, A DISTANCE OF 54.00 FEET TO THE POINT OF BEGINNING;

THENCE CONTINUING NORTH 88 DEGREES 51 MINUTES 05 SECONDS WEST, A DISTANCE OF 29.38 FEET;

THENCE SOUTH 69 DEGREES 13 MINUTES 36 SECONDS WEST, A DISTANCE OF 13. 62 FEET;

THENCE NORTH 20 DEGREES 46 MINUTES 24 SECONDS WEST, A DISTANCE OF 83.97 FEET TO THE BEGINNING OF A NON-TANGENT CURVE TO THE LEFT HAVING A CENTRAL ANGLE OF 05 DEGREES 12 MINUTES 24 SECONDS, A RADIUS OF 166.67 FEET, A CHORD BEARING OF NORTH 48 DEGREES 21 MINUTES 06 SECONDS EAST, A CHORD DISTANCE OF 15. 14 FEET, AN ARC LENGTH OF 15. 14 FEET TO THE END OF SAID CURVE;

AND THE BEGINNING OF A REVERSE CURVE TO THE RIGHT HAVING A CENTRAL ANGLE OF 26 DEGREES 48 MINUTES 37 SECONDS, A RADIUS OF 166.67 FEET, A CHORD BEARING OF NORTH 58 DEGREES 10 MINUTES 20 SECONDS EAST, A CHORD DISTANCE OF 77.07 FEET, AN ARC LENGTH OF 77.99 FEET TO THE END OF SAID CURVE;

THENCE SOUTH 02 DEGREES 14 MINUTES 29 SECONDS WEST, A DISTANCE OF 124.94 FEET TO THE POINT OF BEGINNING.

PARCEL CONTAINS 6626 SQUARE FEET, MORE OR LESS.

THE PARCEL IS SUBJECT TO A UTILITY EASEMENT AS IT APPARENT ALONG ITS EAST BOUNDARY LINE.

Address: 993 DUCEY, MUSKEGON, MI 49442

Parcel #: 61-24-612-000-0575-01

Price: \$3,000.00

7. Legal Description: PART OF LOT 519, CITY OF MUSKEGON URBAN RENEWAL PLAT NO. 3, MUSKEGON COUNTY, MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 519;

THENCE SOUTH 02 DEGREES 14 MINUTES 29 SECONDS WEST, A DISTANCE OF 133. 12 FEET TO THE SOUTHEAST CORNER OF SAID LOT 519;

THENCE NORTH 88 DEGREES 51 MINUTES 05 SECONDS WEST, A DISTANCE OF 54.00 FEET;

THENCE NORTH 02 DEGREES 14 MINUTES 29 SECONDS EAST, A DISTANCE OF 124.94 FEET TO THE BEGINNING OF A NON-TANGENT CURVE TO THE RIGHT HAVING A CENTRAL ANGLE OF 18 DEGREES 54 MINUTES 35 SECONDS, A RADIUS OF 166.67 FEET, A CHORD BEARING OF NORTH 82 DEGREES 41 MINUTES 48 SECONDS EAST, A CHORD DISTANCE OF 54.76 FEET AND AN ARC LENGTH OF 55.01 FEET TO THE END OF SAID CURVE AND THE POINT OF BEGINNING.

PARCEL CONTAINS 7062 SQUARE FEET, MORE OR LESS.

THE PARCEL IS SUBJECT TO A UTILITY EASEMENT AS IT APPARENT ALONG ITS WEST BOUNDARY LINE.

Address: 1003 DUCEY, MUSKEGON, MI 49442

Parcel #: 61-24-612-000-0519-01

Price: \$3,000.00

8. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 3 NORTH 1/2 LOT 553
Address: 554 AGNES, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0553-01
Price: \$3,000.00

9. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 3 SOUTH 1/2 LOT 553
Address: 572 AGNES, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0553-10
Price: \$3,000.00

10. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 3 LOT 620
Address: 502 MARY, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0621-01
Price: \$3,000.00

11. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 3 LOT 621
Address: 508 MARY, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0620-01
Price: \$3,000.00

12. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 3 LOT 639 & EAST 1/2
VACATED N/S ALLEY ADJACENT
Address: 561 MARY, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0639-00
Price: \$4,650.00

13. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 4 LOT 893
Address: 1542 ADAMS, MUSKEGON, MI 49442
Parcel #: 61-24-613-000-0893-00
Price: \$4,650.00

14. Legal Description: CITY OF MUSKEGON REVISED PLAT OF 1903 SOUTH 1/2 LOTS 8 & 9 BLOCK
8
Address: 320 WOOD, MUSKEGON, MI 49442
Parcel #: 61-24-205-008-0008-10
Price: \$3,000.00

15. Legal Description: CITY OF MUSKEGON REVISED PLAT OF 1903 LOT 10 BLOCK 8
Address: 346 WOOD, MUSKEGON, MI 49442
Parcel #: 61-24-205-008-0010-00
Price: \$3,000.00

16. Legal Description: CITY OF MUSKEGON REVISED PLAT OF 1903 LOT 14 BLOCK 140
Address: 425 OCTAVIUS, MUSKEGON, MI 49442
Parcel #: 61-24-205-140-0014-00
Price: \$3,000.00

17. Legal Description: CITY OF MUSKEGON REVISED PLAT OF 1903 CITY OF MUSKEGON LOT 5
BLOCK 13 AND WEST 1/2 OF VAC 16.5 FEET ALLEY ADJACENT THERETO (VAC ALLEY CITY RES
#99-87)
Address: 436 CHARLES, MUSKEGON, MI 49441
Parcel #: 61-24-205-013-0005-00
Price: \$3,000.00

18. Legal Description: CITY OF MUSKEGON SEC 21 T10N R16W W 50 FT OF N 132 FT OF S 297 FT NE
1/4 SW 1/4 SW 1/4
Address: 907 ORCHARD, MUSKEGON, MI 49442
Parcel #: 61-24-121-300-0062-00
Price: \$3,000.00

19. Legal Description: CITY OF MUSKEGON SEC 21 T10N R16W E 66 FT OF W 544 1/2 FT OF N 165 FT
OF SW 1/4 OF SW 1/4 OF SW 1/4 EX N 33 FT FOR ST
Address: 877 AMITY, MUSKEGON, MI 49442
Parcel #: 61-24-121-300-0116-00
Price: \$3,000.00

SITE PLAN

FOR: Steve Benedict
Stephens Homes and Investments
1042 Terrace St
Muskegon MI 49442



Proj	250200
File	City of Muskegon
Date	03/25/2025

DESCRIPTION: Lot 10, Block 8, 1903 Revised Plat of the City of Muskegon, Muskegon County, Michigan.

PROPERTY ADDRESS: 346 Wood St

NOTE: The location of the proposed house including required building setbacks and elevations should be approved by the governing agency prior to staking or start of construction. The location of drainfields, septic tanks, and wells, if shown, are subject to actual health department permit.

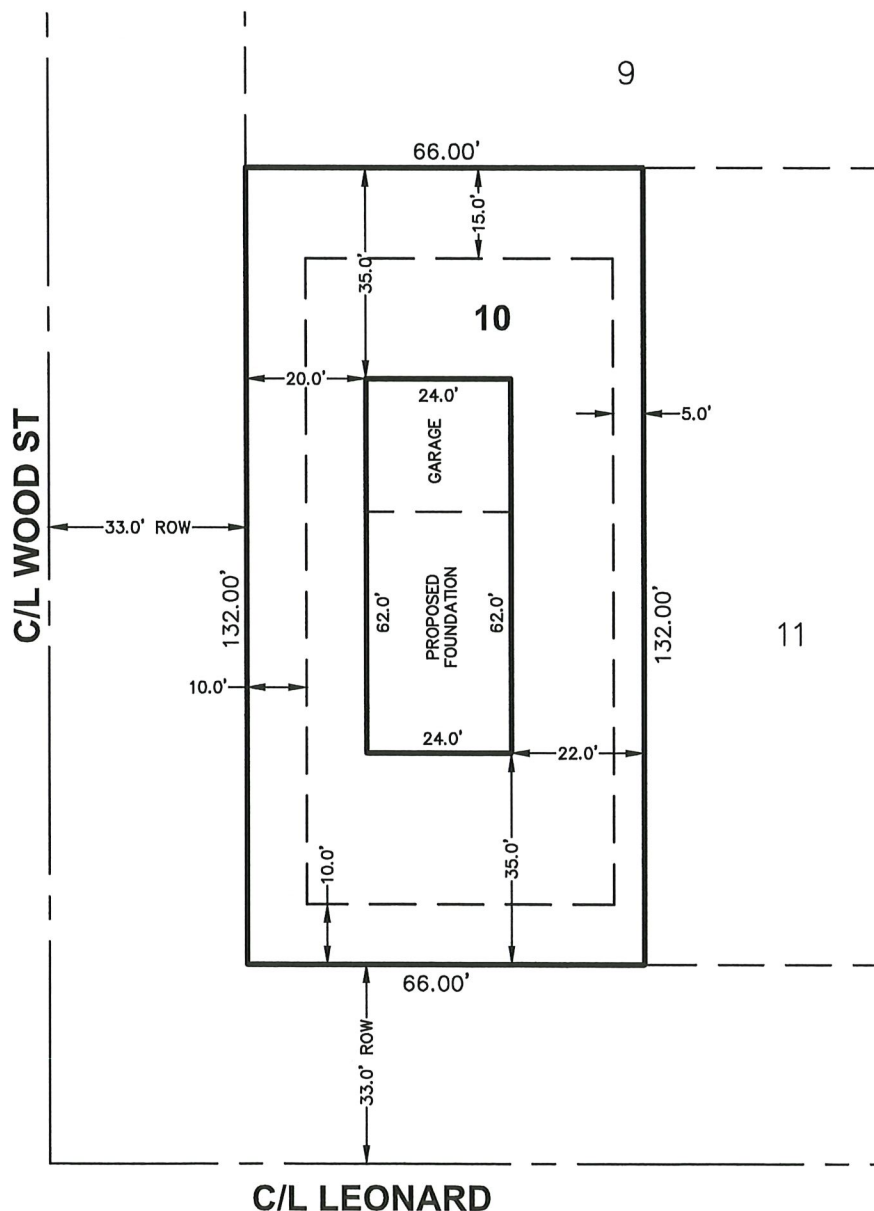


Scale 1" = 30'

LEGEND

- Found Iron Stake
- Set Iron Stake
- Set Wood Stake
- ⊕ Utility Pole
- x-x- Fence Line
- D = Deeded
- P = Platted
- M = Measured

- Building
- Deck
- Concrete
- Asphalt
- Gravel



This survey was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

Application for Neighborhood Enterprise Zone Certificate

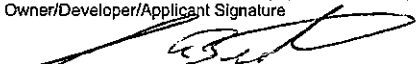
RECEIVED

Issued under authority of Public Act 147 of 1992, as amended.

LOCAL GOVERNMENTAL UNIT USE ONLY	
Application No.	Date Received

STATE USE ONLY	
Application No.	Date Received

Read the instructions before completing the application. This application must be filed prior to building permit issuance and start of construction except as provided in the instructions on page 3 under Owner/Developer/Applicant Instructions. Initially file completed application and required documents with the clerk of the local governmental unit. The additional documents to complete the application process will be required by the State of Michigan only after the original application is filed with the clerk of the local governmental unit (LGU). This form is also used to file a request for the transfer of an existing NEZ certificate. Please see the instruction sheet.

PART 1: OWNER/DEVELOPER/APPLICANT INFORMATION (Applicant must complete all fields)			
Owner/Developer/Applicant Name Stephens Homes and Investments		Type of NEZ ☐ OPRA eligible community NEZ ☒ Workforce Housing NEZ	
Facility's Street Address 320 Wood St		Type of Approval Requested	
City Muskegon	State MI	☒ New Facility ☐ Rehabilitated Facility ☐ Transfer (1 copy only)	
ZIP Code 49442		No. of years requested for exemption (6-15; 11-17 for qualified historic building) 15	
Name of City, Township or Village (taxing authority) City of Muskegon		Is the facility owned or rented by occupants? ☐ Owned ☐ Rented	
☒ City ☐ Township ☐ Village		Type of Property (check one) ☒ House ☐ Duplex ☐ Condo ☐ Loft ☐ Apartment - No. of Units _____	
County Muskegon	School District Muskegon	Name of LGU that established district City of Muskegon	
Name or Number of Neighborhood Enterprise Zone		Date district was established	
Identify who will complete the work ☒ Licensed Contractor ☐ Other _____		Estimated Project Cost (per unit) \$150,000.00	
Describe the general nature and extent of the new construction or rehabilitation to be undertaken. For rehabilitation only, include Breakdown of Investment Costs. Use attachments if necessary. Building a 3 bed 2 bathroom with a 2 stall garage on a full basement totaling 1272 sq feet. New Construction			
Timetable for undertaking and completing the rehabilitation or construction of the facility.		Additional Timetable Information (if applicable)	
Begin Date 4-14-25	End Date 7-14-25		
PART 2: OWNER/DEVELOPER/APPLICANT CERTIFICATION			
Contact Name Stephen Benedict			
Contact Telephone Number (231) 206-7114		Contact Email Address stephenshomes@yahoo.com	
Owner/Developer/Applicant Name Stephens Homes and Investments LLC			
Owner/Developer/Applicant Telephone Number (231) 206-7114		Owner/Developer/Applicant Email Address stephenshomes@yahoo.com	
Owner/Developer/Applicant Mailing Address 1042 Terrace St		City Muskegon	State MI
		ZIP Code 49442	
I certify the information contained herein and in the attachments are true and that all are truly descriptive of the residential real property for which this application is being submitted.			
I certify I am familiar with the provisions of Public Act 147 of 1992, as amended, (MCL 207.771 to 207.787) and to the best of my knowledge, I have complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the LGU and the issuance of Neighborhood Enterprise Zone Certificate by the State Tax Commission.			
Owner/Developer/Applicant Signature 		Date 4/11/2025	

Continue on Page 2

PART 3: LGU ASSESSOR CERTIFICATION (Assessor of LGU must complete Part 3)			
The property to be covered by this exemption may not be included on any other specific tax roll while receiving the Neighborhood Enterprise Zone Exemption. For example, property on the Eligible Tax Reverted Property (Land Bank) specific tax roll cannot be granted a Neighborhood Enterprise Zone Exemption that would also put the same property on the Neighborhood Enterprise Zone specific tax roll.			
☒ By checking this box I certify that, if approved, the property to be covered by this exemption will be on the Neighborhood Enterprise Zone Exemption specific tax roll and not on any other specific tax roll.			
Name of LGU <i>City of Muskegon</i>			
Name of Assessor (First and last name) <i>Donna VanderVries</i>			
Telephone Number <i>231 750 6750</i>		Email Address <i>vanderurie.sdo@muskegoncounty.net</i>	
I certify that, to the best of my knowledge, the information contained in Part 3 of this application is complete and accurate.			
Assessor's Signature <i>Donna VanderVries</i>			Date <i>4/7/2025</i>
PART 4: LGU ACTION/CERTIFICATION (LGU clerk must complete this section before submitting to the State Tax Commission)			
Action taken by LGU:		The State Tax Commission requires the following documents be filed for an administratively complete application:	
☐ Exemption Approved for _____ Years (6-15)		☐ 1. Original Application	
☐ Exemption Approved for _____ Years (11-17 qualified historic building)		☐ 2. Legal description of the real property with parcel identification number	
☐ Exemption Denied (include Resolution Denying)		☐ 3. Resolution approving the zone.	
Date of resolution approving/denying this application		☐ 4. Resolution approving the application.	
Clerk's Name (First and Last)		☐ 5. REHABILITATION APPLICATIONS ONLY. Statement by the assessor showing the taxable value of the rehabilitated facility not including the land, for the tax year immediately preceding the effective date of the rehabilitation.	
Telephone Number			
Email Address			
Mailing Address		City	State
			ZIP Code
I certify that I have reviewed this application for complete and accurate information and determined that the subject property is located within a qualified Neighborhood Enterprise Zone.			
I certify this application meets the requirements as outlined by Public Act 147 of 1992 and hereby request the State Tax Commission issue a Neighborhood Enterprise Zone Certificate.			
Clerk Signature			Date

For faster service, the LGU should email the completed application and required documents to PTE@michigan.gov.

An additional submission option is to mail the completed application and required documents to:

Michigan Department of Treasury, State Tax Commission
P.O. Box 30471
Lansing, MI 48909

Note: Additional documentation will be required for further processing of the application and for the issuance of the certificate of exemption. These documents should be sent by email or mail directly to the State of Michigan only after the original application is filed with the LGU clerk and approved by the LGU. See the instruction sheet attached.

Any questions concerning the completion of this application should be directed to the LGU 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 Stephens Homes and Investments to construct a new home at 320 Wood St. in the Jackson Hill 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 fifteen (15) years;

NOW, THEREFORE, BE IT RESOLVED that the application for a Neighborhood Enterprise Zone Certificate for the new construction of a home by Stephens Homs and Investments be approved.

Adopted this 22nd day of April, 2025.

Ayes:

Nays:

Absent:

By: _____
Ken Johnson, 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 April 22, 2025.

By: _____
Ann Meisch
City Clerk

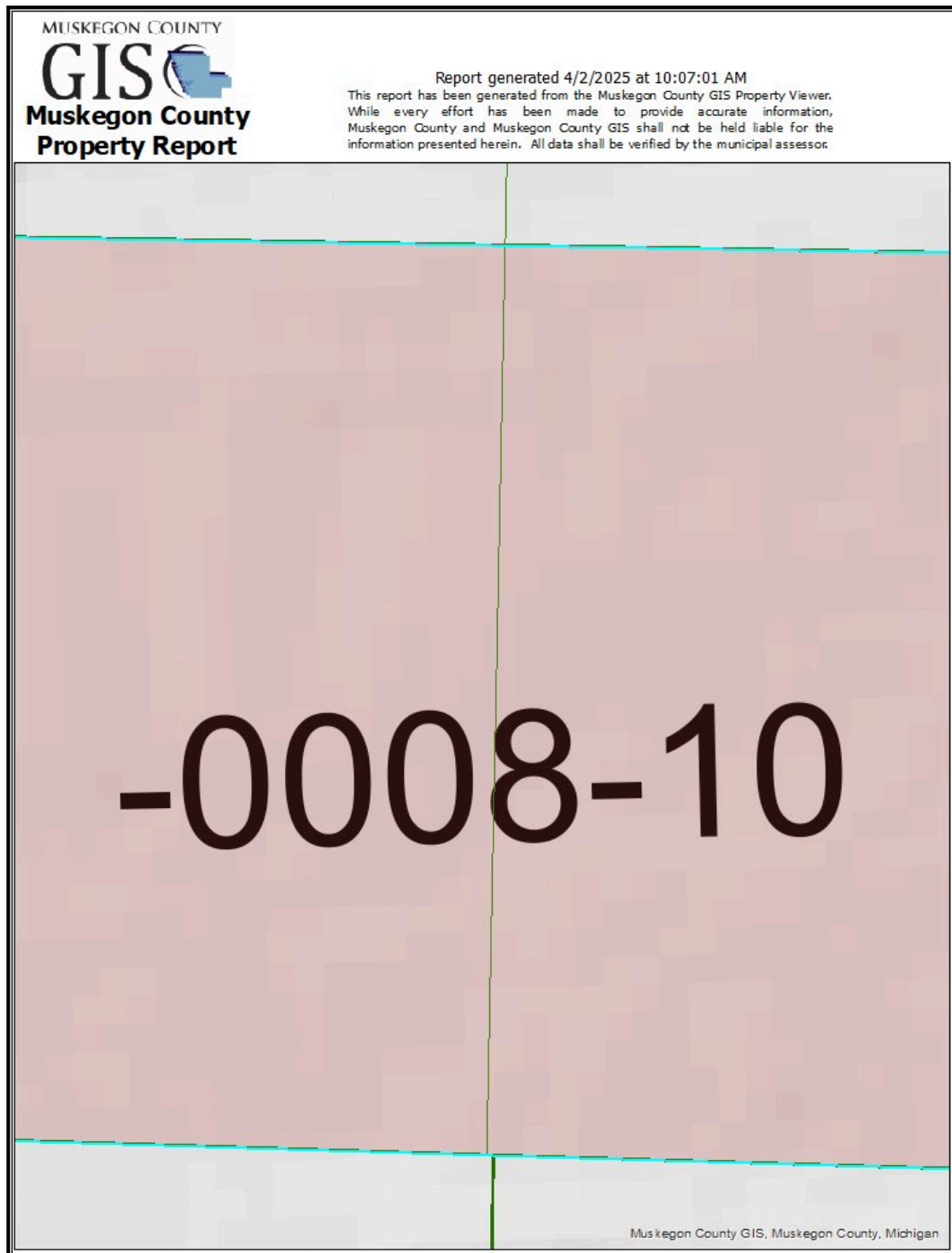


320 Wood St Property Report

Area of Interest (AOI) Information

Area : 8,548.14 ft²

Apr 2 2025 10:06:24 Eastern Daylight Time



Summary

Name	Count	Area(ft ²)	Length(ft)
Parcels	1	8,548.14	N/A

Parcels

#	PIN	Municipality Code	Acreage per GIS	Acreage per Assessor	Property Address Number	Property Address Direction	Property Address Combined	Property Address City
1	61-24-205-008-0008-10	24	0.20	0.20	320	No Data	320 WOOD ST	MUSKEGON

#	Property Address State	Property Address Zip Code	Owner Name 1	Owner Name 2	Owner Care Of	Owner Address	Owner Address City	Owner Address State
1	MI	49442	CITY OF MUSKEGON	No Data	No Data	933 TERRACE ST	MUSKEGON	MI

#	Owner Address Zip Code	Assessed Value	State Equalized Value	Taxable Value	PRE Homestead Pct	Property Class Code	Property Class Description	School District Code
1	49440	0.00	0.00	0.00	0	201	Commercial - Improved	61010

#	School District Name	Zoning per Assessor Primary	Tax Description	Area(ft ²)
1	MUSKEGON CITY SCHOOL DIST	R-2	CITY OF MUSKEGON REVISED PLAT OF 1903 S 1/2 LOTS 8 & 9 BLK 8	8,548.14

©2020 Muskegon County GIS Data reported herein is believed to be accurate and up to date, however Muskegon County and Muskegon County GIS make no warranty to the accuracy of the data. It is advised that before any decisions are made from this data, that the local assessor or building officials are contacted.



MARK F. FAIRCHILD
REGISTER OF DEEDS
Muskegon County Michigan
5839166 D02

Liber: 4373 Page: 609
Page: 1 of 5
12/23/2024 02:34:45 PM

QUIT-CLAIM DEED

KNOW ALL MEN BY THESE PRESENTS: That the **CITY OF MUSKEGON**, a municipal corporation, of 933 Terrace Street, Muskegon, Michigan 49440,

QUIT CLAIMS to **STEPHENS HOMES AND INVESTMENTS LLC**, a Limited Liability Company, of 1042 Terrace St, Muskegon, Michigan 49442, the following described premises situated in the City of Muskegon, County of Muskegon, State of Michigan, to wit:

***SEE ATTACHED LEGAL DESCRIPTIONS**

for the sum of Fifty-Six Thousand, One Hundred Seventy-Five, and 0/100 Dollars (\$**56,175.00**)

PROVIDED, HOWEVER, Grantee, or its assigns, shall complete construction of one (1) single family home on each of the nineteen (19) parcels on the premises herein conveyed within twenty-four (24) months after the date hereof. In default of such construction, title to the premises shall revert to the City of Muskegon free and clear of any claim of Grantee or its assigns. In addition, the City of Muskegon may retain the consideration for this conveyance free and clear of any claim of Grantee or its assigns. Buyer shall remove only those trees necessary for construction of the homes and driveways. "Complete construction" means: (1) issuance of a residential building permits by the City of Muskegon; and (2) in the sole opinion of the City of Muskegon's Director of Inspections, substantial completion of the dwellings described in the said building permits. In the event of reversion of titles of the above-described premises, improvements made thereon shall become the property of Grantor.

This deed is exempt from real estate transfer tax pursuant to the provisions of MCLA 207.505(h)(i) and MCLA 207.526 Sec. 6(h)(i).

Dated this 9th day of December, 2024.

Signed in the presence of:

Linda Potter
Linda Potter
Jessica Lorenson
Jessica Lorenson

STATE OF MICHIGAN
COUNTY OF MUSKEGON

CITY OF MUSKEGON

By Ken Johnson
Ken Johnson, Its Mayor
and Ann Marie Meisch
Ann Marie Meisch, MMC, Its Clerk

Before me personally appeared in Muskegon County, Michigan, on December 9, 2024, by KEN JOHNSON and ANN MARIE MEISCH, MMC, the Mayor and Clerk, respectively, of the CITY OF MUSKEGON, a municipal corporation, on behalf of the City.

PREPARED BY: Samantha Pulos
City of Muskegon Planning Dept.
933 Terrace St. Room 202
Muskegon, MI 49440
Telephone: 231/724-6702

Linda S. Potter
Linda S. Potter, Notary Public
Acting in the County of Muskegon
Muskegon County, Michigan
My Comm. Expires: 9-25-2030

WHEN RECORDED RETURN TO: Grantees

SEND SUBSEQUENT TAX BILLS TO: Grantees

Legal Descriptions

1. Legal Description: CITY OF MUSKEGON REVISED PLAT OF 1903 EAST ½ LOT 13 BLOCK 386
Address: 209 MERRILL, MUSKEGON, MI 49441
Parcel #: 61-24-205-386-0013-10
Price: \$2,437.50

2. Legal Description: CITY OF MUSKEGON REVISED PLAT OF 1903 WEST ½ LOT 13 BLOCK 386
Address: 213 MERRILL, MUSKEGON, MI 49441
Parcel #: 61-24-205-386-0013-01
Price: \$2,437.50

3. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 3 LOT 631 ALSO
VACATED EAST 1/2 OF ADJACENT ALLEY ((8/00 RESOLUTION # 2000-72 (G))
LOT 632 SPLIT FROM PARCEL 9/14/00 FOR 2001 ROLL
Address: 845 DUCEY, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0631-00
Price: \$6,000.00

4. Legal Description: PART OF LOTS 576 AND 577, CITY OF MUSKEGON URBAN RENEWAL PLAT
NO. 3, MUSKEGON COUNTY, MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
COMMENCING AT THE NORTHEAST CORNER OF SAID LOT 519 OF SAID CITY OF MUSKEGON
URBAN RENEWAL PLAT NO. 3;
THENCE SOUTH 02 DEGREES 14 MINUTES 29 SECONDS WEST, A DISTANCE OF 133.12 FEET;
THENCE NORTH 88 DEGREES 51 MINUTES 05 SECONDS WEST, A DISTANCE OF 83.41 FEET;
THENCE SOUTH 69 DEGREES 13 MINUTES 36 SECONDS WEST, A DISTANCE OF 60.86 FEET;
THENCE SOUTH 68 DEGREES 41 MINUTES 05 SECONDS WEST, A DISTANCE OF 38.02 FEET TO THE
POINT OF BEGINNING;
CONTINUING SOUTH 68 DEGREES 41 MINUTES 05 SECONDS WEST, A DISTANCE OF 83.87 FEET TO
THE SOUTHWEST CORNER OF SAID LOT 577;
THENCE NORTH 01 DEGREES 41 MINUTES 33 SECONDS EAST, ALONG THE WEST LINE OF SAID
LOT 577, A DISTANCE OF 102.85 FEET TO THE NORTHWEST CORNER OF SAID LOT 577;
THENCE SOUTH 88 DEGREES 28 MINUTES 35 SECONDS EAST, A DISTANCE OF 16.30 FEET TO THE
BEGINNING OF A CURVE TO THE LEFT HAVING A CENTRAL ANGLE OF 13 DEGREES 49 MINUTES 35
SECONDS, A RADIUS OF 166.67 FEET, A CHORD BEARING OF NORTH 84 DEGREES 18 MINUTES 34
SECONDS EAST, A CHORD DISTANCE OF 40.12 FEET AND AN ARC LENGTH OF 40.22 FEET TO THE
END OF SAID CURVE;
THENCE SOUTH 13 DEGREES 58 MINUTES 14 SECONDS EAST, A DISTANCE OF 78.18 FEET TO THE
POINT OF BEGINNING.
PARCEL CONTAINS 6062 SQUARE FEET, MORE OR LESS.
Address: 973 DUCEY, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0577-10
Price: \$3,000.00

5. Legal Description: PART OF LOTS 575 AND 576, CITY OF MUSKEGON URBAN RENEWAL PLAT
NO. 3, MUSKEGON COUNTY, MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
COMMENCING AT THE NORTHEAST CORNER OF SAID LOT 519;
THENCE SOUTH 02 DEGREES 14 MINUTES 29 SECONDS WEST, A DISTANCE OF 133.12 FEET;
THENCE NORTH 88 DEGREES 51 MINUTES 05 SECONDS WEST, A DISTANCE OF 83.41 FEET;
THENCE SOUTH 69 DEGREES 13 MINUTES 36 SECONDS WEST, A DISTANCE OF 13.62 FEET TO THE
POINT OF BEGINNING;
THENCE CONTINUING SOUTH 69 DEGREES 13 MINUTES 36 SECONDS WEST, A DISTANCE OF 47.31
FEET;
THENCE SOUTH 68 DEGREES 41 MINUTES 05 SECONDS WEST, A DISTANCE OF 38.02 FEET;
THENCE NORTH 13 DEGREES 58 MINUTES 14 SECONDS WEST, A DISTANCE OF 78.18 FEET TO THE
BEGINNING OF A NON-TANGENT CURVE TO THE LEFT HAVING A CENTRAL ANGLE OF 26 DEGREES

28 MINUTES 15 SECONDS, A RADIUS OF 166.67 FEET, A CHORD BEARING OF NORTH 64 DEGREES 11 MINUTES 17 SECONDS EAST, A CHORD DISTANCE OF 76.30 FEET AND AN ARC LENGTH OF 76.98 FEET TO THE END OF SAID CURVE;

THENCE SOUTH 20 DEGREES 46 MINUTES 24 SECONDS EAST, A DISTANCE OF 83.97 FEET TO THE POINT OF BEGINNING.

PARCEL CONTAINS 6264 SQUARE FEET, MORE OR LESS.

Address: 983 DUCEY, MUSKEGON, MI 49442

Parcel #: 61-24-612-000-0576-10

Price: \$3,000.00

6. Legal Description: PART OF LOTS 519 AND 575, CITY OF MUSKEGON URBAN RENEWAL PLAT NO. 3, MUSKEGON COUNTY, MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHEAST CORNER OF SAID LOT 519;

THENCE SOUTH 02 DEGREES 14 MINUTES 29 SECONDS WEST, A DISTANCE OF 133. 12 FEET;

THENCE NORTH 88 DEGREES 51 MINUTES 05 SECONDS WEST, A DISTANCE OF 54.00 FEET TO THE POINT OF BEGINNING;

THENCE CONTINUING NORTH 88 DEGREES 51 MINUTES 05 SECONDS WEST, A DISTANCE OF 29.38 FEET;

THENCE SOUTH 69 DEGREES 13 MINUTES 36 SECONDS WEST, A DISTANCE OF 13. 62 FEET;

THENCE NORTH 20 DEGREES 46 MINUTES 24 SECONDS WEST, A DISTANCE OF 83.97 FEET TO THE BEGINNING OF A NON-TANGENT CURVE TO THE LEFT HAVING A CENTRAL ANGLE OF 05 DEGREES 12 MINUTES 24 SECONDS, A RADIUS OF 166.67 FEET, A CHORD BEARING OF NORTH 48 DEGREES 21 MINUTES 06 SECONDS EAST, A CHORD DISTANCE OF 15. 14 FEET, AN ARC LENGTH OF 15. 14 FEET TO THE END OF SAID CURVE;

AND THE BEGINNING OF A REVERSE CURVE TO THE RIGHT HAVING A CENTRAL ANGLE OF 26 DEGREES 48 MINUTES 37 SECONDS, A RADIUS OF 166.67 FEET, A CHORD BEARING OF NORTH 58 DEGREES 10 MINUTES 20 SECONDS EAST, A CHORD DISTANCE OF 77.07 FEET, AN ARC LENGTH OF 77.99 FEET TO THE END OF SAID CURVE;

THENCE SOUTH 02 DEGREES 14 MINUTES 29 SECONDS WEST, A DISTANCE OF 124.94 FEET TO THE POINT OF BEGINNING.

PARCEL CONTAINS 6626 SQUARE FEET, MORE OR LESS.

THE PARCEL IS SUBJECT TO A UTILITY EASEMENT AS IT APPARENT ALONG ITS EAST BOUNDARY LINE.

Address: 993 DUCEY, MUSKEGON, MI 49442

Parcel #: 61-24-612-000-0575-01

Price: \$3,000.00

7. Legal Description: PART OF LOT 519, CITY OF MUSKEGON URBAN RENEWAL PLAT NO. 3, MUSKEGON COUNTY, MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 519;

THENCE SOUTH 02 DEGREES 14 MINUTES 29 SECONDS WEST, A DISTANCE OF 133. 12 FEET TO THE SOUTHEAST CORNER OF SAID LOT 519;

THENCE NORTH 88 DEGREES 51 MINUTES 05 SECONDS WEST, A DISTANCE OF 54.00 FEET;

THENCE NORTH 02 DEGREES 14 MINUTES 29 SECONDS EAST, A DISTANCE OF 124.94 FEET TO THE BEGINNING OF A NON-TANGENT CURVE TO THE RIGHT HAVING A CENTRAL ANGLE OF 18 DEGREES 54 MINUTES 35 SECONDS, A RADIUS OF 166.67 FEET, A CHORD BEARING OF NORTH 82 DEGREES 41 MINUTES 48 SECONDS EAST, A CHORD DISTANCE OF 54.76 FEET AND AN ARC LENGTH OF 55.01 FEET TO THE END OF SAID CURVE AND THE POINT OF BEGINNING.

PARCEL CONTAINS 7062 SQUARE FEET, MORE OR LESS.

THE PARCEL IS SUBJECT TO A UTILITY EASEMENT AS IT APPARENT ALONG ITS WEST BOUNDARY LINE.

Address: 1003 DUCEY, MUSKEGON, MI 49442

Parcel #: 61-24-612-000-0519-01

Price: \$3,000.00

8. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 3 NORTH 1/2 LOT 553
Address: 554 AGNES, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0553-01
Price: \$3,000.00

9. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 3 SOUTH 1/2 LOT 553
Address: 572 AGNES, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0553-10
Price: \$3,000.00

10. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 3 LOT 620
Address: 502 MARY, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0621-01
Price: \$3,000.00

11. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 3 LOT 621
Address: 508 MARY, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0620-01
Price: \$3,000.00

12. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 3 LOT 639 & EAST 1/2
VACATED N/S ALLEY ADJACENT
Address: 561 MARY, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0639-00
Price: \$4,650.00

13. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 4 LOT 893
Address: 1542 ADAMS, MUSKEGON, MI 49442
Parcel #: 61-24-613-000-0893-00
Price: \$4,650.00

14. Legal Description: CITY OF MUSKEGON REVISED PLAT OF 1903 SOUTH 1/2 LOTS 8 & 9 BLOCK
8
Address: 320 WOOD, MUSKEGON, MI 49442
Parcel #: 61-24-205-008-0008-10
Price: \$3,000.00

15. Legal Description: CITY OF MUSKEGON REVISED PLAT OF 1903 LOT 10 BLOCK 8
Address: 346 WOOD, MUSKEGON, MI 49442
Parcel #: 61-24-205-008-0010-00
Price: \$3,000.00

16. Legal Description: CITY OF MUSKEGON REVISED PLAT OF 1903 LOT 14 BLOCK 140
Address: 425 OCTAVIUS, MUSKEGON, MI 49442
Parcel #: 61-24-205-140-0014-00
Price: \$3,000.00

17. Legal Description: CITY OF MUSKEGON REVISED PLAT OF 1903 CITY OF MUSKEGON LOT 5
BLOCK 13 AND WEST 1/2 OF VAC 16.5 FEET ALLEY ADJACENT THERETO (VAC ALLEY CITY RES
#99-87)
Address: 436 CHARLES, MUSKEGON, MI 49441
Parcel #: 61-24-205-013-0005-00
Price: \$3,000.00

18. Legal Description: CITY OF MUSKEGON SEC 21 T10N R16W W 50 FT OF N 132 FT OF S 297 FT NE
1/4 SW 1/4 SW 1/4
Address: 907 ORCHARD, MUSKEGON, MI 49442
Parcel #: 61-24-121-300-0062-00
Price: \$3,000.00

19. Legal Description: CITY OF MUSKEGON SEC 21 T10N R16W E 66 FT OF W 544 1/2 FT OF N 165 FT
OF SW 1/4 OF SW 1/4 OF SW 1/4 EX N 33 FT FOR ST
Address: 877 AMITY, MUSKEGON, MI 49442
Parcel #: 61-24-121-300-0116-00
Price: \$3,000.00

FOR: Steve Benedict
Stephens Homes and Investments
1042 Terrace St
Muskegon MI 49442



Proj	250196
File	City of Muskegon
Date	03/25/2025

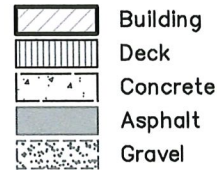
DESCRIPTION: South 1/2 of Lots 8 & 9, Block 8, 1903 Revised Plat of the City of Muskegon, Muskegon County, Michigan.

PROPERTY ADDRESS: 320 Wood St

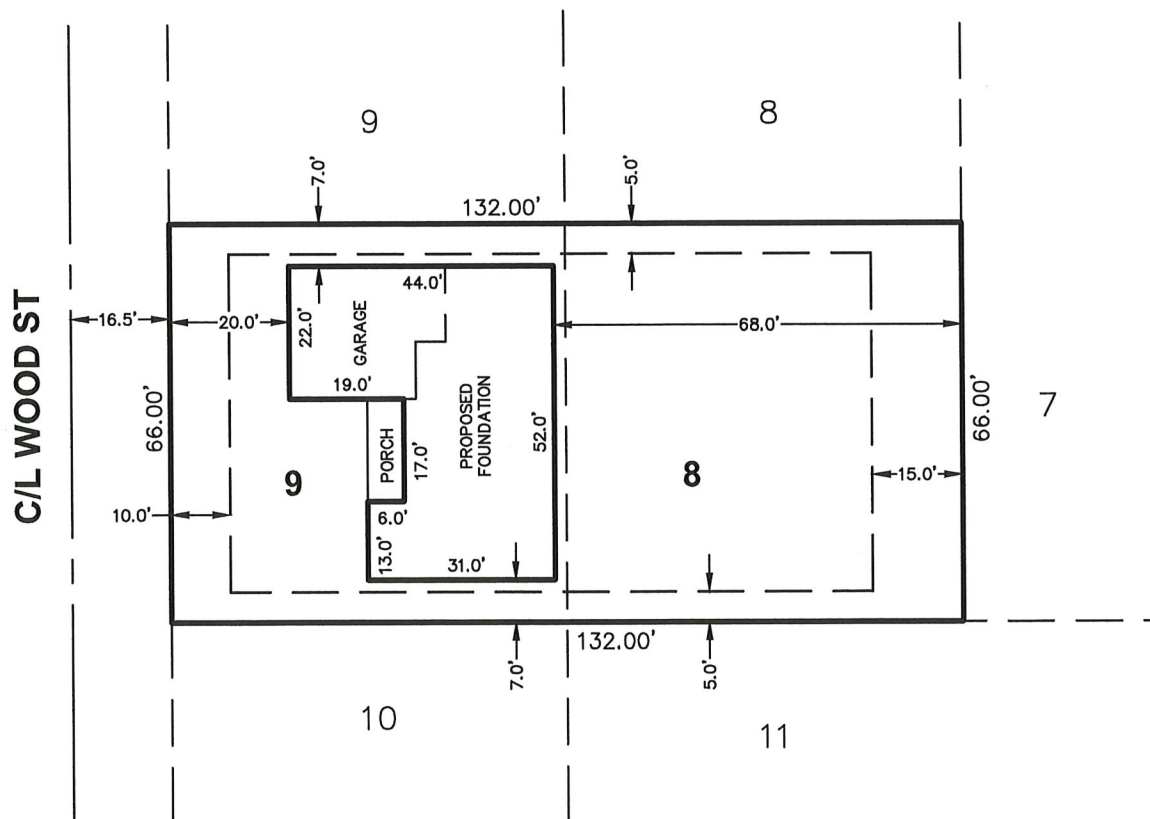
NOTE: The location of the proposed house including required building setbacks and elevations should be approved by the governing agency prior to staking or start of construction. The location of drainfields, septic tanks, and wells, if shown, are subject to actual health department permit.

LEGEND

- Found Iron Stake
 ○ Set Iron Stake
 □ Set Wood Stake
 ⊕ Utility Pole
 —x—x— Fence Line
 D = Deeded
 P = Platted
 M = Measured



Scale 1" = 30'



This survey was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

Application for Neighborhood Enterprise Zone Certificate

Issued under authority of Public Act 147 of 1992, as amended.

RECEIVED
APR - 1 2025

CITY OF MUSKEGON

Read the instructions before completing the application. This application must be filed prior to building permit issuance and start of construction except as provided in the instructions on page 3 under Owner/Developer/Applicant Instructions. Initially file completed application and required documents with the clerk of the local governmental unit. The additional documents to complete the application process will be required by the State of Michigan only after the original application is filed with the clerk of the local governmental unit (LGU). This form is also used to file a request for the transfer of an existing NEZ certificate. Please see the instruction sheet.

LOCAL GOVERNMENTAL UNIT USE ONLY	
Application No.	Date Received

STATE USE ONLY	
Application No.	Date Received

PART 1: OWNER/DEVELOPER/APPLICANT INFORMATION (Applicant must complete all fields)			
Owner/Developer/Applicant Name Stephens Homes and Investments		Type of NEZ ☐ OPRA eligible community NEZ ☒ Workforce Housing NEZ	
Facility's Street Address 213 Merrill Ave		Type of Approval Requested ☒ New Facility ☐ Rehabilitated Facility ☐ Transfer (1 copy only)	
City Muskegon	State MI	ZIP Code 49442	
Name of City, Township or Village (taxing authority) City of Muskegon		No. of years requested for exemption (6-15; 11-17 for qualified historic building) 15	
☒ City ☐ Township ☐ Village		Is the facility owned or rented by occupants? ☐ Owned ☐ Rented	
County Muskegon	Type of Property (check one) ☒ House ☐ Duplex ☐ Condo ☐ Loft ☐ Apartment - No. of Units _____		
School District Muskegon			
Name of LGU that established district City of Muskegon	Name or Number of Neighborhood Enterprise Zone		Date district was established
Identify who will complete the work ☒ Licensed Contractor ☐ Other _____		Estimated Project Cost (per unit) \$190,000.00	
Describe the general nature and extent of the new construction or rehabilitation to be undertaken. For rehabilitation only, include Breakdown of Investment Costs. Use attachments if necessary. Building a 3 bed 2.5 bathroom with a 1 stall garage on a full basement totaling 1604 sq feet. New Construction			
Timetable for undertaking and completing the rehabilitation or construction of the facility. Begin Date 4-14-25		End Date 7-14-25	
Additional Timetable Information (if applicable)			
PART 2: OWNER/DEVELOPER/APPLICANT CERTIFICATION			
Contact Name Stephen Benedict			
Contact Telephone Number (231) 206-7114		Contact Email Address stephenshomes@yahoo.com	
Owner/Developer/Applicant Name Stephens Homes and Investments LLC			
Owner/Developer/Applicant Telephone Number (231) 206-7114		Owner/Developer/Applicant Email Address stephenshomes@yahoo.com	
Owner/Developer/Applicant Mailing Address 1042 Terrace St		City Muskegon	State MI
		ZIP Code 49442	
I certify the information contained herein and in the attachments are true and that all are truly descriptive of the residential real property for which this application is being submitted.			
I certify I am familiar with the provisions of Public Act 147 of 1992, as amended, (MCL 207.771 to 207.787) and to the best of my knowledge, I have complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the LGU and the issuance of Neighborhood Enterprise Zone Certificate by the State Tax Commission.			
Owner/Developer/Applicant Signature 		Date 4/1/2025	

Continue on Page 2

PART 3: LGU ASSESSOR CERTIFICATION (Assessor of LGU must complete Part 3)			
The property to be covered by this exemption may not be included on any other specific tax roll while receiving the Neighborhood Enterprise Zone Exemption. For example, property on the Eligible Tax Reverted Property (Land Bank) specific tax roll cannot be granted a Neighborhood Enterprise Zone Exemption that would also put the same property on the Neighborhood Enterprise Zone specific tax roll.			
☒ By checking this box I certify that, if approved, the property to be covered by this exemption will be on the Neighborhood Enterprise Zone Exemption specific tax roll and not on any other specific tax roll.			
Name of LGU <i>City of Muskegon</i>			
Name of Assessor (First and last name) <i>Donna Vanderries</i>			
Telephone Number <i>231 750 6750</i>		Email Address <i>vanderriesdoo@muskegoncounty.net</i>	
I certify that, to the best of my knowledge, the information contained in Part 3 of this application is complete and accurate.			
Assessor's Signature <i>Donna Vanderries</i>			Date <i>4/7/2025</i>
PART 4: LGU ACTION/CERTIFICATION (LGU clerk must complete this section before submitting to the State Tax Commission)			
Action taken by LGU:		The State Tax Commission requires the following documents be filed for an administratively complete application:	
☐ Exemption Approved for _____ Years (6-15)		☐ 1. Original Application	
☐ Exemption Approved for _____ Years (11-17 qualified historic building)		☐ 2. Legal description of the real property with parcel identification number	
☐ Exemption Denied (include Resolution Denying)		☐ 3. Resolution approving the zone.	
Date of resolution approving/denying this application		☐ 4. Resolution approving the application.	
Clerk's Name (First and Last)		☐ 5. REHABILITATION APPLICATIONS ONLY.	
Telephone Number		Statement by the assessor showing the taxable value of the rehabilitated facility not including the land, for the tax year immediately preceding the effective date of the rehabilitation.	
Email Address			
Mailing Address		City	State
			ZIP Code
I certify that I have reviewed this application for complete and accurate information and determined that the subject property is located within a qualified Neighborhood Enterprise Zone.			
I certify this application meets the requirements as outlined by Public Act 147 of 1992 and hereby request the State Tax Commission issue a Neighborhood Enterprise Zone Certificate.			
Clerk Signature			Date

For faster service, the LGU should email the completed application and required documents to PTE@michigan.gov.

An additional submission option is to mail the completed application and required documents to:

Michigan Department of Treasury, State Tax Commission
P.O. Box 30471
Lansing, MI 48909

Note: Additional documentation will be required for further processing of the application and for the issuance of the certificate of exemption. These documents should be sent by email or mail directly to the State of Michigan only after the original application is filed with the LGU clerk and approved by the LGU. See the instruction sheet attached.

Any questions concerning the completion of this application should be directed to the LGU 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 Stephens Homes and Investments to construct a new home at 213 Merrill Ave. in the Nelson 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 fifteen (15) years;

NOW, THEREFORE, BE IT RESOLVED that the application for a Neighborhood Enterprise Zone Certificate for the new construction of a home by Stephens Homs and Investments be approved.

Adopted this 22nd day of April, 2025.

Ayes:

Nays:

Absent:

By: _____
Ken Johnson, 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 April 22, 2025.

By: _____
Ann Meisch
City Clerk

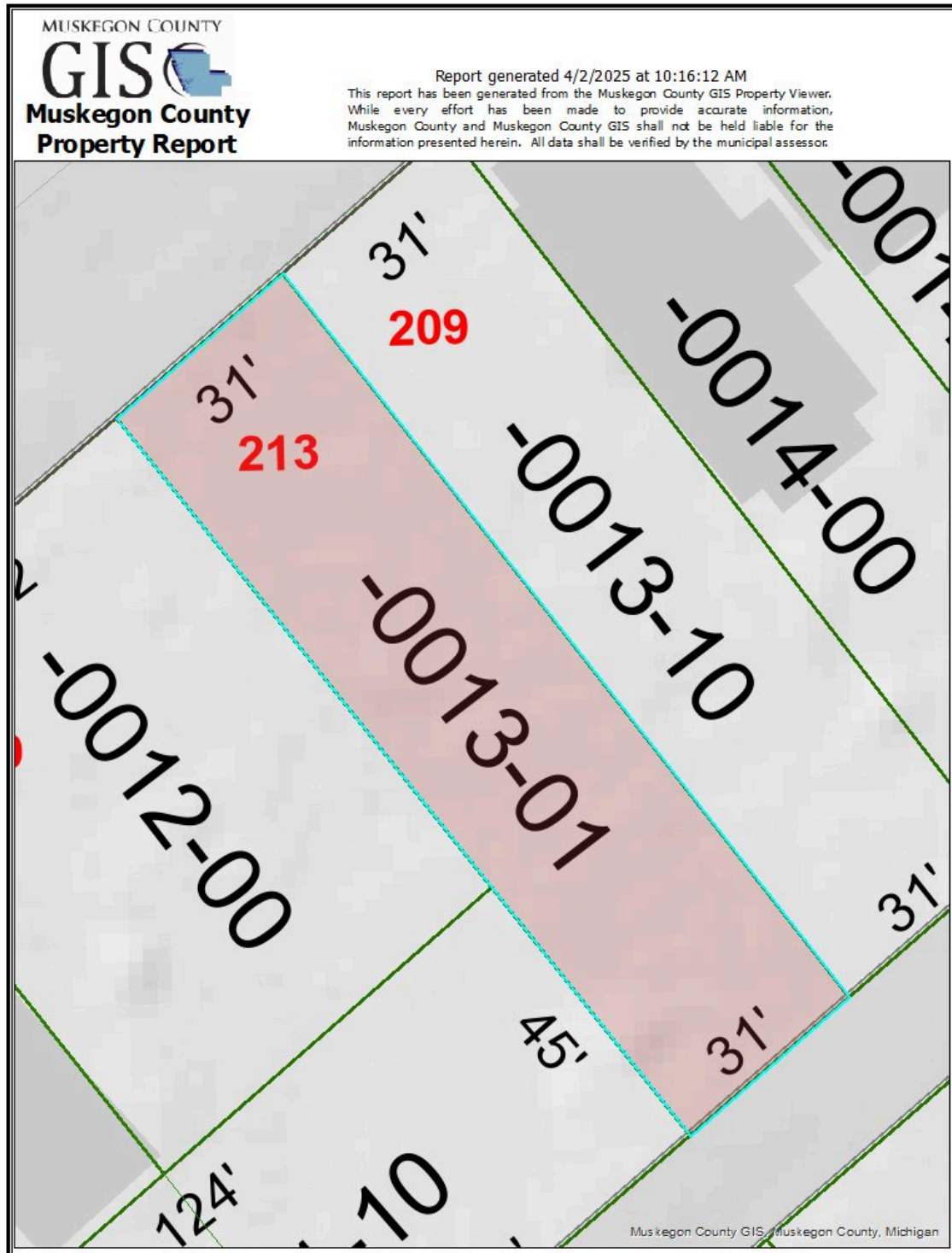


213 Merrill Ave Property Report

Area of Interest (AOI) Information

Area : 4,022.42 ft²

Apr 2 2025 10:15:34 Eastern Daylight Time



Summary

Name	Count	Area(ft ²)	Length(ft)
Parcels	1	4,022.42	N/A

Parcels

#	PIN	Municipality Code	Acreage per GIS	Acreage per Assessor	Property Address Number	Property Address Direction	Property Address Combined	Property Address City
1	61-24-205-386-0013-01	24	0.09	0.09	213	No Data	213 MERRILL AVE	MUSKEGON

#	Property Address State	Property Address Zip Code	Owner Name 1	Owner Name 2	Owner Care Of	Owner Address	Owner Address City	Owner Address State
1	MI	49441	CITY OF MUSKEGON	No Data	PO BOX 536	933 TERRACE ST 202	MUSKEGON	MI

#	Owner Address Zip Code	Assessed Value	State Equalized Value	Taxable Value	PRE Homestead Pct	Property Class Code	Property Class Description	School District Code
1	49443	No Data	No Data	No Data	No Data	402	Residential - Vacant	61010

#	School District Name	Zoning per Assessor Primary	Tax Description	Area(ft ²)
1	MUSKEGON CITY SCHOOL DIST	FBC-UR	CITY OF MUSKEGON REVISED PLAT OF 1903 W 1/2 LOT 13 BLK 386	4,022.42

©2020 Muskegon County GIS Data reported herein is believed to be accurate and up to date, however Muskegon County and Muskegon County GIS make no warranty to the accuracy of the data. It is advised that before any decisions are made from this data, that the local assessor or building officials are contacted.



MARK F. FAIRCHILD
REGISTER OF DEEDS
Muskegon County Michigan
5839166 D02

Liber: 4373 Page: 609
Page: 1 of 5
12/23/2024 02:34:45 PM

QUIT-CLAIM DEED

KNOW ALL MEN BY THESE PRESENTS: That the **CITY OF MUSKEGON**, a municipal corporation, of 933 Terrace Street, Muskegon, Michigan 49440,

QUIT CLAIMS to **STEPHENS HOMES AND INVESTMENTS LLC**, a Limited Liability Company, of 1042 Terrace St, Muskegon, Michigan 49442, the following described premises situated in the City of Muskegon, County of Muskegon, State of Michigan, to wit:

***SEE ATTACHED LEGAL DESCRIPTIONS**

for the sum of Fifty-Six Thousand, One Hundred Seventy-Five, and 0/100 Dollars (\$**56,175.00**)

PROVIDED, HOWEVER, Grantee, or its assigns, shall complete construction of one (1) single family home on each of the nineteen (19) parcels on the premises herein conveyed within twenty-four (24) months after the date hereof. In default of such construction, title to the premises shall revert to the City of Muskegon free and clear of any claim of Grantee or its assigns. In addition, the City of Muskegon may retain the consideration for this conveyance free and clear of any claim of Grantee or its assigns. Buyer shall remove only those trees necessary for construction of the homes and driveways. "Complete construction" means: (1) issuance of a residential building permits by the City of Muskegon; and (2) in the sole opinion of the City of Muskegon's Director of Inspections, substantial completion of the dwellings described in the said building permits. In the event of reversion of titles of the above-described premises, improvements made thereon shall become the property of Grantor.

This deed is exempt from real estate transfer tax pursuant to the provisions of MCLA 207.505(h)(i) and MCLA 207.526 Sec. 6(h)(i).

Dated this 9th day of December, 2024.

Signed in the presence of:

Linda Potter
Linda Potter
Jessica Lorenson
Jessica Lorenson

STATE OF MICHIGAN
COUNTY OF MUSKEGON

CITY OF MUSKEGON

By Ken Johnson
Ken Johnson, Its Mayor
and Ann Marie Meisch
Ann Marie Meisch, MMC, Its Clerk

Before me personally appeared in Muskegon County, Michigan, on December 9, 2024, by KEN JOHNSON and ANN MARIE MEISCH, MMC, the Mayor and Clerk, respectively, of the CITY OF MUSKEGON, a municipal corporation, on behalf of the City.

PREPARED BY: Samantha Pulos
City of Muskegon Planning Dept.
933 Terrace St. Room 202
Muskegon, MI 49440
Telephone: 231/724-6702

Linda S. Potter
Linda S. Potter, Notary Public
Acting in the County of Muskegon
Muskegon County, Michigan
My Comm. Expires: 9-25-2030

WHEN RECORDED RETURN TO: Grantees

SEND SUBSEQUENT TAX BILLS TO: Grantees

Legal Descriptions

1. Legal Description: CITY OF MUSKEGON REVISED PLAT OF 1903 EAST ½ LOT 13 BLOCK 386
Address: 209 MERRILL, MUSKEGON, MI 49441
Parcel #: 61-24-205-386-0013-10
Price: \$2,437.50

2. Legal Description: CITY OF MUSKEGON REVISED PLAT OF 1903 WEST ½ LOT 13 BLOCK 386
Address: 213 MERRILL, MUSKEGON, MI 49441
Parcel #: 61-24-205-386-0013-01
Price: \$2,437.50

3. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 3 LOT 631 ALSO
VACATED EAST 1/2 OF ADJACENT ALLEY ((8/00 RESOLUTION # 2000-72 (G))
LOT 632 SPLIT FROM PARCEL 9/14/00 FOR 2001 ROLL
Address: 845 DUCEY, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0631-00
Price: \$6,000.00

4. Legal Description: PART OF LOTS 576 AND 577, CITY OF MUSKEGON URBAN RENEWAL PLAT
NO. 3, MUSKEGON COUNTY, MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
COMMENCING AT THE NORTHEAST CORNER OF SAID LOT 519 OF SAID CITY OF MUSKEGON
URBAN RENEWAL PLAT NO. 3;
THENCE SOUTH 02 DEGREES 14 MINUTES 29 SECONDS WEST, A DISTANCE OF 133.12 FEET;
THENCE NORTH 88 DEGREES 51 MINUTES 05 SECONDS WEST, A DISTANCE OF 83.41 FEET;
THENCE SOUTH 69 DEGREES 13 MINUTES 36 SECONDS WEST, A DISTANCE OF 60.86 FEET;
THENCE SOUTH 68 DEGREES 41 MINUTES 05 SECONDS WEST, A DISTANCE OF 38.02 FEET TO THE
POINT OF BEGINNING;
CONTINUING SOUTH 68 DEGREES 41 MINUTES 05 SECONDS WEST, A DISTANCE OF 83.87 FEET TO
THE SOUTHWEST CORNER OF SAID LOT 577;
THENCE NORTH 01 DEGREES 41 MINUTES 33 SECONDS EAST, ALONG THE WEST LINE OF SAID
LOT 577, A DISTANCE OF 102.85 FEET TO THE NORTHWEST CORNER OF SAID LOT 577;
THENCE SOUTH 88 DEGREES 28 MINUTES 35 SECONDS EAST, A DISTANCE OF 16.30 FEET TO THE
BEGINNING OF A CURVE TO THE LEFT HAVING A CENTRAL ANGLE OF 13 DEGREES 49 MINUTES 35
SECONDS, A RADIUS OF 166.67 FEET, A CHORD BEARING OF NORTH 84 DEGREES 18 MINUTES 34
SECONDS EAST, A CHORD DISTANCE OF 40.12 FEET AND AN ARC LENGTH OF 40.22 FEET TO THE
END OF SAID CURVE;
THENCE SOUTH 13 DEGREES 58 MINUTES 14 SECONDS EAST, A DISTANCE OF 78.18 FEET TO THE
POINT OF BEGINNING.
PARCEL CONTAINS 6062 SQUARE FEET, MORE OR LESS.
Address: 973 DUCEY, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0577-10
Price: \$3,000.00

5. Legal Description: PART OF LOTS 575 AND 576, CITY OF MUSKEGON URBAN RENEWAL PLAT
NO. 3, MUSKEGON COUNTY, MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
COMMENCING AT THE NORTHEAST CORNER OF SAID LOT 519;
THENCE SOUTH 02 DEGREES 14 MINUTES 29 SECONDS WEST, A DISTANCE OF 133.12 FEET;
THENCE NORTH 88 DEGREES 51 MINUTES 05 SECONDS WEST, A DISTANCE OF 83.41 FEET;
THENCE SOUTH 69 DEGREES 13 MINUTES 36 SECONDS WEST, A DISTANCE OF 13.62 FEET TO THE
POINT OF BEGINNING;
THENCE CONTINUING SOUTH 69 DEGREES 13 MINUTES 36 SECONDS WEST, A DISTANCE OF 47.31
FEET;
THENCE SOUTH 68 DEGREES 41 MINUTES 05 SECONDS WEST, A DISTANCE OF 38.02 FEET;
THENCE NORTH 13 DEGREES 58 MINUTES 14 SECONDS WEST, A DISTANCE OF 78.18 FEET TO THE
BEGINNING OF A NON-TANGENT CURVE TO THE LEFT HAVING A CENTRAL ANGLE OF 26 DEGREES

28 MINUTES 15 SECONDS, A RADIUS OF 166.67 FEET, A CHORD BEARING OF NORTH 64 DEGREES 11 MINUTES 17 SECONDS EAST, A CHORD DISTANCE OF 76.30 FEET AND AN ARC LENGTH OF 76.98 FEET TO THE END OF SAID CURVE;

THENCE SOUTH 20 DEGREES 46 MINUTES 24 SECONDS EAST, A DISTANCE OF 83.97 FEET TO THE POINT OF BEGINNING.

PARCEL CONTAINS 6264 SQUARE FEET, MORE OR LESS.

Address: 983 DUCEY, MUSKEGON, MI 49442

Parcel #: 61-24-612-000-0576-10

Price: \$3,000.00

6. Legal Description: PART OF LOTS 519 AND 575, CITY OF MUSKEGON URBAN RENEWAL PLAT NO. 3, MUSKEGON COUNTY, MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHEAST CORNER OF SAID LOT 519;

THENCE SOUTH 02 DEGREES 14 MINUTES 29 SECONDS WEST, A DISTANCE OF 133. 12 FEET;

THENCE NORTH 88 DEGREES 51 MINUTES 05 SECONDS WEST, A DISTANCE OF 54.00 FEET TO THE POINT OF BEGINNING;

THENCE CONTINUING NORTH 88 DEGREES 51 MINUTES 05 SECONDS WEST, A DISTANCE OF 29.38 FEET;

THENCE SOUTH 69 DEGREES 13 MINUTES 36 SECONDS WEST, A DISTANCE OF 13. 62 FEET;

THENCE NORTH 20 DEGREES 46 MINUTES 24 SECONDS WEST, A DISTANCE OF 83.97 FEET TO THE BEGINNING OF A NON-TANGENT CURVE TO THE LEFT HAVING A CENTRAL ANGLE OF 05 DEGREES 12 MINUTES 24 SECONDS, A RADIUS OF 166.67 FEET, A CHORD BEARING OF NORTH 48 DEGREES 21 MINUTES 06 SECONDS EAST, A CHORD DISTANCE OF 15. 14 FEET, AN ARC LENGTH OF 15. 14 FEET TO THE END OF SAID CURVE;

AND THE BEGINNING OF A REVERSE CURVE TO THE RIGHT HAVING A CENTRAL ANGLE OF 26 DEGREES 48 MINUTES 37 SECONDS, A RADIUS OF 166.67 FEET, A CHORD BEARING OF NORTH 58 DEGREES 10 MINUTES 20 SECONDS EAST, A CHORD DISTANCE OF 77.07 FEET, AN ARC LENGTH OF 77.99 FEET TO THE END OF SAID CURVE;

THENCE SOUTH 02 DEGREES 14 MINUTES 29 SECONDS WEST, A DISTANCE OF 124.94 FEET TO THE POINT OF BEGINNING.

PARCEL CONTAINS 6626 SQUARE FEET, MORE OR LESS.

THE PARCEL IS SUBJECT TO A UTILITY EASEMENT AS IT APPARENT ALONG ITS EAST BOUNDARY LINE.

Address: 993 DUCEY, MUSKEGON, MI 49442

Parcel #: 61-24-612-000-0575-01

Price: \$3,000.00

7. Legal Description: PART OF LOT 519, CITY OF MUSKEGON URBAN RENEWAL PLAT NO. 3, MUSKEGON COUNTY, MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 519;

THENCE SOUTH 02 DEGREES 14 MINUTES 29 SECONDS WEST, A DISTANCE OF 133. 12 FEET TO THE SOUTHEAST CORNER OF SAID LOT 519;

THENCE NORTH 88 DEGREES 51 MINUTES 05 SECONDS WEST, A DISTANCE OF 54.00 FEET;

THENCE NORTH 02 DEGREES 14 MINUTES 29 SECONDS EAST, A DISTANCE OF 124.94 FEET TO THE BEGINNING OF A NON-TANGENT CURVE TO THE RIGHT HAVING A CENTRAL ANGLE OF 18 DEGREES 54 MINUTES 35 SECONDS, A RADIUS OF 166.67 FEET, A CHORD BEARING OF NORTH 82 DEGREES 41 MINUTES 48 SECONDS EAST, A CHORD DISTANCE OF 54.76 FEET AND AN ARC LENGTH OF 55.01 FEET TO THE END OF SAID CURVE AND THE POINT OF BEGINNING.

PARCEL CONTAINS 7062 SQUARE FEET, MORE OR LESS.

THE PARCEL IS SUBJECT TO A UTILITY EASEMENT AS IT APPARENT ALONG ITS WEST BOUNDARY LINE.

Address: 1003 DUCEY, MUSKEGON, MI 49442

Parcel #: 61-24-612-000-0519-01

Price: \$3,000.00

8. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 3 NORTH 1/2 LOT 553
Address: 554 AGNES, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0553-01
Price: \$3,000.00

9. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 3 SOUTH 1/2 LOT 553
Address: 572 AGNES, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0553-10
Price: \$3,000.00

10. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 3 LOT 620
Address: 502 MARY, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0621-01
Price: \$3,000.00

11. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 3 LOT 621
Address: 508 MARY, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0620-01
Price: \$3,000.00

12. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 3 LOT 639 & EAST 1/2
VACATED N/S ALLEY ADJACENT
Address: 561 MARY, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0639-00
Price: \$4,650.00

13. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 4 LOT 893
Address: 1542 ADAMS, MUSKEGON, MI 49442
Parcel #: 61-24-613-000-0893-00
Price: \$4,650.00

14. Legal Description: CITY OF MUSKEGON REVISED PLAT OF 1903 SOUTH 1/2 LOTS 8 & 9 BLOCK
8
Address: 320 WOOD, MUSKEGON, MI 49442
Parcel #: 61-24-205-008-0008-10
Price: \$3,000.00

15. Legal Description: CITY OF MUSKEGON REVISED PLAT OF 1903 LOT 10 BLOCK 8
Address: 346 WOOD, MUSKEGON, MI 49442
Parcel #: 61-24-205-008-0010-00
Price: \$3,000.00

16. Legal Description: CITY OF MUSKEGON REVISED PLAT OF 1903 LOT 14 BLOCK 140
Address: 425 OCTAVIUS, MUSKEGON, MI 49442
Parcel #: 61-24-205-140-0014-00
Price: \$3,000.00

17. Legal Description: CITY OF MUSKEGON REVISED PLAT OF 1903 CITY OF MUSKEGON LOT 5
BLOCK 13 AND WEST 1/2 OF VAC 16.5 FEET ALLEY ADJACENT THERETO (VAC ALLEY CITY RES
#99-87)
Address: 436 CHARLES, MUSKEGON, MI 49441
Parcel #: 61-24-205-013-0005-00
Price: \$3,000.00

18. Legal Description: CITY OF MUSKEGON SEC 21 T10N R16W W 50 FT OF N 132 FT OF S 297 FT NE
1/4 SW 1/4 SW 1/4
Address: 907 ORCHARD, MUSKEGON, MI 49442
Parcel #: 61-24-121-300-0062-00
Price: \$3,000.00

19. Legal Description: CITY OF MUSKEGON SEC 21 T10N R16W E 66 FT OF W 544 1/2 FT OF N 165 FT
OF SW 1/4 OF SW 1/4 OF SW 1/4 EX N 33 FT FOR ST
Address: 877 AMITY, MUSKEGON, MI 49442
Parcel #: 61-24-121-300-0116-00
Price: \$3,000.00

SITE PLAN

FOR: Steve Benedict
Stephens Homes and Investments
1042 Terrace St
Muskegon MI 49442



Proj	250198
File	City of Muskegon
Date	03/27/2025

DESCRIPTION: The West 1/2 of Lot 13, Block 386, 1903 Revised Plat of the City of Muskegon, Muskegon County, Michigan.

PROPERTY ADDRESS: 213 Merrill Ave

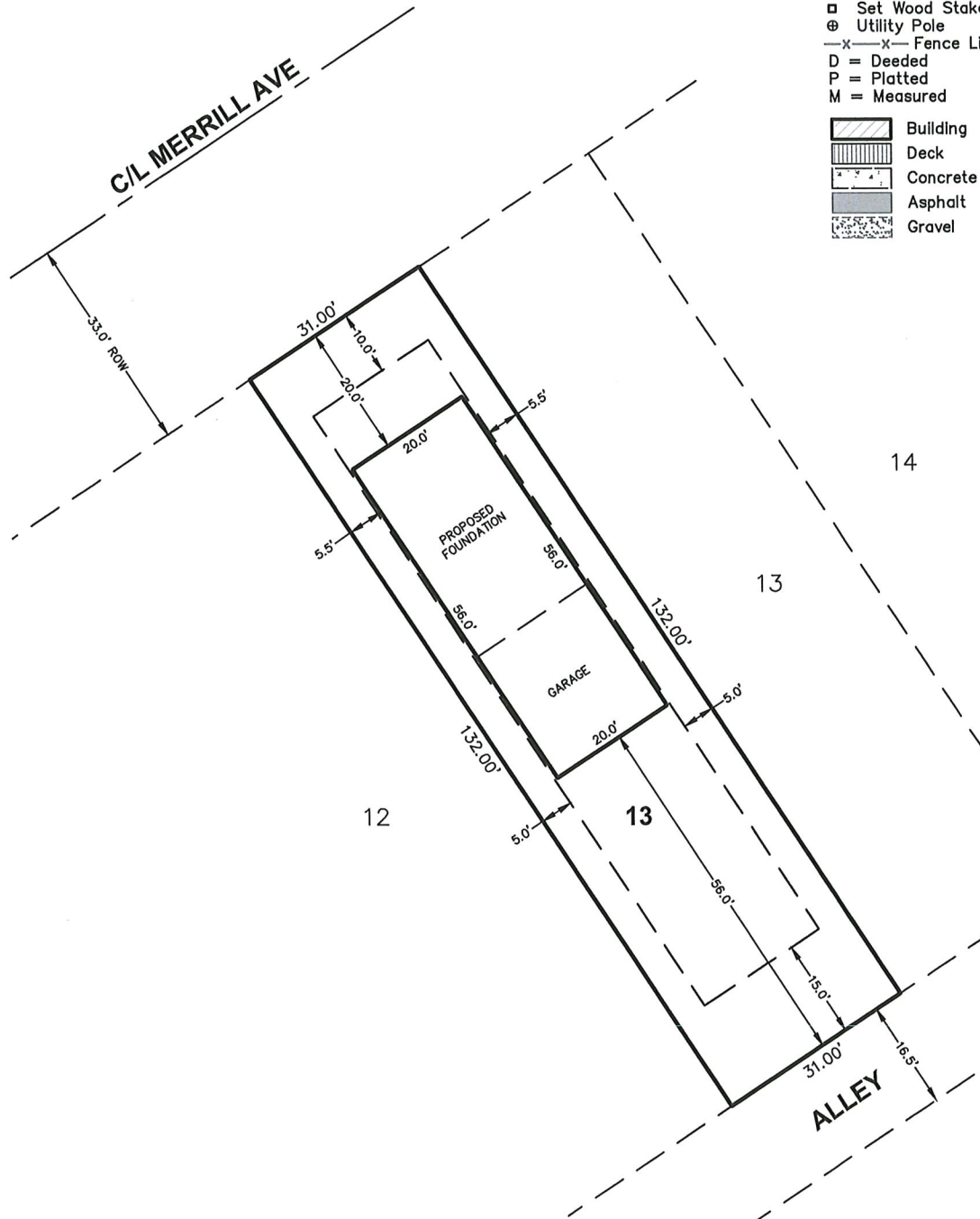
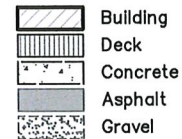
NOTE: The location of the proposed house including required building setbacks and elevations should be approved by the governing agency prior to staking or start of construction. The location of drainfields, septic tanks, and wells, if shown, are subject to actual health department permit.



Scale 1" = 20'

LEGEND

- Found Iron Stake
- Set Iron Stake
- Set Wood Stake
- ⊕ Utility Pole
- x-x- Fence Line
- D = Deeded
- P = Platted
- M = Measured



This survey was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

APR - 1 2025

Michigan Department of Treasury
4775 (Rev. 02-23), Page 1

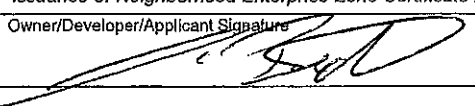
CITY OF MUSKEGON
DEVELOPMENT SERVICES

Application for Neighborhood Enterprise Zone Certificate

Issued under authority of Public Act 147 of 1992, as amended.

LOCAL GOVERNMENTAL UNIT USE ONLY	
Application No.	Date Received
STATE USE ONLY	
Application No.	Date Received

Read the instructions before completing the application. This application must be filed prior to building permit issuance and start of construction except as provided in the instructions on page 3 under Owner/Developer/Applicant Instructions. Initially file completed application and required documents with the clerk of the local governmental unit. The additional documents to complete the application process will be required by the State of Michigan only after the original application is filed with the clerk of the local governmental unit (LGU). This form is also used to file a request for the transfer of an existing NEZ certificate. Please see the instruction sheet.

PART 1: OWNER/DEVELOPER/APPLICANT INFORMATION (Applicant must complete all fields)			
Owner/Developer/Applicant Name Stephens Homes and Investments		Type of NEZ ☐ OPRA eligible community NEZ ☒ Workforce Housing NEZ	
Facility's Street Address 209 Merrill Ave		Type of Approval Requested ☒ New Facility ☐ Rehabilitated Facility ☐ Transfer (1 copy only)	
City Muskegon	State MI	ZIP Code 49442	
Name of City, Township or Village (taxing authority) City of Muskegon		No. of years requested for exemption (6-15; 11-17 for qualified historic building) 15	
☒ City ☐ Township ☐ Village		Is the facility owned or rented by occupants? ☐ Owned ☐ Rented	
County Muskegon		Type of Property (check one) ☒ House ☐ Duplex ☐ Condo	
School District Muskegon		☐ Loft ☐ Apartment - No. of Units _____	
Name of LGU that established district City of Muskegon		Name or Number of Neighborhood Enterprise Zone	Date district was established
Identify who will complete the work ☒ Licensed Contractor ☐ Other _____		Estimated Project Cost (per unit) \$190,000.00	
Describe the general nature and extent of the new construction or rehabilitation to be undertaken. For rehabilitation only, include Breakdown of Investment Costs. Use attachments if necessary. Building a 3 bed 2.5 bathroom with a 1 stall garage on a full basement totaling 1604 sq feet. New Construction			
Timetable for undertaking and completing the rehabilitation or construction of the facility.		Additional Timetable Information (if applicable)	
Begin Date 4/1/2025	End Date 7-14/2025		
PART 2: OWNER/DEVELOPER/APPLICANT CERTIFICATION			
Contact Name Stephen Benedict			
Contact Telephone Number (231) 206-7114		Contact Email Address stephenshomes@yahoo.com	
Owner/Developer/Applicant Name Stephens Homes and Investments LLC			
Owner/Developer/Applicant Telephone Number (231) 206-7114		Owner/Developer/Applicant Email Address stephenshomes@yahoo.com	
Owner/Developer/Applicant Mailing Address 1042 Terrace St		City Muskegon	State MI
		ZIP Code 49442	
I certify the information contained herein and in the attachments are true and that all are truly descriptive of the residential real property for which this application is being submitted.			
I certify I am familiar with the provisions of Public Act 147 of 1992, as amended, (MCL 207.771 to 207.787) and to the best of my knowledge, I have complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the LGU and the issuance of Neighborhood Enterprise Zone Certificate by the State Tax Commission.			
Owner/Developer/Applicant Signature 		Date 4/1/2025	

Continue on Page 2

PART 3: LGU ASSESSOR CERTIFICATION (Assessor of LGU must complete Part 3)			
The property to be covered by this exemption may not be included on any other specific tax roll while receiving the Neighborhood Enterprise Zone Exemption. For example, property on the Eligible Tax Reverted Property (Land Bank) specific tax roll cannot be granted a Neighborhood Enterprise Zone Exemption that would also put the same property on the Neighborhood Enterprise Zone specific tax roll.			
☒ By checking this box I certify that, if approved, the property to be covered by this exemption will be on the Neighborhood Enterprise Zone Exemption specific tax roll and not on any other specific tax roll.			
Name of LGU <i>City of Muskegon</i>			
Name of Assessor (First and last name) <i>Donna Vandervries</i>			
Telephone Number <i>231 750 6750</i>		Email Address <i>vandervriesdo@muskegoncounty.net</i>	
I certify that, to the best of my knowledge, the information contained in Part 3 of this application is complete and accurate.			
Assessor's Signature <i>Donna Vandervries</i>			Date <i>4/7/2025</i>
PART 4: LGU ACTION/CERTIFICATION (LGU clerk must complete this section before submitting to the State Tax Commission)			
Action taken by LGU:		The State Tax Commission requires the following documents be filed for an administratively complete application:	
☐ Exemption Approved for _____ Years (6-15)		☐ 1. Original Application	
☐ Exemption Approved for _____ Years (11-17 qualified historic building)		☐ 2. Legal description of the real property with parcel identification number	
☐ Exemption Denied (include Resolution Denying)		☐ 3. Resolution approving the zone.	
Date of resolution approving/denying this application		☐ 4. Resolution approving the application.	
Clerk's Name (First and Last)		☐ 5. REHABILITATION APPLICATIONS ONLY. Statement by the assessor showing the taxable value of the rehabilitated facility not including the land, for the tax year immediately preceding the effective date of the rehabilitation.	
Telephone Number			
Email Address			
Mailing Address	City	State	ZIP Code
I certify that I have reviewed this application for complete and accurate information and determined that the subject property is located within a qualified Neighborhood Enterprise Zone.			
I certify this application meets the requirements as outlined by Public Act 147 of 1992 and hereby request the State Tax Commission issue a Neighborhood Enterprise Zone Certificate.			
Clerk Signature			Date

For faster service, the LGU should email the completed application and required documents to PTE@michigan.gov.

An additional submission option is to mail the completed application and required documents to:

Michigan Department of Treasury, State Tax Commission
P.O. Box 30471
Lansing, MI 48909

Note: Additional documentation will be required for further processing of the application and for the issuance of the certificate of exemption. These documents should be sent by email or mail directly to the State of Michigan only after the original application is filed with the LGU clerk and approved by the LGU. See the instruction sheet attached.

Any questions concerning the completion of this application should be directed to the LGU 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 Stephens Homes and Investments to construct a new home at 209 Merrill Ave. in the Nelson 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 fifteen (15) years;

NOW, THEREFORE, BE IT RESOLVED that the application for a Neighborhood Enterprise Zone Certificate for the new construction of a home by Stephens Homs and Investments be approved.

Adopted this 22nd day of April, 2025.

Ayes:

Nays:

Absent:

By: _____
Ken Johnson, 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 April 22, 2025.

By: _____
Ann Meisch
City Clerk

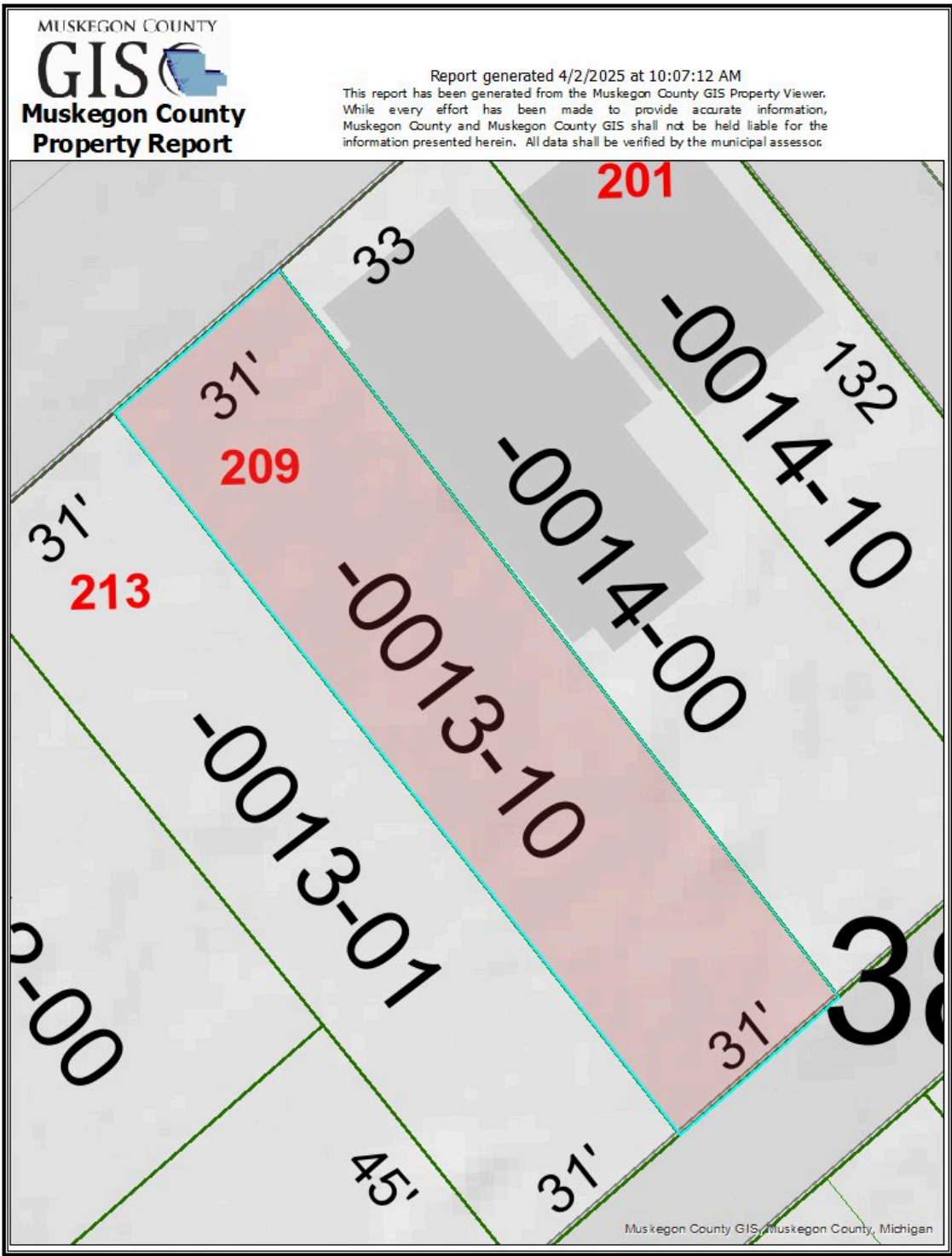


209 Merrill Ave Property Report

Area of Interest (AOI) Information

Area : 4,005.94 ft²

Apr 2 2025 10:06:50 Eastern Daylight Time



Summary

Name	Count	Area(ft ²)	Length(ft)
Parcels	1	4,005.94	N/A

Parcels

#	PIN	Municipality Code	Acreage per GIS	Acreage per Assessor	Property Address Number	Property Address Direction	Property Address Combined	Property Address City
1	61-24-205-386-0013-10	24	0.09	0.09	209	No Data	209 MERRILL AVE	MUSKEGON

#	Property Address State	Property Address Zip Code	Owner Name 1	Owner Name 2	Owner Care Of	Owner Address	Owner Address City	Owner Address State
1	MI	49441	CITY OF MUSKEGON	No Data	PO BOX 536	933 TERRACE ST 202	MUSKEGON	MI

#	Owner Address Zip Code	Assessed Value	State Equalized Value	Taxable Value	PRE Homestead Pct	Property Class Code	Property Class Description	School District Code
1	49443	No Data	No Data	No Data	No Data	402	Residential - Vacant	61010

#	School District Name	Zoning per Assessor Primary	Tax Description	Area(ft ²)
1	MUSKEGON CITY SCHOOL DIST	FBC-UR	CITY OF MUSKEGON REVISED PLAT OF 1903 E 1/2 LOT 13 BLK 386	4,005.94

©2020 Muskegon County GIS Data reported herein is believed to be accurate and up to date, however Muskegon County and Muskegon County GIS make no warranty to the accuracy of the data. It is advised that before any decisions are made from this data, that the local assessor or building officials are contacted.



MARK F. FAIRCHILD
REGISTER OF DEEDS
Muskegon County Michigan
5839166 D02

Liber: 4373 Page: 609
Page: 1 of 5
12/23/2024 02:34:45 PM

QUIT-CLAIM DEED

KNOW ALL MEN BY THESE PRESENTS: That the **CITY OF MUSKEGON**, a municipal corporation, of 933 Terrace Street, Muskegon, Michigan 49440,

QUIT CLAIMS to **STEPHENS HOMES AND INVESTMENTS LLC**, a Limited Liability Company, of 1042 Terrace St, Muskegon, Michigan 49442, the following described premises situated in the City of Muskegon, County of Muskegon, State of Michigan, to wit:

***SEE ATTACHED LEGAL DESCRIPTIONS**

for the sum of Fifty-Six Thousand, One Hundred Seventy-Five, and 0/100 Dollars (\$**56,175.00**)

PROVIDED, HOWEVER, Grantee, or its assigns, shall complete construction of one (1) single family home on each of the nineteen (19) parcels on the premises herein conveyed within twenty-four (24) months after the date hereof. In default of such construction, title to the premises shall revert to the City of Muskegon free and clear of any claim of Grantee or its assigns. In addition, the City of Muskegon may retain the consideration for this conveyance free and clear of any claim of Grantee or its assigns. Buyer shall remove only those trees necessary for construction of the homes and driveways. "Complete construction" means: (1) issuance of a residential building permits by the City of Muskegon; and (2) in the sole opinion of the City of Muskegon's Director of Inspections, substantial completion of the dwellings described in the said building permits. In the event of reversion of titles of the above-described premises, improvements made thereon shall become the property of Grantor.

This deed is exempt from real estate transfer tax pursuant to the provisions of MCLA 207.505(h)(i) and MCLA 207.526 Sec. 6(h)(i).

Dated this 9th day of December, 2024.

Signed in the presence of:

Linda Potter
Linda Potter
Jessica Lorenson
Jessica Lorenson

STATE OF MICHIGAN
COUNTY OF MUSKEGON

CITY OF MUSKEGON

By Ken Johnson
Ken Johnson, Its Mayor
and Ann Marie Meisch
Ann Marie Meisch, MMC, Its Clerk

Before me personally appeared in Muskegon County, Michigan, on December 9, 2024, by KEN JOHNSON and ANN MARIE MEISCH, MMC, the Mayor and Clerk, respectively, of the CITY OF MUSKEGON, a municipal corporation, on behalf of the City.

PREPARED BY: Samantha Pulos
City of Muskegon Planning Dept.
933 Terrace St. Room 202
Muskegon, MI 49440
Telephone: 231/724-6702

Linda S. Potter
Linda S. Potter, Notary Public
Acting in the County of Muskegon
Muskegon County, Michigan
My Comm. Expires: 9-25-2030

WHEN RECORDED RETURN TO: Grantees

SEND SUBSEQUENT TAX BILLS TO: Grantees

Legal Descriptions

1. Legal Description: CITY OF MUSKEGON REVISED PLAT OF 1903 EAST ½ LOT 13 BLOCK 386
Address: 209 MERRILL, MUSKEGON, MI 49441
Parcel #: 61-24-205-386-0013-10
Price: \$2,437.50

2. Legal Description: CITY OF MUSKEGON REVISED PLAT OF 1903 WEST ½ LOT 13 BLOCK 386
Address: 213 MERRILL, MUSKEGON, MI 49441
Parcel #: 61-24-205-386-0013-01
Price: \$2,437.50

3. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 3 LOT 631 ALSO
VACATED EAST 1/2 OF ADJACENT ALLEY ((8/00 RESOLUTION # 2000-72 (G))
LOT 632 SPLIT FROM PARCEL 9/14/00 FOR 2001 ROLL
Address: 845 DUCEY, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0631-00
Price: \$6,000.00

4. Legal Description: PART OF LOTS 576 AND 577, CITY OF MUSKEGON URBAN RENEWAL PLAT
NO. 3, MUSKEGON COUNTY, MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
COMMENCING AT THE NORTHEAST CORNER OF SAID LOT 519 OF SAID CITY OF MUSKEGON
URBAN RENEWAL PLAT NO. 3;
THENCE SOUTH 02 DEGREES 14 MINUTES 29 SECONDS WEST, A DISTANCE OF 133.12 FEET;
THENCE NORTH 88 DEGREES 51 MINUTES 05 SECONDS WEST, A DISTANCE OF 83.41 FEET;
THENCE SOUTH 69 DEGREES 13 MINUTES 36 SECONDS WEST, A DISTANCE OF 60.86 FEET;
THENCE SOUTH 68 DEGREES 41 MINUTES 05 SECONDS WEST, A DISTANCE OF 38.02 FEET TO THE
POINT OF BEGINNING;
CONTINUING SOUTH 68 DEGREES 41 MINUTES 05 SECONDS WEST, A DISTANCE OF 83.87 FEET TO
THE SOUTHWEST CORNER OF SAID LOT 577;
THENCE NORTH 01 DEGREES 41 MINUTES 33 SECONDS EAST, ALONG THE WEST LINE OF SAID
LOT 577, A DISTANCE OF 102.85 FEET TO THE NORTHWEST CORNER OF SAID LOT 577;
THENCE SOUTH 88 DEGREES 28 MINUTES 35 SECONDS EAST, A DISTANCE OF 16.30 FEET TO THE
BEGINNING OF A CURVE TO THE LEFT HAVING A CENTRAL ANGLE OF 13 DEGREES 49 MINUTES 35
SECONDS, A RADIUS OF 166.67 FEET, A CHORD BEARING OF NORTH 84 DEGREES 18 MINUTES 34
SECONDS EAST, A CHORD DISTANCE OF 40.12 FEET AND AN ARC LENGTH OF 40.22 FEET TO THE
END OF SAID CURVE;
THENCE SOUTH 13 DEGREES 58 MINUTES 14 SECONDS EAST, A DISTANCE OF 78.18 FEET TO THE
POINT OF BEGINNING.
PARCEL CONTAINS 6062 SQUARE FEET, MORE OR LESS.
Address: 973 DUCEY, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0577-10
Price: \$3,000.00

5. Legal Description: PART OF LOTS 575 AND 576, CITY OF MUSKEGON URBAN RENEWAL PLAT
NO. 3, MUSKEGON COUNTY, MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
COMMENCING AT THE NORTHEAST CORNER OF SAID LOT 519;
THENCE SOUTH 02 DEGREES 14 MINUTES 29 SECONDS WEST, A DISTANCE OF 133.12 FEET;
THENCE NORTH 88 DEGREES 51 MINUTES 05 SECONDS WEST, A DISTANCE OF 83.41 FEET;
THENCE SOUTH 69 DEGREES 13 MINUTES 36 SECONDS WEST, A DISTANCE OF 13.62 FEET TO THE
POINT OF BEGINNING;
THENCE CONTINUING SOUTH 69 DEGREES 13 MINUTES 36 SECONDS WEST, A DISTANCE OF 47.31
FEET;
THENCE SOUTH 68 DEGREES 41 MINUTES 05 SECONDS WEST, A DISTANCE OF 38.02 FEET;
THENCE NORTH 13 DEGREES 58 MINUTES 14 SECONDS WEST, A DISTANCE OF 78.18 FEET TO THE
BEGINNING OF A NON-TANGENT CURVE TO THE LEFT HAVING A CENTRAL ANGLE OF 26 DEGREES

28 MINUTES 15 SECONDS, A RADIUS OF 166.67 FEET, A CHORD BEARING OF NORTH 64 DEGREES 11 MINUTES 17 SECONDS EAST, A CHORD DISTANCE OF 76.30 FEET AND AN ARC LENGTH OF 76.98 FEET TO THE END OF SAID CURVE;

THENCE SOUTH 20 DEGREES 46 MINUTES 24 SECONDS EAST, A DISTANCE OF 83.97 FEET TO THE POINT OF BEGINNING.

PARCEL CONTAINS 6264 SQUARE FEET, MORE OR LESS.

Address: 983 DUCEY, MUSKEGON, MI 49442

Parcel #: 61-24-612-000-0576-10

Price: \$3,000.00

6. Legal Description: PART OF LOTS 519 AND 575, CITY OF MUSKEGON URBAN RENEWAL PLAT NO. 3, MUSKEGON COUNTY, MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHEAST CORNER OF SAID LOT 519;

THENCE SOUTH 02 DEGREES 14 MINUTES 29 SECONDS WEST, A DISTANCE OF 133. 12 FEET;

THENCE NORTH 88 DEGREES 51 MINUTES 05 SECONDS WEST, A DISTANCE OF 54.00 FEET TO THE POINT OF BEGINNING;

THENCE CONTINUING NORTH 88 DEGREES 51 MINUTES 05 SECONDS WEST, A DISTANCE OF 29.38 FEET;

THENCE SOUTH 69 DEGREES 13 MINUTES 36 SECONDS WEST, A DISTANCE OF 13. 62 FEET;

THENCE NORTH 20 DEGREES 46 MINUTES 24 SECONDS WEST, A DISTANCE OF 83.97 FEET TO THE BEGINNING OF A NON-TANGENT CURVE TO THE LEFT HAVING A CENTRAL ANGLE OF 05 DEGREES 12 MINUTES 24 SECONDS, A RADIUS OF 166.67 FEET, A CHORD BEARING OF NORTH 48 DEGREES 21 MINUTES 06 SECONDS EAST, A CHORD DISTANCE OF 15. 14 FEET, AN ARC LENGTH OF 15. 14 FEET TO THE END OF SAID CURVE;

AND THE BEGINNING OF A REVERSE CURVE TO THE RIGHT HAVING A CENTRAL ANGLE OF 26 DEGREES 48 MINUTES 37 SECONDS, A RADIUS OF 166.67 FEET, A CHORD BEARING OF NORTH 58 DEGREES 10 MINUTES 20 SECONDS EAST, A CHORD DISTANCE OF 77.07 FEET, AN ARC LENGTH OF 77.99 FEET TO THE END OF SAID CURVE;

THENCE SOUTH 02 DEGREES 14 MINUTES 29 SECONDS WEST, A DISTANCE OF 124.94 FEET TO THE POINT OF BEGINNING.

PARCEL CONTAINS 6626 SQUARE FEET, MORE OR LESS.

THE PARCEL IS SUBJECT TO A UTILITY EASEMENT AS IT APPARENT ALONG ITS EAST BOUNDARY LINE.

Address: 993 DUCEY, MUSKEGON, MI 49442

Parcel #: 61-24-612-000-0575-01

Price: \$3,000.00

7. Legal Description: PART OF LOT 519, CITY OF MUSKEGON URBAN RENEWAL PLAT NO. 3, MUSKEGON COUNTY, MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 519;

THENCE SOUTH 02 DEGREES 14 MINUTES 29 SECONDS WEST, A DISTANCE OF 133. 12 FEET TO THE SOUTHEAST CORNER OF SAID LOT 519;

THENCE NORTH 88 DEGREES 51 MINUTES 05 SECONDS WEST, A DISTANCE OF 54.00 FEET;

THENCE NORTH 02 DEGREES 14 MINUTES 29 SECONDS EAST, A DISTANCE OF 124.94 FEET TO THE BEGINNING OF A NON-TANGENT CURVE TO THE RIGHT HAVING A CENTRAL ANGLE OF 18 DEGREES 54 MINUTES 35 SECONDS, A RADIUS OF 166.67 FEET, A CHORD BEARING OF NORTH 82 DEGREES 41 MINUTES 48 SECONDS EAST, A CHORD DISTANCE OF 54.76 FEET AND AN ARC LENGTH OF 55.01 FEET TO THE END OF SAID CURVE AND THE POINT OF BEGINNING.

PARCEL CONTAINS 7062 SQUARE FEET, MORE OR LESS.

THE PARCEL IS SUBJECT TO A UTILITY EASEMENT AS IT APPARENT ALONG ITS WEST BOUNDARY LINE.

Address: 1003 DUCEY, MUSKEGON, MI 49442

Parcel #: 61-24-612-000-0519-01

Price: \$3,000.00

8. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 3 NORTH 1/2 LOT 553
Address: 554 AGNES, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0553-01
Price: \$3,000.00

9. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 3 SOUTH 1/2 LOT 553
Address: 572 AGNES, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0553-10
Price: \$3,000.00

10. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 3 LOT 620
Address: 502 MARY, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0621-01
Price: \$3,000.00

11. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 3 LOT 621
Address: 508 MARY, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0620-01
Price: \$3,000.00

12. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 3 LOT 639 & EAST 1/2
VACATED N/S ALLEY ADJACENT
Address: 561 MARY, MUSKEGON, MI 49442
Parcel #: 61-24-612-000-0639-00
Price: \$4,650.00

13. Legal Description: CITY OF MUSKEGON URBAN RENEWAL PLAT NO 4 LOT 893
Address: 1542 ADAMS, MUSKEGON, MI 49442
Parcel #: 61-24-613-000-0893-00
Price: \$4,650.00

14. Legal Description: CITY OF MUSKEGON REVISED PLAT OF 1903 SOUTH 1/2 LOTS 8 & 9 BLOCK
8
Address: 320 WOOD, MUSKEGON, MI 49442
Parcel #: 61-24-205-008-0008-10
Price: \$3,000.00

15. Legal Description: CITY OF MUSKEGON REVISED PLAT OF 1903 LOT 10 BLOCK 8
Address: 346 WOOD, MUSKEGON, MI 49442
Parcel #: 61-24-205-008-0010-00
Price: \$3,000.00

16. Legal Description: CITY OF MUSKEGON REVISED PLAT OF 1903 LOT 14 BLOCK 140
Address: 425 OCTAVIUS, MUSKEGON, MI 49442
Parcel #: 61-24-205-140-0014-00
Price: \$3,000.00

17. Legal Description: CITY OF MUSKEGON REVISED PLAT OF 1903 CITY OF MUSKEGON LOT 5
BLOCK 13 AND WEST 1/2 OF VAC 16.5 FEET ALLEY ADJACENT THERETO (VAC ALLEY CITY RES
#99-87)
Address: 436 CHARLES, MUSKEGON, MI 49441
Parcel #: 61-24-205-013-0005-00
Price: \$3,000.00

18. Legal Description: CITY OF MUSKEGON SEC 21 T10N R16W W 50 FT OF N 132 FT OF S 297 FT NE
1/4 SW 1/4 SW 1/4
Address: 907 ORCHARD, MUSKEGON, MI 49442
Parcel #: 61-24-121-300-0062-00
Price: \$3,000.00

19. Legal Description: CITY OF MUSKEGON SEC 21 T10N R16W E 66 FT OF W 544 1/2 FT OF N 165 FT
OF SW 1/4 OF SW 1/4 OF SW 1/4 EX N 33 FT FOR ST
Address: 877 AMITY, MUSKEGON, MI 49442
Parcel #: 61-24-121-300-0116-00
Price: \$3,000.00

SITE PLAN

FOR: Steve Benedict
Stephens Homes and Investments
1042 Terrace St
Muskegon MI 49442

Feenstra
& Associates, Inc.
CIVIL ENGINEERS & SURVEYORS
3145 Prairie St SW Phone: 616.457.7050
Grandville, MI 49418 www.feenstrainc.com

Proj 250197
File City of Muskegon
Date 03/27/2025

DESCRIPTION: The East 1/2 of Lot 13, Block 386, 1903 Revised Plat of the City of Muskegon, Muskegon County, Michigan.

PROPERTY ADDRESS: 209 Merrill Ave

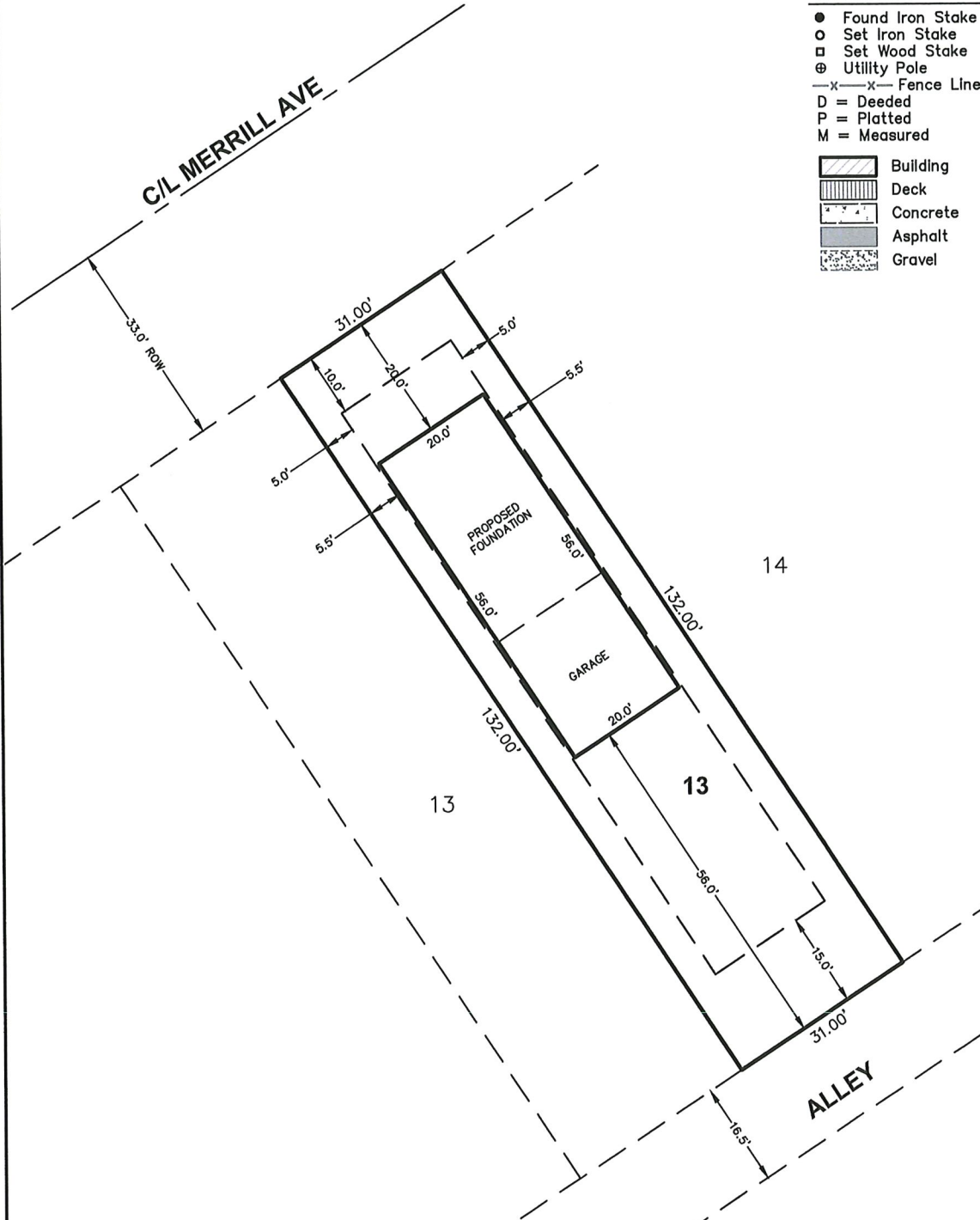
NOTE: The location of the proposed house including required building setbacks and elevations should be approved by the governing agency prior to staking or start of construction. The location of drainfields, septic tanks, and wells, if shown, are subject to actual health department permit.



Scale 1" = 20'

LEGEND

- Found Iron Stake
- Set Iron Stake
- Set Wood Stake
- ⊕ Utility Pole
- x—x— Fence Line
- D = Deeded
- P = Platted
- M = Measured
- Building
- Deck
- Concrete
- Asphalt
- Gravel



This survey was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

Resolution No. 2024-90(A)

MUSKEGON CITY COMMISSION

RESOLUTION TO CREATE AND AMEND NEIGHBORHOOD ENTERPRIZE ZONE DISTRICTS WITHIN
THE CITY OF MUSKEGON

WHEREAS, the City of Muskegon currently has established Neighborhood Enterprise Zone districts within the City pursuant to Public Act 147 of the Michigan Public Acts of 1992, and;

WHEREAS, the City of Muskegon would like to amend existing Neighborhood Enterprise Zone districts to new locations within the City, and;

WHEREAS, the City of Muskegon would like to remove certain areas from the Neighborhood Enterprise Zone and;

WHEREAS, notices were sent to the local taxing jurisdictions on October 10, 2024, and;

WHEREAS, a public hearing was held regarding the creation of this new district on October 22, 2024 at a regular commission meeting of the City of Muskegon; and;

WHEREAS, the old district boundaries will include properties as shown in Exhibit A, and;

WHEREAS, the new and removed boundaries will include properties as shown in Exhibit B, and;

WHEREAS, the total square footage of Neighborhood Enterprise Zone districts in Muskegon will not exceed 15% of the total square footage of the City pursuant to the Act;

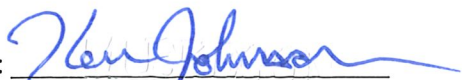
NOW, THEREFORE, BE IT RESOLVED that the new Neighborhood Enterprise Zone districts in the City of Muskegon have been approved.

Adopted this 22nd day of October, 2024.

Ayes: Gorman, Kochin, St.Clair, Johnson, Kilgo, Keener, and German

Nays: None

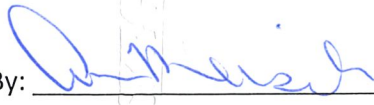
Absent: None

By: 
Ken Johnson, Mayor

Attest: 
Ann Meisch City Clerk

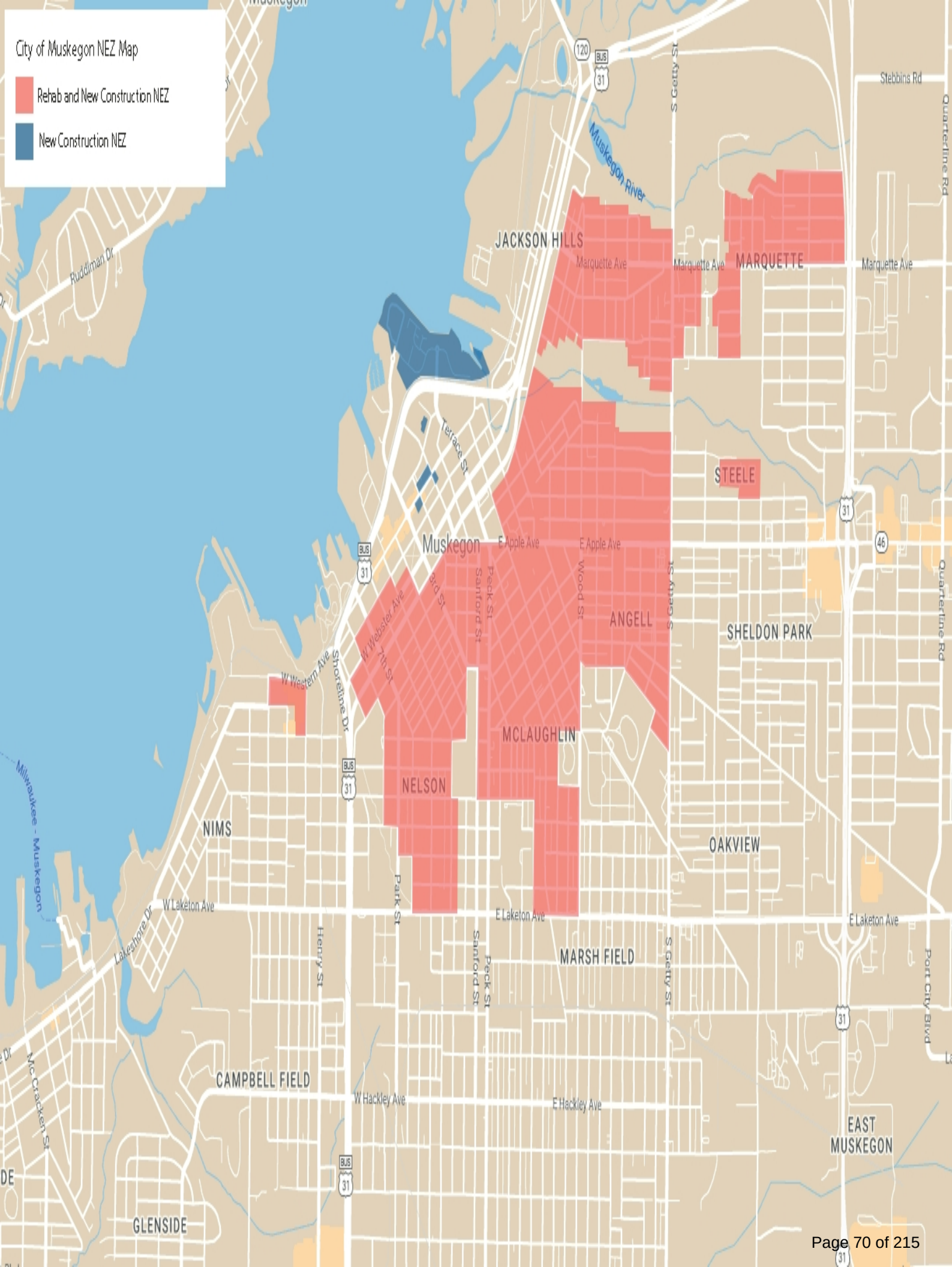
CERTIFICATION

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 October 22, 2024.

By: 
Ann Meisch City Clerk

City of Muskegon NEZ Map

- Rehab and New Construction NEZ
- New Construction NEZ





Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: April 22, 2025	Title: Neighborhood Enterprise Zone Certificate - 328 Terrace Point Circle						
Submitted by: Jocelyn Hines, Development Analyst	Department: Economic Development						
Brief Summary: Staff is requesting the approval of a Neighborhood Enterprise Zone (NEZ) certificate for 12 years for a new construction home at 328 Terrace Point Circle.							
Detailed Summary & Background: An application for a Neighborhood Enterprise Zone (NEZ) certificate has been submitted by Katherine M. Kesteloot-Scarborough for a new construction home at 328 Terrace Point Circle. The estimated construction cost is \$600,000. The application meets all local and state requirements for NEZ certification. Included in your materials are the NEZ resolution for Terrace Point Landing and a map outlining the NEZ boundaries for your review.							
Goal/Focus Area/Action Item Addressed: Key Focus Areas: Diverse housing types Goal/Action Item: 2027 Goal 2: Economic Development Housing and Business - Diverse housing types							
Amount Requested: N/A	Budgeted Item: <table border="1"><tr><td>Yes</td><td></td><td>No</td><td></td><td>N/A</td><td>☒</td></tr></table>	Yes		No		N/A	☒
Yes		No		N/A	☒		
Fund(s) or Account(s): N/A	Budget Amendment Needed: <table border="1"><tr><td>Yes</td><td></td><td>No</td><td></td><td>N/A</td><td>☒</td></tr></table>	Yes		No		N/A	☒
Yes		No		N/A	☒		
Recommended Motion: I move to close the public hearing and approve the Neighborhood Enterprise Zone certificate for 12 years at 328 Terrace Point Circle and authorize the City Clerk and Mayor to sign the certificate and resolution.							
Approvals:	Guest(s) Invited / Presenting:						

Immediate Division Head			Yes
Information Technology			
Other Division Heads			
Communication			
Legal Review			

Application for Neighborhood Enterprise Zone Certificate

Issued under authority of Public Act 147 of 1992, as amended.

APR - 3 2025

LOCAL GOVERNMENTAL UNIT USE ONLY	
Application No.	Date Received
STATE USE ONLY	
Application No.	Date Received

Read the instructions before completing the application. This application must be filed prior to building permit issuance and start of construction except as provided in the instructions on page 5. Owner/Developer/Applicant Instructions. Initially file completed application and required documents with the clerk of the local governmental unit. The additional documents to complete the application process will be required by the State of Michigan only after the original application is filed with the clerk of the local governmental unit (LGU). This form is also used to file a request for the transfer of an existing NEZ certificate. Please see the instruction sheet.

PART 1: OWNER/DEVELOPER/APPLICANT INFORMATION (Applicant must complete all fields)			
Owner/Developer/Applicant Name Katherine M Kesteloot Scarbrough		Type of NEZ ☒ OPRA eligible community NEZ ☐ Workforce Housing NEZ	
Facility's Street Address 328 Terrace Point Circle		Type of Approval Requested ☒ New Facility ☐ Rehabilitated Facility ☐ Transfer (1 copy only)	
City Muskegon	State MI	ZIP Code 49440	
Name of City, Township or Village (taxing authority) Muskegon		No. of years requested for exemption (6-15; 11-17 for qualified historic building) 12	
☒ City ☐ Township ☐ Village		Is the facility owned or rented by occupants? ☒ Owned ☐ Rented	
County Muskegon		Type of Property (check one) ☒ House ☐ Duplex ☐ Condo ☐ Loft ☐ Apartment - No. of Units _____	
School District Muskegon			
Name of LGU that established district City of Muskegon		Name or Number of Neighborhood Enterprise Zone Terrace Point Landing	Date district was established 10/22/2024
Identify who will complete the work ☒ Licensed Contractor ☐ Other _____		Estimated Project Cost (per unit) \$ 600,000	
Describe the general nature and extent of the new construction or rehabilitation to be undertaken. For rehabilitation only, include Breakdown of Investment Costs. Use attachments if necessary. Two story home with 3 bedrooms, 2.5 bathrooms and a two car garage. Property description and floor plans attached			
Timetable for undertaking and completing the rehabilitation or construction of the facility.		Additional Timetable Information (if applicable)	
Begin Date approximately 5/5/25	End Date 12/31/25		
PART 2: OWNER/DEVELOPER/APPLICANT CERTIFICATION			
Contact Name Kate Kesteloot Scarbrough			
Contact Telephone Number 231 288 2838		Contact Email Address kmkkscarbrough@gmail.com	
Owner/Developer/Applicant Name Kate Kesteloot Scarbrough			
Owner/Developer/Applicant Telephone Number 231 288 2838		Owner/Developer/Applicant Email Address kmkkscarbrough@gmail.com	
Owner/Developer/Applicant Mailing Address 1627 S. Lake St		City Whitehall	State MI ZIP Code 49461
I certify the information contained herein and in the attachments are true and that all are truly descriptive of the residential real property for which this application is being submitted.			
I certify I am familiar with the provisions of Public Act 147 of 1992, as amended, (MCL 207.771 to 207.787) and to the best of my knowledge, I have complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the LGU and the issuance of Neighborhood Enterprise Zone Certificate by the State Tax Commission.			
Owner/Developer/Applicant Signature KM Kesteloot Scarbrough		Date 3 April, 2025	

Continue on Page 2

PART 3: LGU ASSESSOR CERTIFICATION (Assessor of LGU must complete Part 3)			
The property to be covered by this exemption may not be included on any other specific tax roll while receiving the Neighborhood Enterprise Zone Exemption. For example, property on the Eligible Tax Reverted Property (Land Bank) specific tax roll cannot be granted a Neighborhood Enterprise Zone Exemption that would also put the same property on the Neighborhood Enterprise Zone specific tax roll. ☒ By checking this box I certify that, if approved, the property to be covered by this exemption will be on the Neighborhood Enterprise Zone Exemption specific tax roll and not on any other specific tax roll.			
Name of LGU City of Muskegon			
Name of Assessor (First and last name) Donna VanderVries			
Telephone Number 231 750 6750		Email Address vanderuriesdoo@muskegoncounty.net	
I certify that, to the best of my knowledge, the information contained in Part 3 of this application is complete and accurate.			
Assessor's Signature Donna VanderVries			Date 4/7/2025
PART 4: LGU ACTION/CERTIFICATION (LGU clerk must complete this section before submitting to the State Tax Commission)			
Action taken by LGU: ☐ Exemption Approved for _____ Years (6-15) ☐ Exemption Approved for _____ Years (11-17 qualified historic building) ☐ Exemption Denied (include Resolution Denying)		The State Tax Commission requires the following documents be filed for an administratively complete application: ☐ 1. Original Application ☐ 2. Legal description of the real property with parcel identification number ☐ 3. Resolution approving the zone. ☐ 4. Resolution approving the application. ☐ 5. REHABILITATION APPLICATIONS ONLY. Statement by the assessor showing the taxable value of the rehabilitated facility not including the land, for the tax year immediately preceding the effective date of the rehabilitation.	
Date of resolution approving/denying this application			
Clerk's Name (First and Last)			
Telephone Number			
Email Address			
Mailing Address	City	State	ZIP Code
I certify that I have reviewed this application for complete and accurate information and determined that the subject property is located within a qualified Neighborhood Enterprise Zone. I certify this application meets the requirements as outlined by Public Act 147 of 1992 and hereby request the State Tax Commission issue a Neighborhood Enterprise Zone Certificate.			
Clerk Signature			Date

For faster service, the LGU should email the completed application and required documents to PTE@michigan.gov.

An additional submission option is to mail the completed application and required documents to:

Michigan Department of Treasury, State Tax Commission
P.O. Box 30471
Lansing, MI 48909

Note: Additional documentation will be required for further processing of the application and for the issuance of the certificate of exemption. These documents should be sent by email or mail directly to the State of Michigan only after the original application is filed with the LGU clerk and approved by the LGU. See the instruction sheet attached.

Any questions concerning the completion of this application should be directed to the LGU 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 Katherine M. Kesteloot Scarbrough to construct a new home at 328 Terrace Point Circle in Terrace Point Landing, 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 Katherine M. Kesteloot Scarbrough be approved.

Adopted this 22nd day of April, 2025.

Ayes:

Nays:

Absent:

By: _____
Ken Johnson, 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 April 22, 2025.

By: _____
Ann Meisch
City Clerk

Exhibit A

DESCRIPTION OF PROPERTY

These are additional terms to a New Home Construction Agreement between the undersigned Builder and Owner for a New Home to be constructed on property commonly known as:

Address:

(the "Premises"), and more particularly described as:

- ☐ A. See attached exhibit (legal description, copy of deed, title commitment or survey).
- ☒ B. Property Description:

24-793-000-0062-00

Please check the applicable box

☐ A. Present Ownership. Owner warrants that he/she owns the Premises and holds all rights to possession of the Premises. The New Home Construction Agreement is not contingent upon Owner's purchase of the Premises.

☐ B. Purchase Contingency. Owner does not presently own the Premises, but Owner is under contract/option to purchase the Premises under an agreement dated _____ with _____, as seller/option or Both Builder's and the Owner's obligation to proceed with the Purchase Agreement are contingent upon the receipt of a deed to the Premises by Owner, and the transfer of all possessory rights to the Owner, on or before _____, 20____. In the event the transfer of ownership and possession of the Premises does not occur by this date, then this New Home Construction Agreement shall be voidable at the written election of either party. Builder shall have no obligation to proceed with the construction of the New Home upon the Premises until thirty (30) days after Builder receives written notice from Owner that the contingency provided in this paragraph has been waived or satisfied. If Owner is purchasing the Premises from Builder, then any default in any of the terms and conditions of the agreement for the purchase of the Premises, or in any amendment of such agreement, shall be a default under this New Home Construction Agreement. Any default in any of the terms and conditions of the New Home Construction Agreement shall be a default in the purchase agreement for the Premises.

BUILDER

OWNER

By: _____

Its: _____ President _____



Copyright © 2001-2006 Home and Building Association of Greater Grand Rapids. All rights reserved.
WARNING: Unlicensed photocopying violates U. S. Copyright laws and is subject to legal prosecution

Exhibit A – Description of Property

agreement, Builder will have the right to record a construction lien against the Property at any time that the law otherwise permits the filing of the lien. The validity of the lien and the lien amount may, however, be determined by the dispute resolution processes described in this Section if any amount remains unpaid, and a Judgment of Foreclosure may enter upon the arbitration award in a court of competent jurisdiction.

27.4 No action, regardless of its form and arising out this agreement, the construction of the New Home or any warranty work performed on the New Home may be brought by Owner against Builder more than two (2) years after the cause of action has accrued, and no action against Builder may be commenced unless Owner first provides Builder with ten (10) days prior written notice before the commencement of the action.

Owner's Signature/Initials: _____

28. **Limitation on Consequential Damages.** UNDER NO CIRCUMSTANCES WILL BUILDER BE LIABLE FOR ANY SPECIAL, INDIRECT, OR CONSEQUENTIAL DAMAGES ARISING FROM A BREACH OF THIS AGREEMENT, INCLUDING WITHOUT LIMITATION, ANY DAMAGES BASED ON A CLAIMED DIMINUTION IN THE VALUE OF THE DWELLING, OR ANY DAMAGES ARISING FROM THE PRESENCE OF INSECT OR ANIMAL INFESTATION, MOLD, OR OTHER BIOLOGICAL AGENTS IN OR ABOUT THE DWELLING.

29. **Entire Agreement.** This agreement, including the attached exhibits and plans and specifications, represents the entire agreement between the parties and supersedes any prior understandings or agreements between them respecting the subject matter. NO REPRESENTATIONS, WARRANTIES, UNDERTAKINGS, OR PROMISES, WHETHER ORAL, IMPLIED OR OTHERWISE CAN BE MADE OR HAVE BEEN MADE BY ANY OF THE PARTIES TO THIS AGREEMENT TO ANOTHER PARTY TO THIS AGREEMENT UNLESS EXPRESSLY STATED OR UNLESS MUTUALLY AGREED IN WRITING BY THE PARTIES. All modifications to this agreement will be made in writing and signed by the parties before they become binding. This agreement is governed by Michigan law. No third party will be a beneficiary of any provision of this agreement. Nothing in this agreement will be deemed or construed by the parties, nor by any third party, as creating the relationship of principal and agent, or of partnership or joint venture between the parties hereto. The headings contained in this agreement are for convenience only and will not be used to define, explain, modify or aid in the interpretation or construction of the contents of this agreement. All warranties and representations made by the parties will survive payment and performance of the obligations imposed by this agreement.

This agreement has been signed by the parties to be effective on this date: _____, 20 ____.

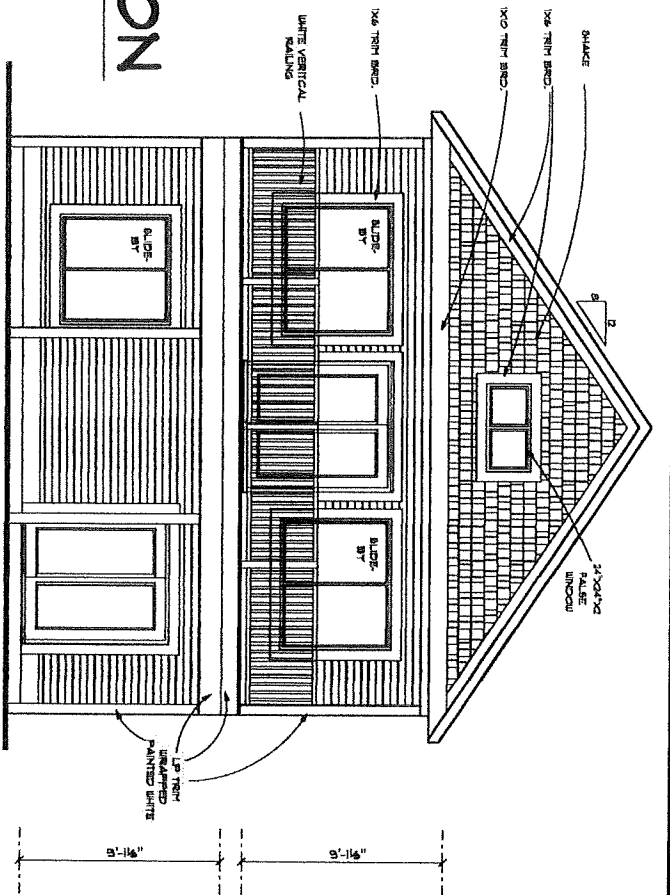
BUILDER:

OWNER:

By: _____

Its: President _____

WHITE WINDOWS
NO GRIDS
QUOTE IN NORTHSTAR
~~AND PELLA~~



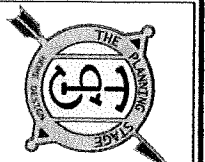
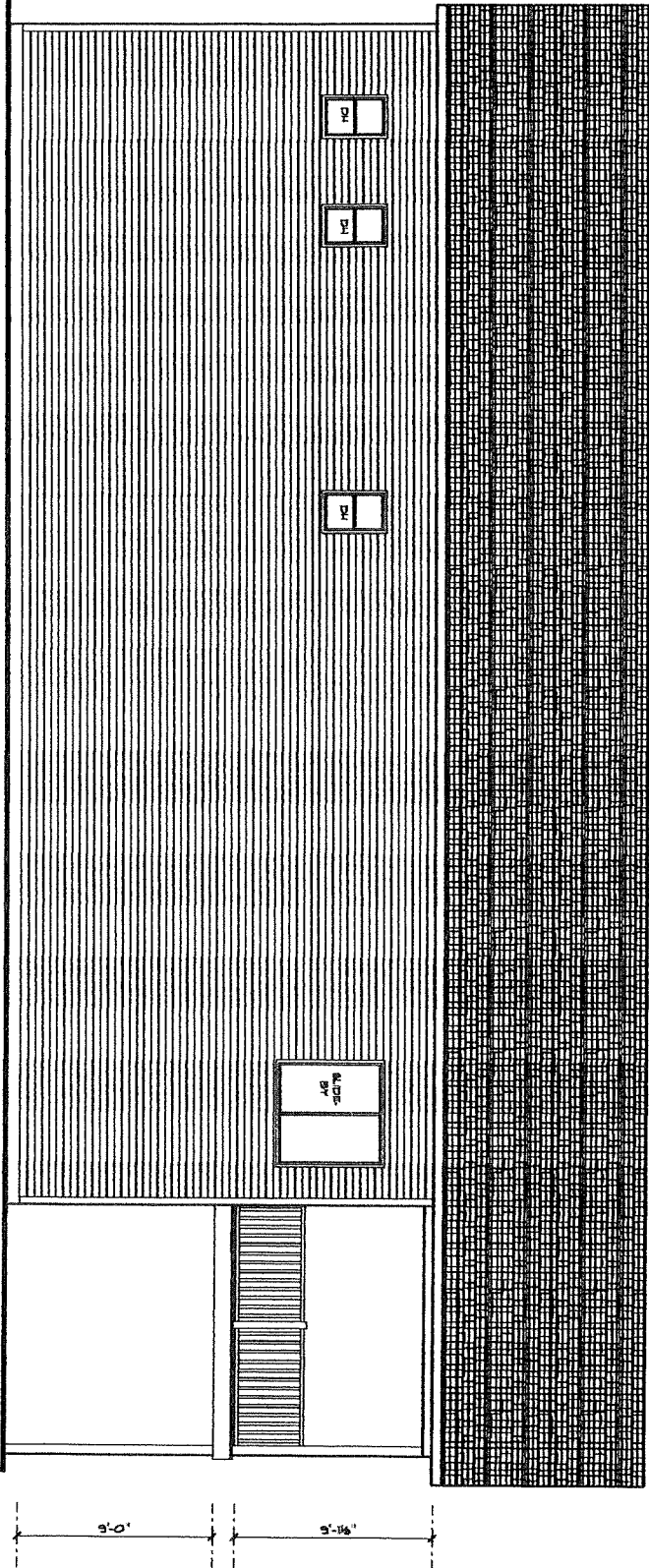
FRONT ELEVATION

1/4" = 1'-0"



LEFT ELEVATION

1/4" = 1'-0"



THE PLANNING
STAGE

PHONE: 616-864-4469
www.thepanningstage.com

Excel: 1/10/2024
1/10/2024/1/10/2024

DESIGN BY:
S.V.
CHECKED BY:
P.K.

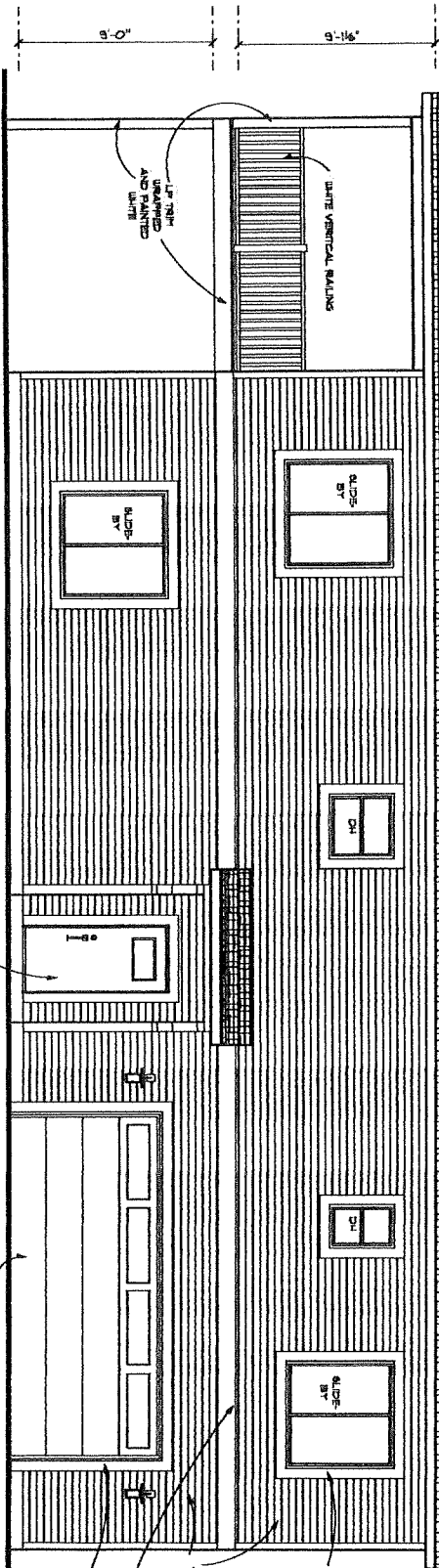
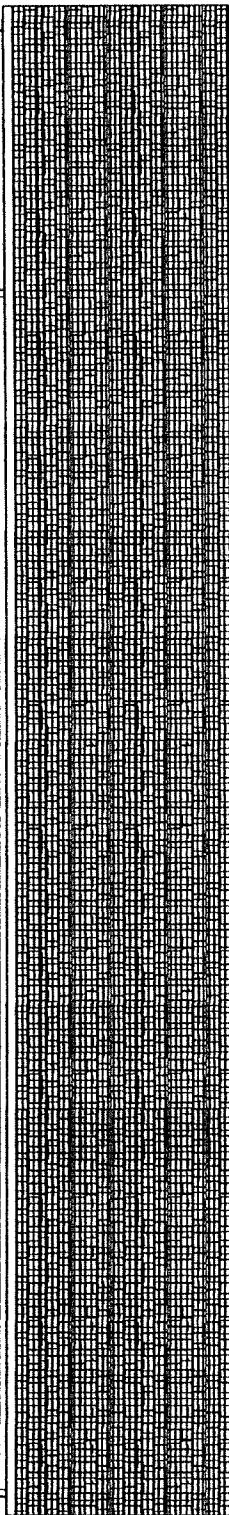
© COPYRIGHT 2024 THE PLANNING STAGE
KESTELOOT
SCARBROUGH RESIDENCE
DUBENDANG HOMES

THE PLANNING STAGE

CONCEPT DESIGN OCT. 18, 2024
CONCEPT DESIGN NOV. 18 2024
NOV. 1, 2024
NOV. 30, 2024
DEC. 10, 2024

DESIGNING THE FACT THAT ALL
HOMES ELEVATION IS TAKEN IN
CONSIDERATION OF THE PLANNING
STAGE. THE PLANNING STAGE
LIVES ALL LIABILITY FOR DESIGN
AND CONSTRUCTION. THE PLANNING
STAGE IS NOT RESPONSIBLE FOR
CONSTRUCTION. ALL DESIGN AND
CONSTRUCTION.

PROJECT
#241019

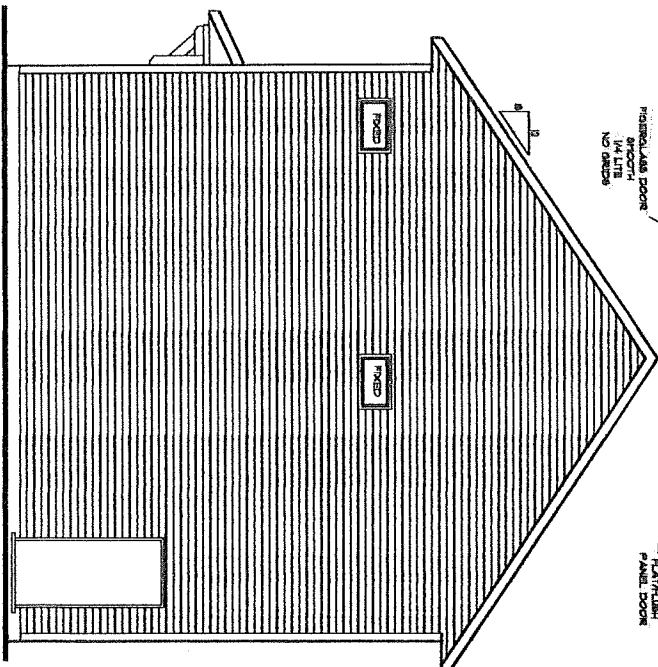


RIGHT ELEVATION

1/4" = 1'-0"

REAR ELEVATION

1/4" = 1'-0"



THE PLANNING
STAGE

PHONE: 848-888-1469
www.thepanningstage.com
Email: info@thepanningstage.com

DESIGN BY:
S.V.
CHECKED BY:
P.K.

© COPYRIGHT 2024 THE PLANNING STAGE
KESTELOOT
SCARBROUGH RESIDENCE
DUBENDANG HOMES

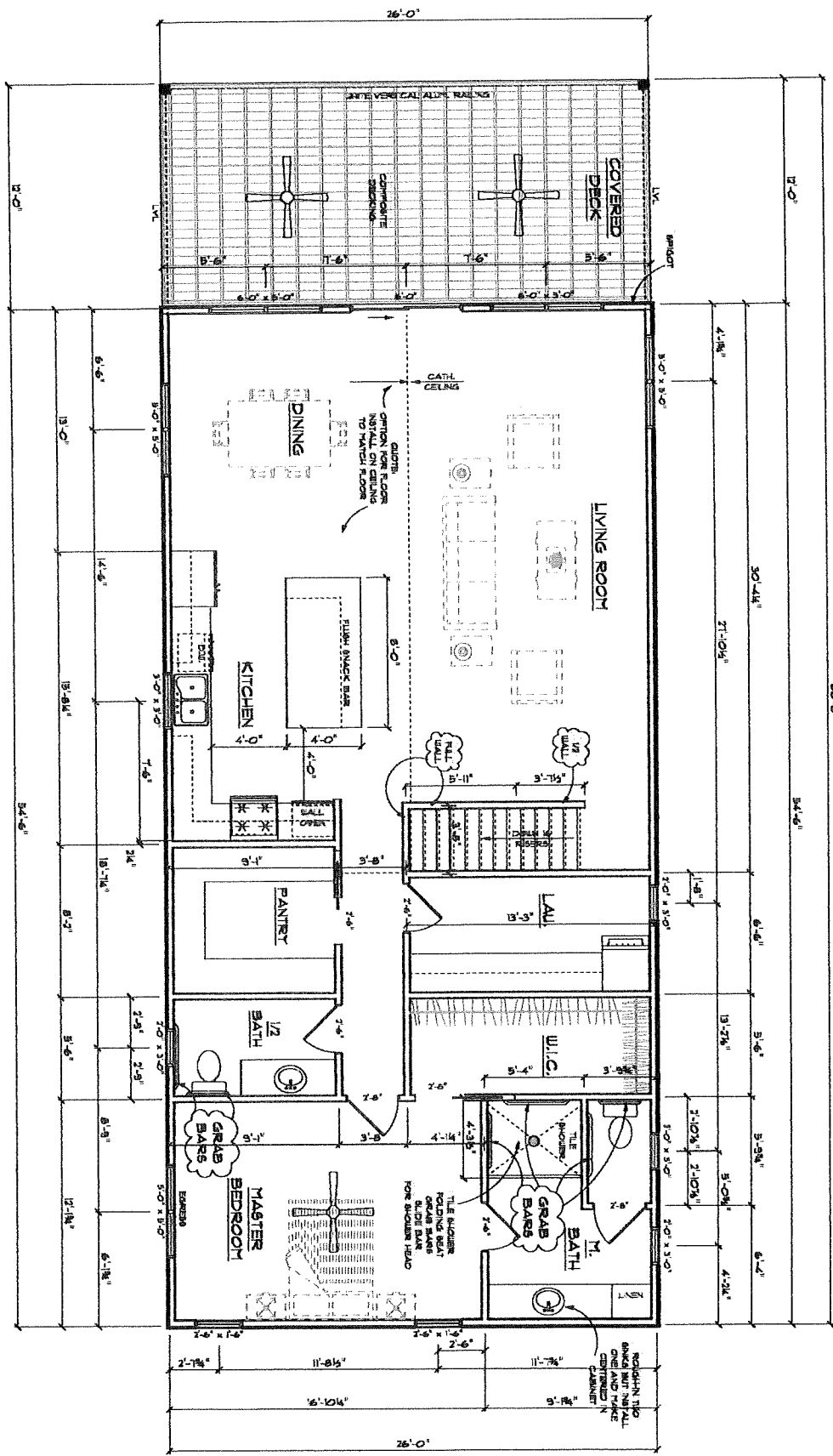
THE PLANNING STAGE

CONCEPT DESIGN OCT. 28, 2024
CONCEPT DESIGN NOV. 12 2024
NOV. 14, 2024
NOV. 20, 2024
DEC. 10, 2024

DISCLAIMER: THE PLANNING STAGE, ALL RIGHTS RESERVED. THE PLANNING STAGE IS NOT RESPONSIBLE FOR THE CONSTRUCTION OF THE PROJECT. THE PLANNING STAGE IS NOT RESPONSIBLE FOR THE CONSTRUCTION OF THE PROJECT. THE PLANNING STAGE IS NOT RESPONSIBLE FOR THE CONSTRUCTION OF THE PROJECT.

PROJECT
#241019

ALL INTERIOR DOORS
TO BE SOLID
CORE PAINTED
(FIELDING)



2ND FLOOR PLAN

1/4" = 1'-0" 1417 SQ. FT.

GRAB BARS AT WATER CLOSET
NOT TO SCALE

GRAB BARS AT SHOWER
NOT TO SCALE



PROJECT #241019	CONCEPT DESIGN OCT. 28, 2024 CONCEPT DESIGN NOV. 12, 2024 NOV. 1, 2024 NOV. 30, 2024 DEC. 10, 2024	© COPYRIGHT 2024 THE PLANNING STAGE KESTELOOT SCARBROUGH RESIDENCE DUSENDANG HOMES THE PLANNING STAGE	DESIGN BY: B.V. CHECKED BY: P.K.	THE PLANNING STAGE PHONE: 848-886-1463 www.thepanningstage.com info@thepanningstage.com	
	CHARTING THE FACT THAT ALL POSSIBLE CAUTION IS TAKEN IN THE PREPARATION OF THESE PLANS. THE PLANNING STAGE ASSUMES NO LIABILITY FOR THE AND TECHNICAL ERROR. THE FOR CHECKING ALL DETAILS AND CORRECTIONS BEFORE BEGINNING CONSTRUCTION.				

Resolution No. 2013-44(d)

MUSKEGON CITY COMMISSION

**RESOLUTION TO EXPAND THE NEIGHBORHOOD ENTERPRIZE ZONE
DISTRICTS WITHIN THE CITY OF MUSKEGON**

WHEREAS, the City of Muskegon currently has established Neighborhood Enterprise Zone districts within the City, and;

WHEREAS, the City of Muskegon would like to expand the current Neighborhood Enterprise Zone districts to a new location within the City, and;

WHEREAS, the new district boundaries will include the property known as "Terrace Point Condominiums," as shown in Attachment A, and;

WHEREAS, the total square footage of Neighborhood Enterprise Zone districts in Muskegon will not exceed 15% of the total square footage of the City;

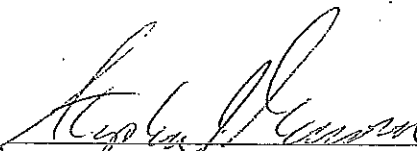
NOW, THEREFORE, BE IT RESOLVED that the new Neighborhood Enterprise Zone districts in the City of Muskegon have been approved.

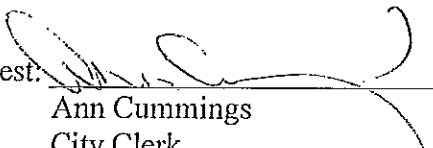
Adopted this, 14th day of May, 2013.

Ayes: Hood, Spataro, German, Wierengo, Turnquist, Markowski, and Gawron

Nays: None

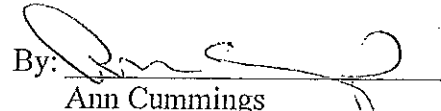
Absent: None

By: 
Stephen Gawron, Mayor

Attest: 
Ann Cummings
City Clerk

2013-44(d)
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 May 14, 2013.

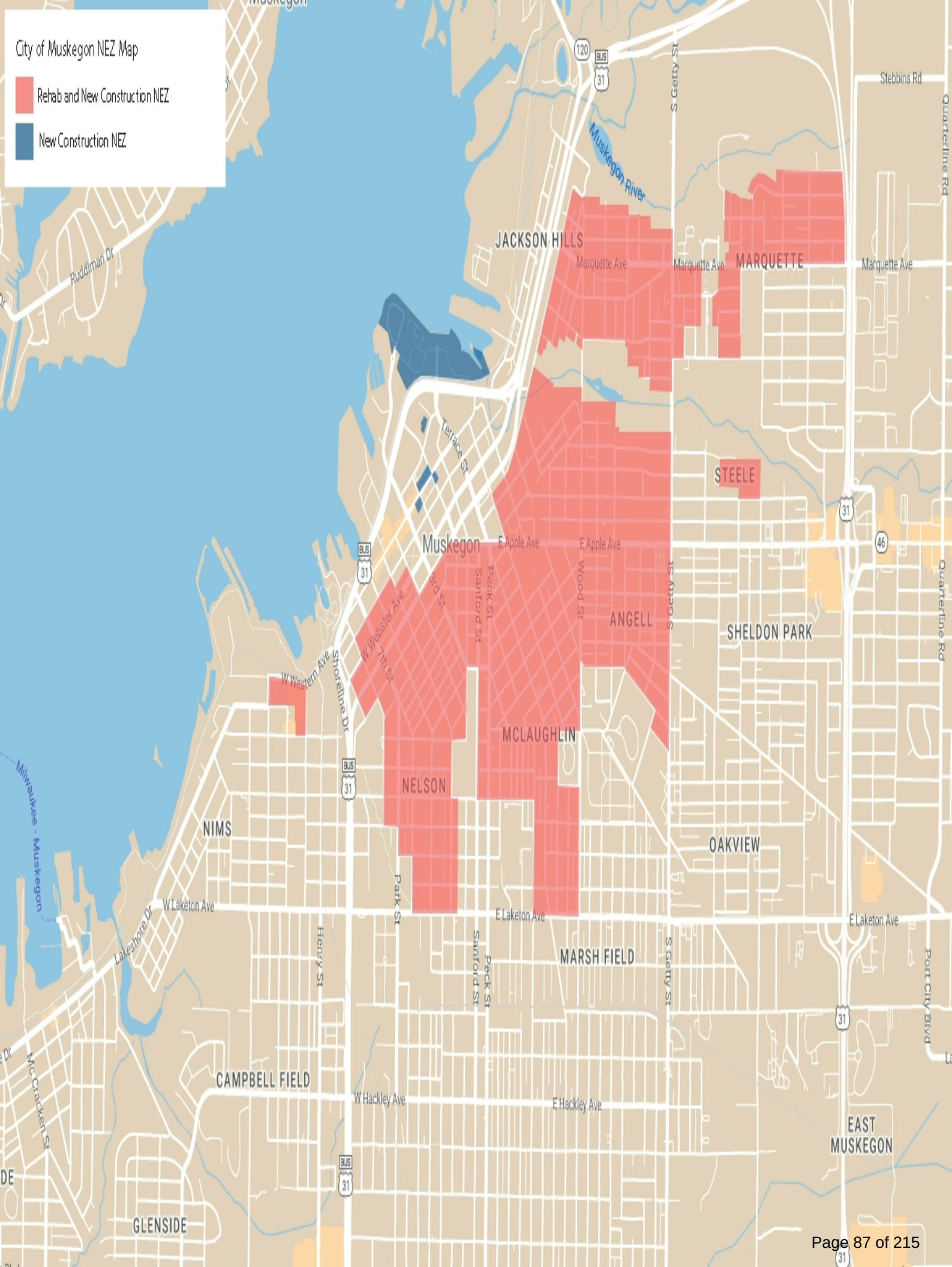
By: 
Ann Cummings
City Clerk

ATTACHMENT A



City of Muskegon NEZ Map

- Rehab and New Construction NEZ
- New Construction NEZ





Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: April 22, 2025	Title: Neighborhood Enterprise Zone Certificate - 312 Jackson Ave.						
Submitted by: Jocelyn Hines, Development Analyst	Department: Economic Development						
Brief Summary: Staff is requesting the approval of a Neighborhood Enterprise Zone (NEZ) certificate for 15 years for a new construction home at 312 Jackson Ave.							
Detailed Summary & Background: An application for a Neighborhood Enterprise Zone (NEZ) certificate has been received from Sjaarda Homes and Properties LLC for a new construction home (3 bedrooms, 2 baths) at 312 Jackson Ave. The cost of construction is approximately \$157,000. The applicant has met local and state requirements for the issuance of the NEZ certificate.							
Goal/Focus Area/Action Item Addressed: Key Focus Areas: Diverse housing types Goal/Action Item: 2027 Goal 2: Economic Development Housing and Business							
Amount Requested: N/A	Budgeted Item: <table border="1"><tr><td>Yes</td><td></td><td>No</td><td></td><td>N/A</td><td>☒</td></tr></table>	Yes		No		N/A	☒
Yes		No		N/A	☒		
Fund(s) or Account(s): N/A	Budget Amendment Needed: <table border="1"><tr><td>Yes</td><td></td><td>No</td><td></td><td>N/A</td><td>☒</td></tr></table>	Yes		No		N/A	☒
Yes		No		N/A	☒		
Recommended Motion: I move to close the public hearing and approve the Neighborhood Enterprise Zone certificate for 15 years at 312 Jackson Ave. and authorize the City Clerk and Mayor to sign the certificate and resolution.							
Approvals: <table border="1"><tr><td>Immediate Division Head</td><td></td><td></td></tr><tr><td>Information</td><td></td><td></td></tr></table>	Immediate Division Head			Information			Guest(s) Invited / Presenting: No
Immediate Division Head							
Information							

Technology			
Other Division Heads			
Communication			
Legal Review			

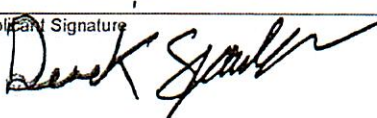
Application for Neighborhood Enterprise Zone Certificate

Issued under authority of Public Act 147 of 1992, as amended.

LOCAL GOVERNMENTAL UNIT USE ONLY	
▶ Application No.	▶ Date Received

STATE USE ONLY	
▶ Application No.	▶ Date Received

Read the instructions before completing the application. This application must be filed prior to building permit issuance and start of construction. Initially file completed application and required documents with the clerk of the local governmental unit. The additional documents to complete the application process will be required by the State of Michigan only after the original application is filed with the clerk of the local governmental unit (LGU). This form is also used to file a request for the transfer of an existing NEZ certificate. Please see the instruction sheet.

PART 1: OWNER/APPLICANT INFORMATION (Applicant must complete all fields)			
Applicant Name Sjaarda Homes and Properties LLC		Type of Approval Requested ☒ New Facility ☐ Rehabilitation Facility ☐ Transfer (1 copy only)	
Facility's Street Address 312 Jackson Ave		Amount of years requested for exemption (6-15) 15	Is the facility owned or rented by occupants? ☒ Owned ☐ Rented
City Muskegon	State mi	ZIP Code 49442	Type of Property ☒ House ☐ Duplex ☐ Condo ☐ Loft ☐ Apartment - No. of Units _____
Name of City, Township or Village (taxing authority) Muskegon			
☒ City ☐ Township ☐ Village			
County Muskegon	School District 6101		
Name of LGU that established district City of Muskegon		Name or Number of Neighborhood Enterprise Zone Jackson Hill	Date district was established 10/22/2024
Identify who the work was completed by ☒ Licensed Contractor ☐ Other _____		Estimated Project Cost (per unit) \$157,000.00	
Describe the general nature and extent of the new construction or rehabilitation to be undertaken. Include Breakdown of Investment Cost. Use attachments if necessary. Sjaarda Homes is building a 3bd/2bath Slab on grade ranch home that will be listed for sale upon completion. Estimated Build Cost is \$157k. Please see attached Survey, floor plan and quit claim deed for the purchase of this parcel.			
Timetable for undertaking and completing the rehabilitation or construction of the facility. 8 month timeline with ground breaking in the spring after permits have been pulled. This will be one of three homes that Derek Sjaarda/Sjaarda Homes will be building on infill parcels and listed for sale upon completion.			
PART 2: APPLICANT CERTIFICATION			
Contact Name Kara Novak	Contact Telephone Number (616) 405-2553		
Contact Fax Number	Contact E-mail Address Kara.Novak@UnitedBank4U.com		
Owner/Applicant Name Sjaarda Homes and Properties LLC	Owner/Applicant Telephone Number (616) 723-7130		
Owner/Applicant Mailing Address (Street No., City, State, ZIP Code) 15131 Blueberry Ct West Olive MI 49460	Owner/Applicant E-mail Address dlsjaarda@gmail.com		
I certify the information contained herein and in the attachments are true and that all are truly descriptive of the residential real property for which this application is being submitted.			
I certify I am familiar with the provisions of Public Act 147 of 1992, as amended, (MCL 207.771 to 207.787) and to the best of my knowledge, I have complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the LGU and the issuance of Neighborhood Enterprise Zone Certificate by the State Tax Commission.			
Owner/Applicant Signature 		Date 04/07/2025	

PART 3: LGU ASSESSOR CERTIFICATION (Assessor of LGU must complete Part 3)			
The property to be covered by this exemption may not be included on any other specific tax roll while receiving the Neighborhood Enterprise Zone Exemption. For example, property on the Eligible Tax Reverted Property (Land Bank) specific tax roll cannot be granted a Neighborhood Enterprise Zone Exemption that would also put the same property on the Neighborhood Enterprise Zone specific tax roll.			
☒ By checking this box I certify that, if approved, the property to be covered by this exemption will be on the Neighborhood Enterprise Zone Exemption specific tax roll and not on any other specific tax roll.			
Name of LGU City of Muskegon			
Name of Assessor (First and last name) Donna Vandervries		Telephone Number 231 750-6750	
Fax Number 231-724-1129		E-mail Address vandervriesdo@muskegoncounty.net	
I certify that, to the best of my knowledge, the information contained in Part 3 of this application is complete and accurate.			
Assessor's Signature Donna Vandervries			Date 4/14/2025
PART 4: LGU ACTION/CERTIFICATION (LGU clerk must complete this section before submitting to the State Tax Commission)			
Action taken by LGU: ☐ Exemption Approved for _____ Years (6-15) ☐ Exemption Approved for _____ Years (11-17 historical credits) ☐ Exemption Denied (include Resolution Denying)		The State Tax Commission requires the following documents be filed for an administratively complete application: ☐ 1. Original Application ☐ 2. Legal description of the real property with parcel code # ☐ 3. Resolution approving/denying application (include # of years) ☐ 4. REHABILITATION APPLICATIONS ONLY. Statement by the assessor showing the taxable value of the rehabilitated facility not including the land, for the tax year immediately preceding the effective date of the rehabilitation.	
Date of resolution approving/denying this application			
Clerk's Name (First and Last)		Telephone Number	
Fax Number		E-mail Address	
Mailing Address		City	State ZIP Code
I certify that I have reviewed this application for complete and accurate information and determined that the subject property is located within a qualified Neighborhood Enterprise Zone.			
I certify this application meets the requirements as outlined by Public Act 147 of 1992 and hereby request the State Tax Commission issue a Neighborhood Enterprise Zone Certificate.			
Clerk Signature			Date

For faster service, the LGU should email the completed application and required documents to PTE@michigan.gov.

An additional submission option is to mail the completed application and required documents to:

Michigan Department of Treasury, State Tax Commission
P.O. Box 30471
Lansing, MI 48909

Note: Additional documentation will be required for further processing of the application and for the issuance of the certificate of exemption. These documents should be sent directly to the State of Michigan only after the original application is filed with the LGU clerk and approved by the LGU. See the instruction sheet attached.

Any questions concerning the completion of this application should be directed to the LGU 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 Sjaarda Homes and Properties, LLC to construct a new home at 312 Jackson Ave. in the Jackson Hill 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 fifteen (15) years;

NOW, THEREFORE, BE IT RESOLVED that the application for a Neighborhood Enterprise Zone Certificate for the new construction of a home by Sjaarda Homes and Properties, LLC be approved.

Adopted this 22nd day of April, 2025.

Ayes:

Nays:

Absent:

By: _____
Ken Johnson, 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 April 22, 2025.

By: _____
Ann Meisch
City Clerk

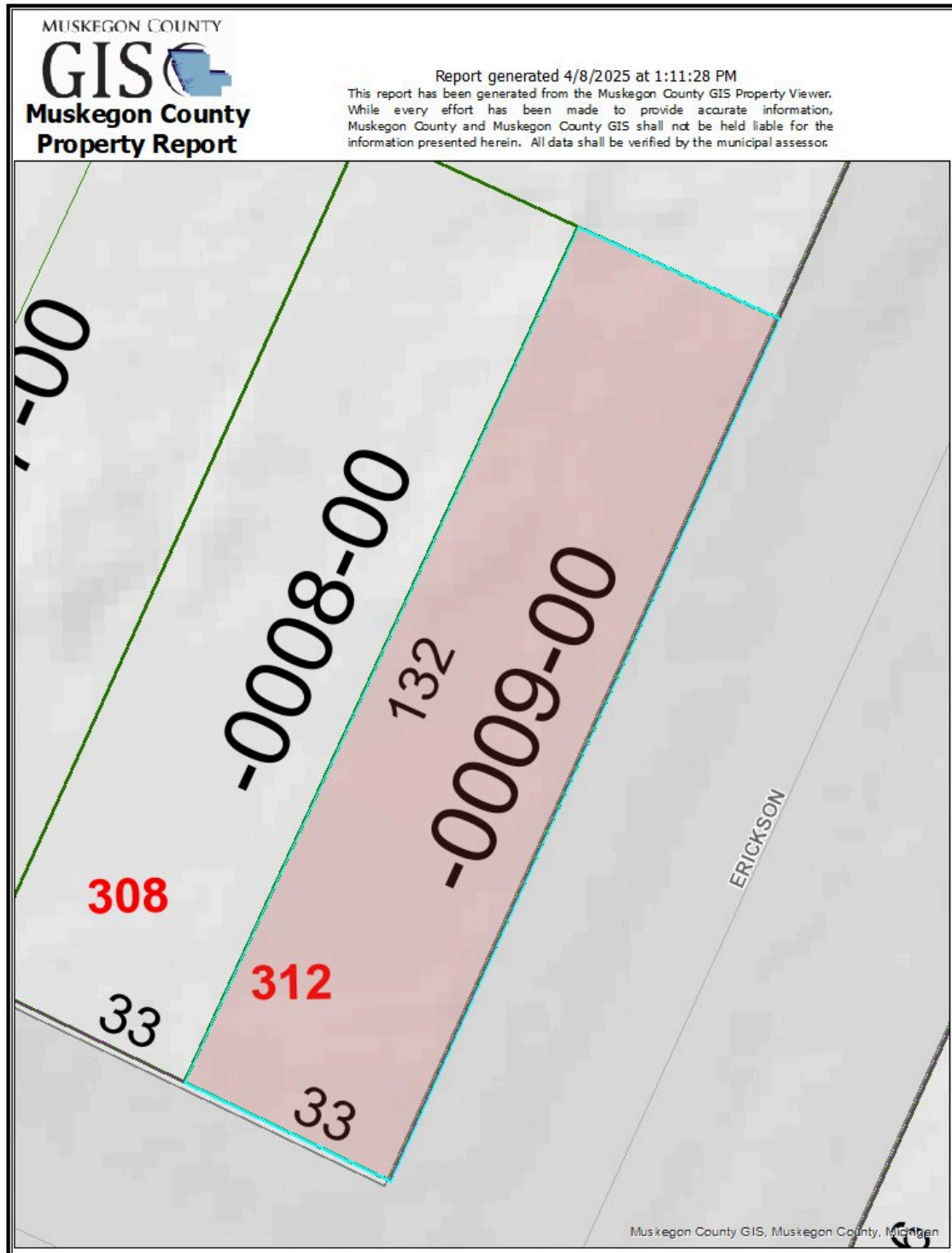


312 Jackson Ave Property Report

Area of Interest (AOI) Information

Area : 4,306.95 ft²

Apr 8 2025 13:10:51 Eastern Daylight Time



Summary

Name	Count	Area(ft²)	Length(ft)
Parcels	1	4,306.95	N/A

Parcels

#	PIN	Municipality Code	Acreage per GIS	Acreage per Assessor	Property Address Number	Property Address Direction	Property Address Combined	Property Address City
1	61-24-205-141-0009-00	24	0.10	0.10	312	No Data	312 JACKSON AVE	MUSKEGON

#	Property Address State	Property Address Zip Code	Owner Name 1	Owner Name 2	Owner Care Of	Owner Address	Owner Address City	Owner Address State
1	MI	49442	CITY OF MUSKEGON	No Data	PO BOX 536	933 TERRACE ST	MUSKEGON	MI

#	Owner Address Zip Code	Assessed Value	State Equalized Value	Taxable Value	PRE Homestead Pct	Property Class Code	Property Class Description	School District Code
1	49443	0.00	0.00	0.00	0	201	Commercial - Improved	61010

#	School District Name	Zoning per Assessor Primary	Tax Description	Area(ft²)
1	MUSKEGON CITY SCHOOL DIST	R-3	CITY OF MUSKEGON REVISED PLAT OF 1903 LOT 9 BLK 141 EXC N 8 FT SD LOT FOR ALLEY SBJT TO ESMNT RECOR'D L:89 P:531	4,306.95

©2020 Muskegon County GIS Data reported herein is believed to be accurate and up to date, however Muskegon County and Muskegon County GIS make no warranty to the accuracy of the data. It is advised that before any decisions are made from this data, that the local assessor or building officials are contacted.

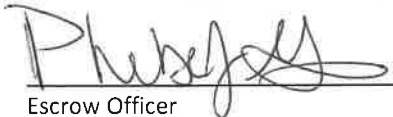
Transnation Title Agency of Michigan
Lakeshore Division
ALTA Universal ID: 1104896
570 Seminole Road, Suite 102
Muskegon, MI 49444

Description	Borrower/Buyer	
	Debit	Credit
Financial		
Sale Price of Property	\$2,625.00	
Deposit		\$400.00
Title Charges & Escrow / Settlement Charges		
Title - Buyer's Settlement Fee to Transnation Title Agency of Michigan	\$350.00	
Government Recording and Transfer Charges		
Recording Fee (Deed) to ePN (eRecording Partners Network)	\$30.00	
	Borrower/Buyer	
	Debit	Credit
Subtotals	\$3,005.00	\$400.00
Due From Borrower		\$2,605.00
Totals	\$3,005.00	\$3,005.00

Acknowledgement

We/I have carefully reviewed the ALTA Settlement Statement and find it to be a true and accurate statement of all receipts and disbursements made on my account or by me in this transaction and further certify that I have received a copy of the ALTA Settlement Statement. We/I authorize Transnation Title Agency of Michigan Lakeshore Division to cause the funds to be disbursed in accordance with this statement.

Sjaarda Homes and Properties LLC, a Michigan limited liability company


BY: Derek Sjaarda
ITS: Owner
Escrow Officer4-2-25
Date

QUIT-CLAIM DEED

KNOW ALL MEN BY THESE PRESENTS: That the **CITY OF MUSKEGON**, a municipal corporation, of 933 Terrace Street, Muskegon, Michigan 49440,

QUIT CLAIMS to **Sjaarda Homes and Properties LLC**, of 15131 Blueberry Ct, West Olive, MI, 49460, the following described premises situated in the City of Muskegon, County of Muskegon, State of Michigan, to wit:

**CITY OF MUSKEGON REVISED PLAT OF 1903 LOT 9 BLK 141 EXC N 8 FT SD LOT FOR
ALLEY SBJT TO ESMNT RECOR'D L:89 P:531
Address: 312 JACKSON AVE, MUSKEGON, MI 49442
Parcel #: 61- 24-205-141-0009-00**

for the sum of Two Thousand, Six Hundred Twenty-Five and 00/100 Dollars (\$2,625.00)

PROVIDED, HOWEVER, Grantee, or its assigns, shall complete construction of one (1) single-family home on the parcel on the premises herein conveyed within eighteen (18) months after the date hereof. In default of such construction, title to the premises shall revert to the City of Muskegon free and clear of any claim of Grantee or its assigns. In addition, the City of Muskegon may retain the consideration for this conveyance free and clear of any claim of Grantee or its assigns. Buyer shall remove only those trees necessary for construction of the homes and driveways. "Complete construction" means: (1) issuance of a residential building permits by the City of Muskegon; and (2) in the sole opinion of the City of Muskegon's Director of Inspections, substantial completion of the dwellings described in the said building permits. In the event of reversion of titles of the above-described premises, improvements made thereon shall become the property of Grantor.

This deed is exempt from real estate transfer tax pursuant to the provisions of MCLA 207.505(h)(i) and MCLA 207.526 Sec. 6(h)(i).

Dated this 25th day of March, 2025.

Signed in the presence of:

Linda Potter
Linda Potter
Nessica Lorenson
Nessica Lorenson

CITY OF MUSKEGON

By Ken Johnson
Ken Johnson, Its Mayor
and Ann Marie Meisch
Ann Marie Meisch, MMC, Its Clerk

STATE OF MICHIGAN
COUNTY OF MUSKEGON

Before me personally appeared in Muskegon County, Michigan, on March 25, 2025, by **KEN JOHNSON** and **ANN MARIE MEISCH, MMC**, the Mayor and Clerk, respectively, of the **CITY OF MUSKEGON**, a municipal corporation, on behalf of the City.

PREPARED BY: Samantha Pulos
City of Muskegon Planning Dept.
933 Terrace St. Room 202
Muskegon, MI 49440
Telephone: 231/724-6702

Linda S. Potter
Linda S. Potter, Notary Public
Acting in the County of Muskegon
Muskegon County, Michigan
My Comm. Expires: 9-25-2030

WHEN RECORDED RETURN TO: Grantees

SEND SUBSEQUENT TAX BILLS TO: Grantees

Property Transfer Affidavit

This form is issued under authority of P.A. 415 of 1994. Filing is mandatory.

This form must be filed whenever real estate or some types of personal property are transferred (even if you are not recording a deed). The completed Affidavit must be filed by the new owner with the assessor for the city or township where the property is located within 45 days of the transfer. The information on this form is NOT CONFIDENTIAL.

1. Street Address of Property 312 Jackson Ave., Muskegon, MI 49442	2. County Muskegon	3. Date of Transfer (or land contract was signed) April 2, 2025
4. Location of Real Estate (Check appropriate field and enter name in the space below.) ☒ City ☐ Township ☐ Village City of Muskegon		5. Purchase Price of Real Estate \$2,625.00
7. Property Identification Number (PIN). If you don't have a PIN, attach legal description. PIN. This number ranges from 10 to 25 digits. It usually includes hyphens and sometimes includes letters. It is on the property tax bill and on the assessment notice. 61-24-205-141-0009-00		6. Seller's (Transferor) Name City of Muskegon, a municipal corporation
		8. Buyer's (Transferee) Name and Mailing Address Sjaarda Homes and Properties LLC, a Michigan limited liability company 15131 Blueberry Ct West Olive, MI 49460
		9. Buyer's (Transferee) Telephone Number

Items 10 - 15 are optional. However, by completing them you may avoid further correspondence.

10. Type of Transfer. Transfers include, but are not limited to, deeds, land contracts, transfers involving trusts or wills, certain long-term leases and business interest. See Page 2 for list. ☐ Land Contract ☐ Lease ☒ Deed ☐ Other (specify) _____		
11. Was this property purchased from a financial institution? ☐ Yes ☒ No	12. Is the transfer between related persons? ☐ Yes ☒ No	13. Amount of Down Payment
14. If you financed the purchase, did you pay market rate of interest? ☐ Yes ☐ No	15. Amount Financed (Borrowed)	

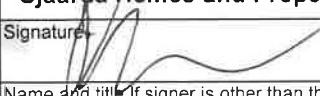
EXEMPTIONS

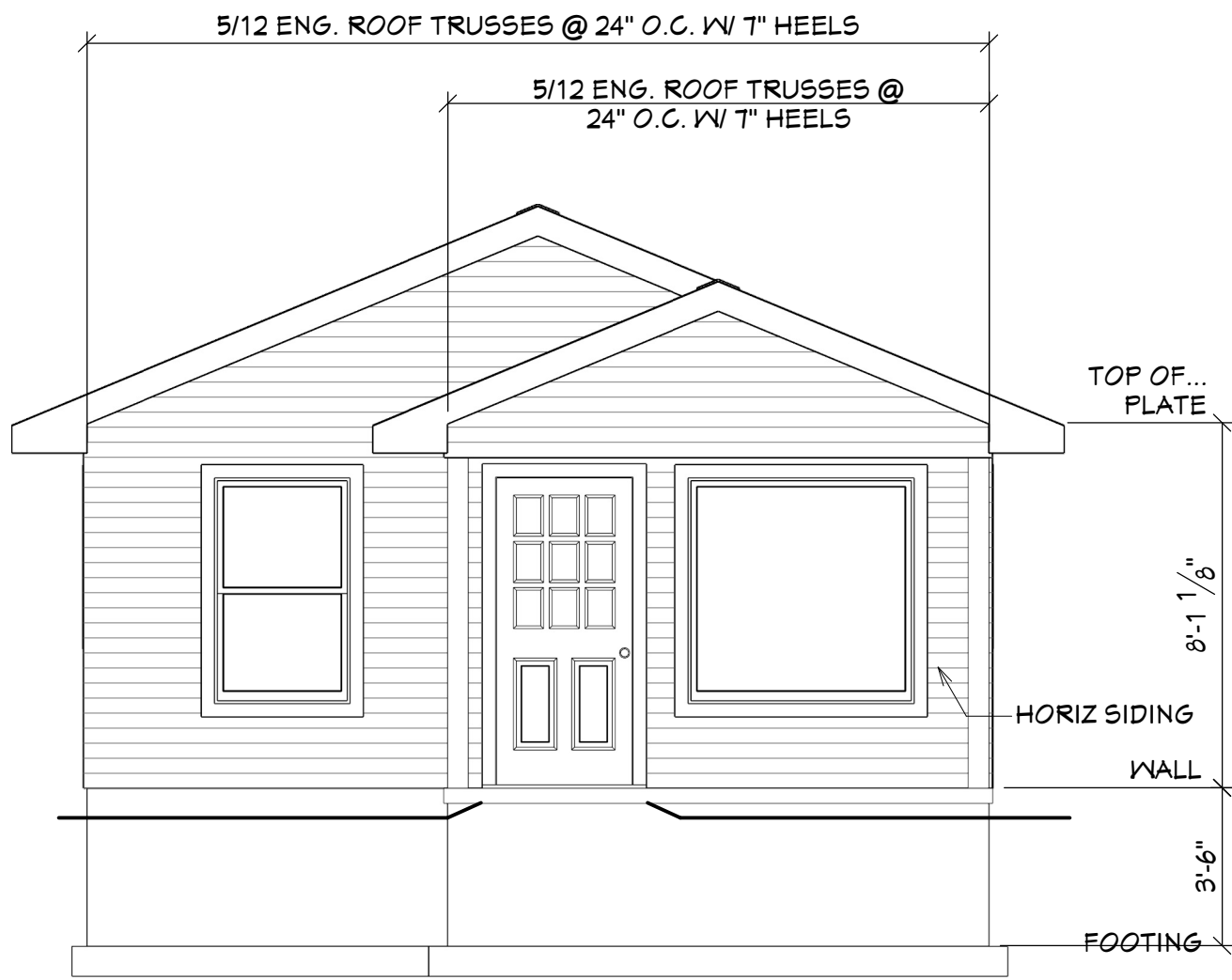
Certain types of transfers are exempt from uncapping. If you believe this transfer is exempt, indicate below the type of exemption you are claiming. If you claim an exemption, your assessor may request more information to support your claim

- ☐ Transfer from one spouse to the other spouse
- ☐ Change in ownership solely to exclude or include a spouse
- ☐ Transfer between certain family members *(see page 2)
- ☐ Transfer of that portion of a property subject to a life lease or life estate (until the life lease or life estate expires)
- ☐ Transfer between certain family members of that portion of a property after the expiration or termination of a life estate or life lease retained by transferor **(see page 2)
- ☐ Transfer to effect the foreclosure or forfeiture of real property
- ☐ Transfer by redemption from a tax sale
- ☐ Transfer into a trust where the settlor or the settlor's spouse conveys property to the trust and is also the sole beneficiary of the trust
- ☐ Transfer resulting from a court order unless the order specifies a monetary payment
- ☐ Transfer creating or ending a joint tenancy if at least one person is an original owner of the property (or his/her spouse)
- ☐ Transfer to establish or release a security interest (collateral)
- ☐ Transfer of real estate through normal public trading of stocks
- ☐ Transfer between entities under common control or among members of an affiliated group
- ☐ Transfer resulting from transactions that qualify as a tax-free reorganization under Section 368 of the Internal Revenue Code.
- ☐ Transfer of qualified agricultural property when the property remains qualified agricultural property and affidavit has been filed.
- ☐ Transfer of qualified forest property when the property remains qualified forest property and affidavit has been filed.
- ☐ Transfer of land with qualified conservation easement (land only - not improvements)
- ☐ Other, specify:

CERTIFICATION

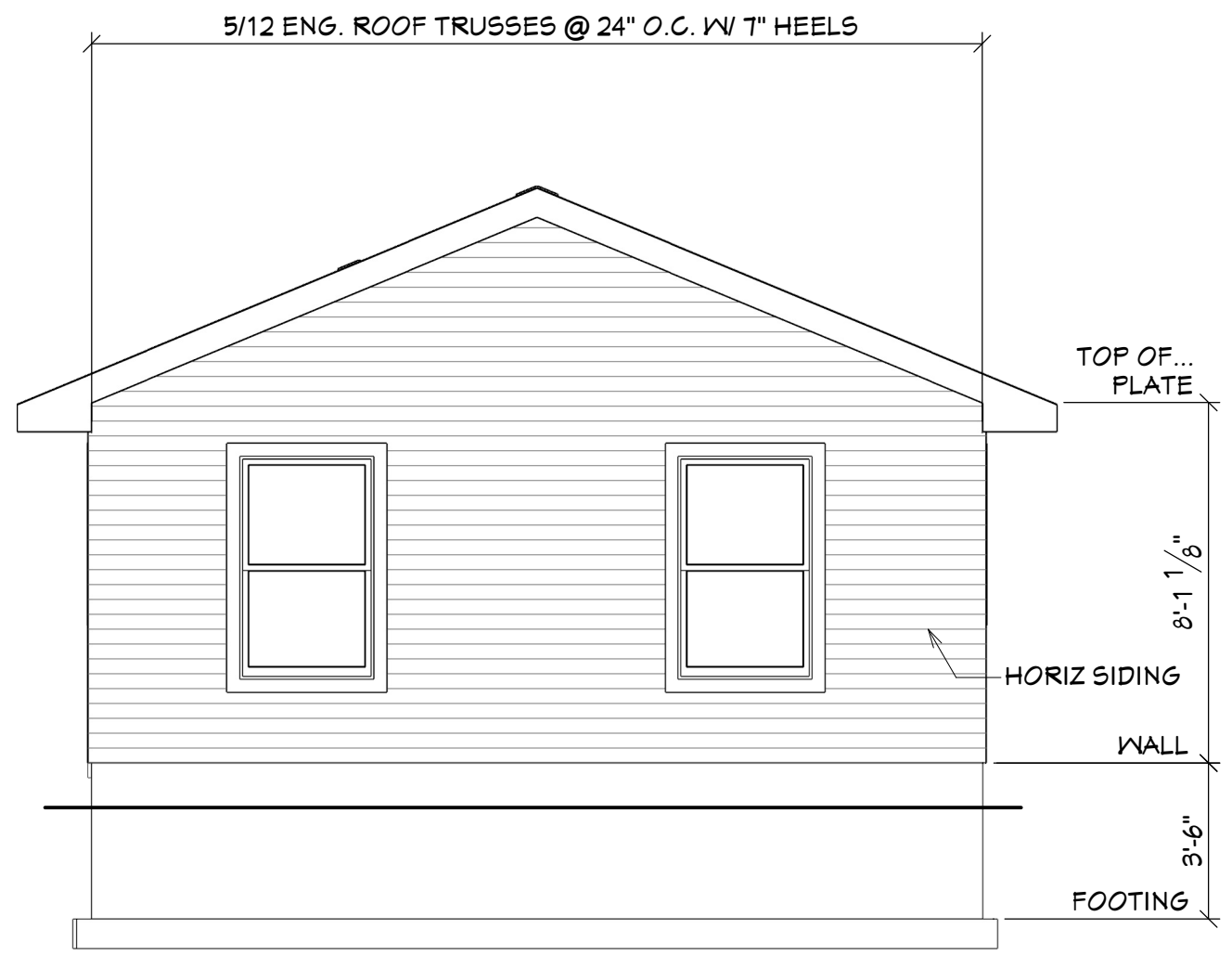
I certify that the information above is true and complete to be best of my knowledge.

Printed Name Sjaarda Homes and Properties LLC, a Michigan limited liability company	
Signature 	Date 4-2-25
Name and title if signer is other than the owner Derek Sjaarda, Owner	Daytime Phone Number 616-723-7130
E-mail Address disjaarda@gmail.com	



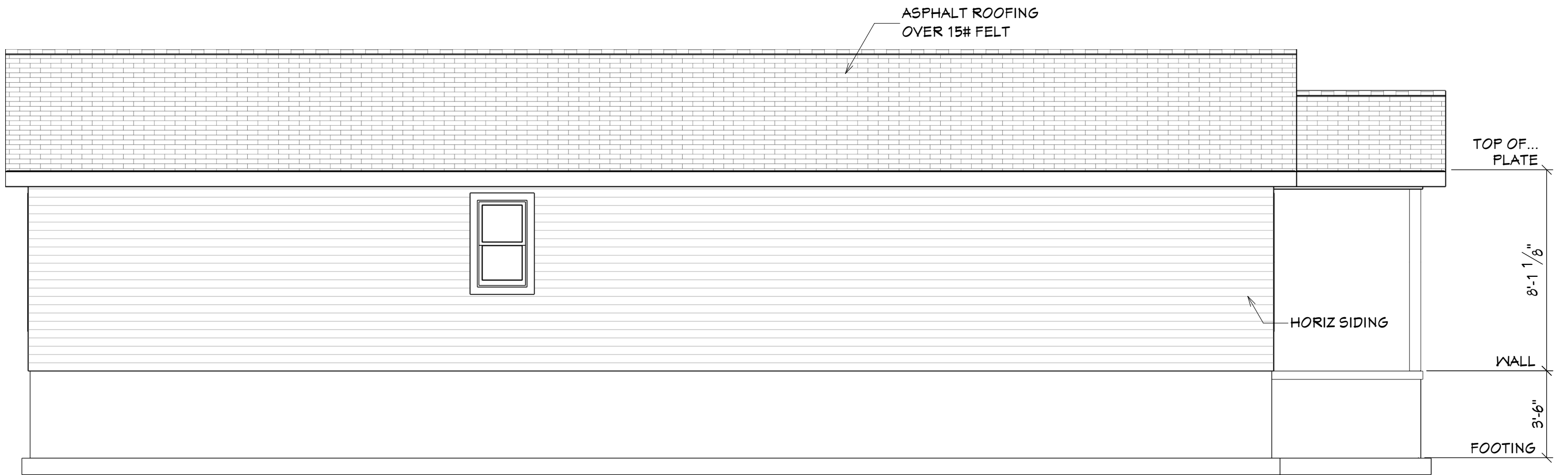
FRONT ELEVATION

1/4" = 1'0"



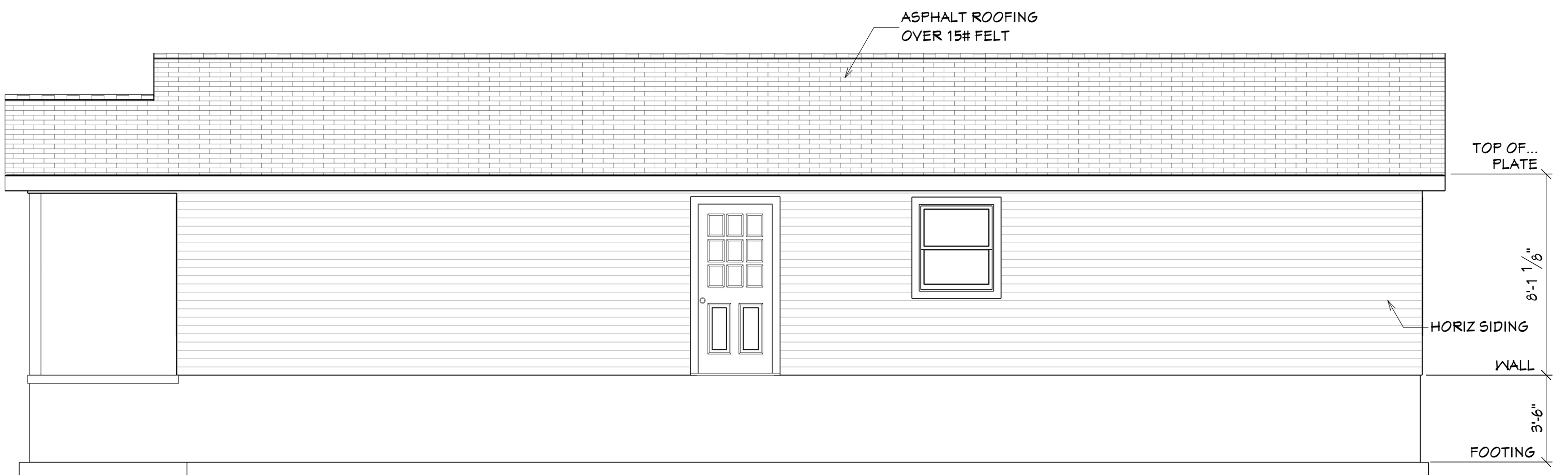
REAR ELEVATION

1/4" = 1'0"



LEFT ELEVATION

1/4" = 1'0"



RIGHT ELEVATION

RIGHT ELEVATION

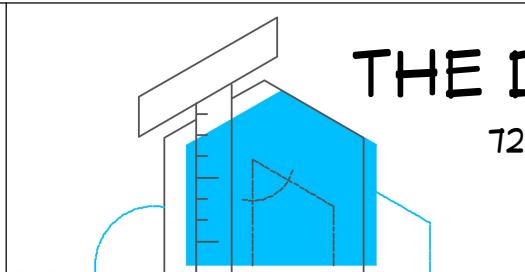
1/4" = 1'0"

SHEET
3
OF 3

PLAN
225020

REVISIONS:

HOUSE PLANS FOR:
SJAARDA HOMES - NOVAK RENTAL



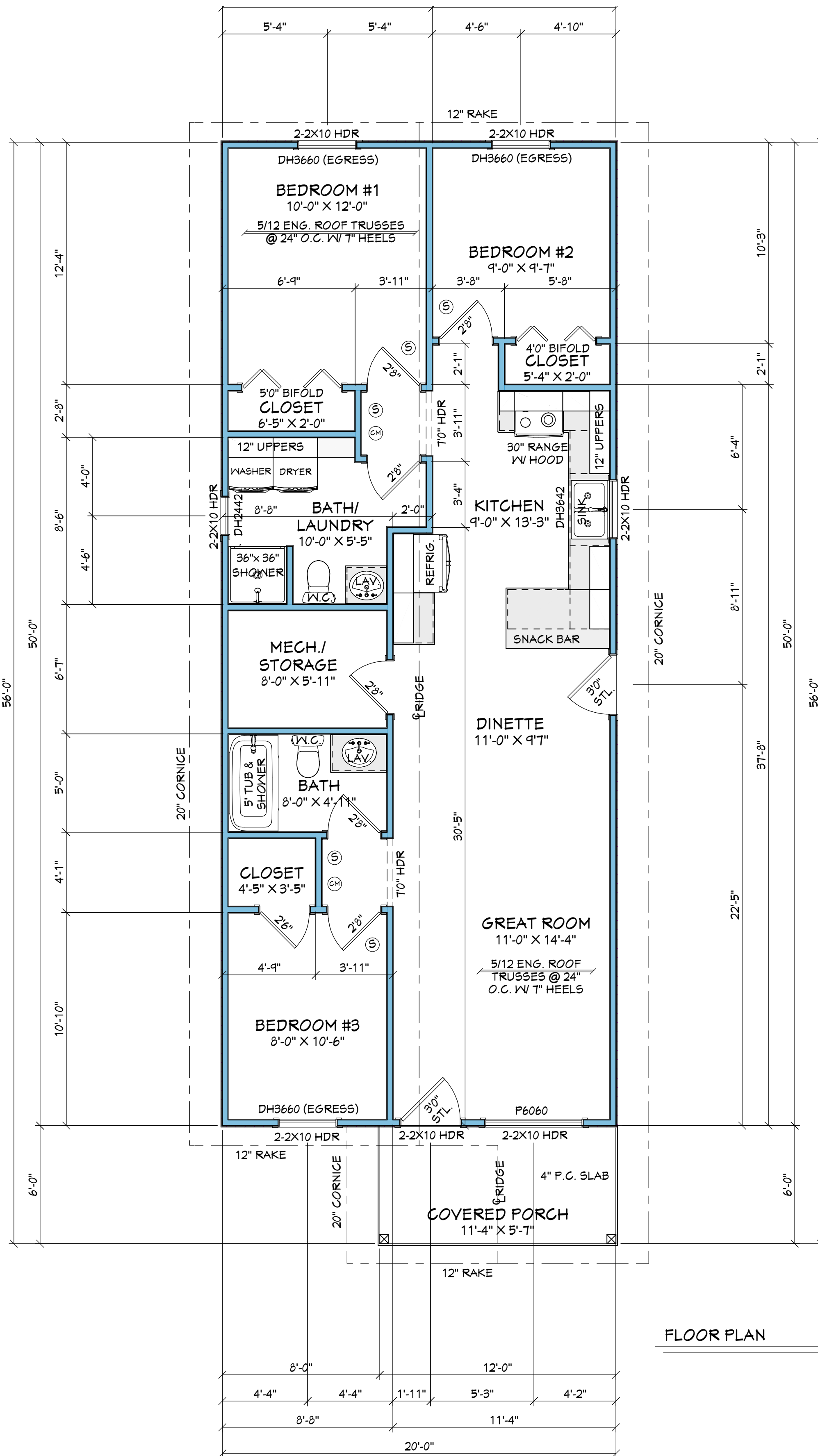
THE DRAWING BOARD, INC.

7285 RANSOM ST. - ZEELAND, MI 49464

616-875-DRAW (3729)

tim@thedrawingboard.us

Note: Every attempt has been made in the preparation of this plan to avoid mistakes. However, the maker cannot guarantee against human error. Dimensions and details must be checked by contractor and subcontractors on the job. All dimensions are figured as rough, 2 X 4 being 1- 1/2" X 3- 1/2".
Copyright 2025 The Drawing Board, Inc.
Unauthorized reproduction of these plan is prohibited by law.



NOTES:
8'-1 1/8" PLATE HEIGHT
(S) - SMOKE DETECTORS - INTERCONNECTED W/ BATTERY BACKUP
(CM) - CARBON MONOXIDE DETECTOR
UNLESS OTHERWISE NOTED, ALL DIMENSIONAL HEADERS SHALL BE #2 BETTER HEM FIR & ALL WINDOW & DOOR HEADERS & BEAMS ARE CALCULATED TO HAVE A MAXIMUM DEFLECTION OF .33"
WINDOWS WITH OPENINGS LOCATED MORE THAN 12" ABOVE FINISHED GRADE & 24" OR LESS ABOVE THE FINISHED FLOOR SHALL BE EQUIPPED WITH WINDOW OPENING LIMITING DEVICES OR APPROVED FALL PREVENTION DEVICES.
EXTERIOR WALLS FIGURED AS 4" & 6" (3 1/2" STUD & 1/2" SHEATHING OR 5 1/2" STUD & 1/2" SHEATHING)
ALL ATTIC ACCESS DOORS TO BE WEATHER STRIPPED AND INSULATED TO MEET REQUIRED INSULATION R-VALUE OF SURROUNDING SURFACES.
ALL WINDOW & EXTERIOR DOOR HDRS @ 6'10 1/2" UNLESS OTHERWISE NOTED

FLOOR PLAN

1/4" = 1'0"

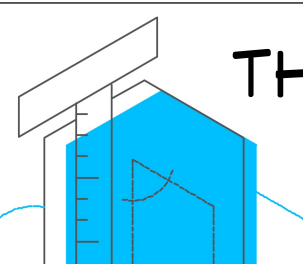
SHEET

1
OF 3

PLAN
225020
950
SQ. FT.
20' X 56'

REVISIONS:

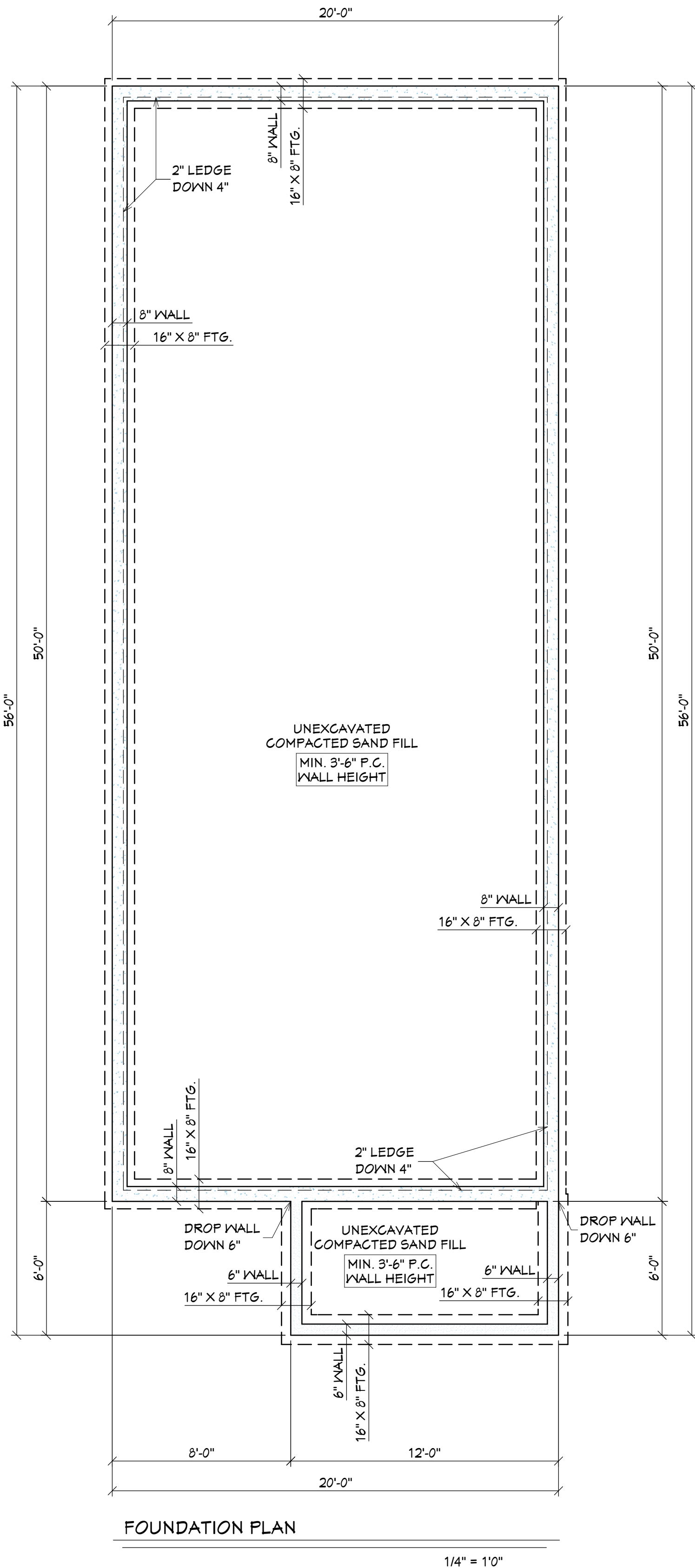
HOUSE PLANS FOR:
SJAARDA HOMES - NOVAK RENTAL



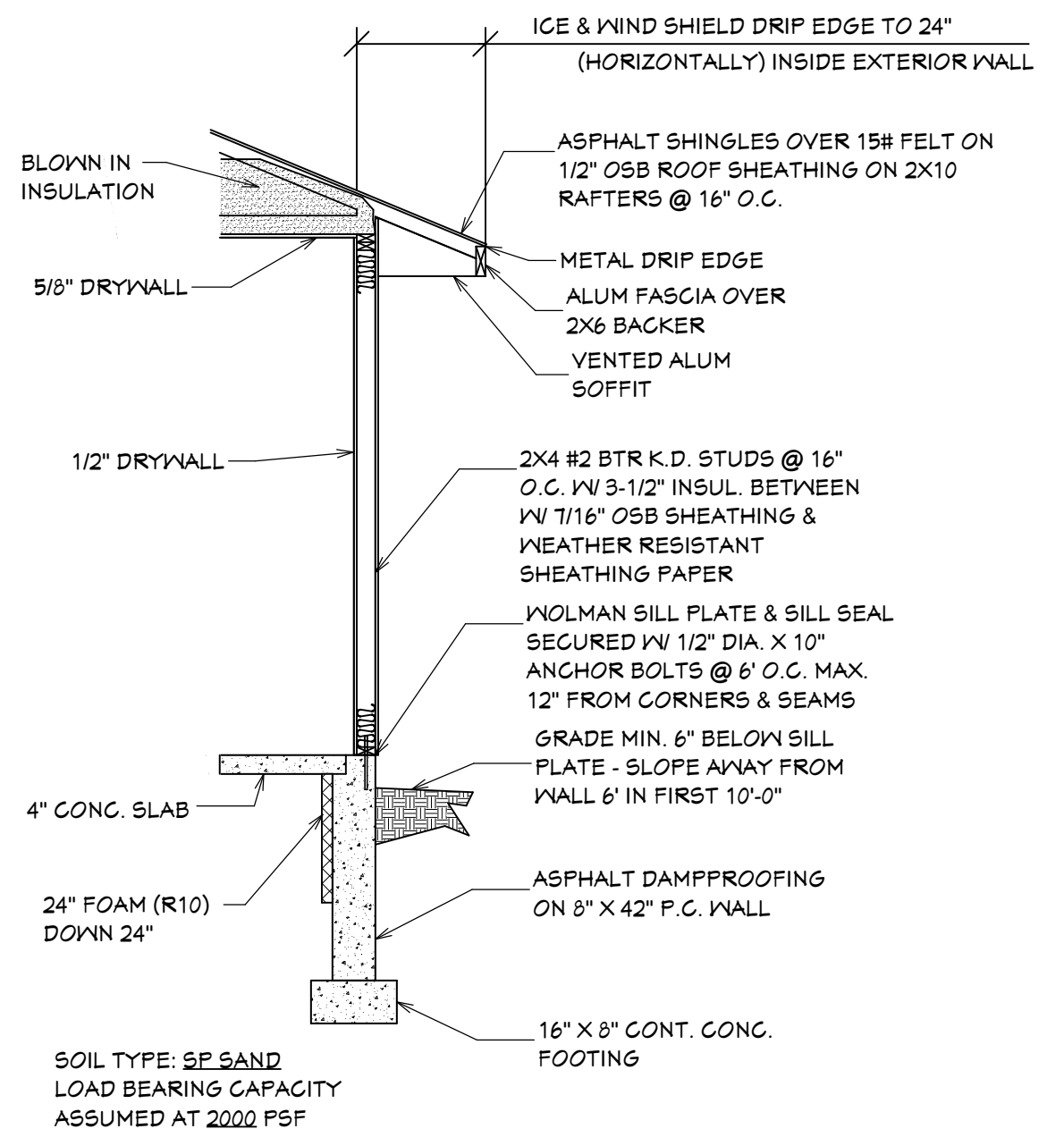
THE DRAWING BOARD, INC.

1285 RANSOM ST. - ZEELAND, MI 49464
616-875-DRAW (3729)
tim@thedrawingboard.us

Note: Every attempt has been made in the preparation of this plan to avoid mistakes. However, the maker cannot guarantee against human error. Dimensions and details must be checked by contractor and subcontractors on the job. All dimensions are figured as rough, 2 X 4 being 1- 1/2" X 3- 1/2".
Copyright 2025 The Drawing Board, Inc.
Unauthorized reproduction of these plan is prohibited by law.



NOTES:
ROOF LIVE LOAD/ SNOW
LOAD 40 PSF
EXPOSURE CATEGORY B
BASIC WIND SPEED
3 SECOND GUST 115 MPH



WALL SECTION

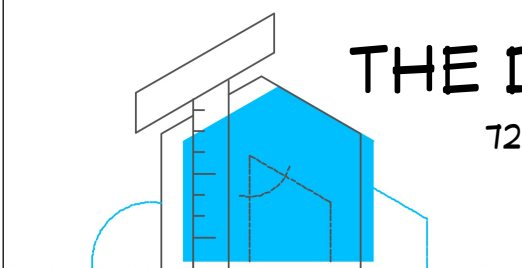
3/8" = 1'0"

SHEET
2
OF 3

PLAN
225020

REVISIONS:

HOUSE PLANS FOR:
SJAARDA HOMES - NOVAK RENTAL



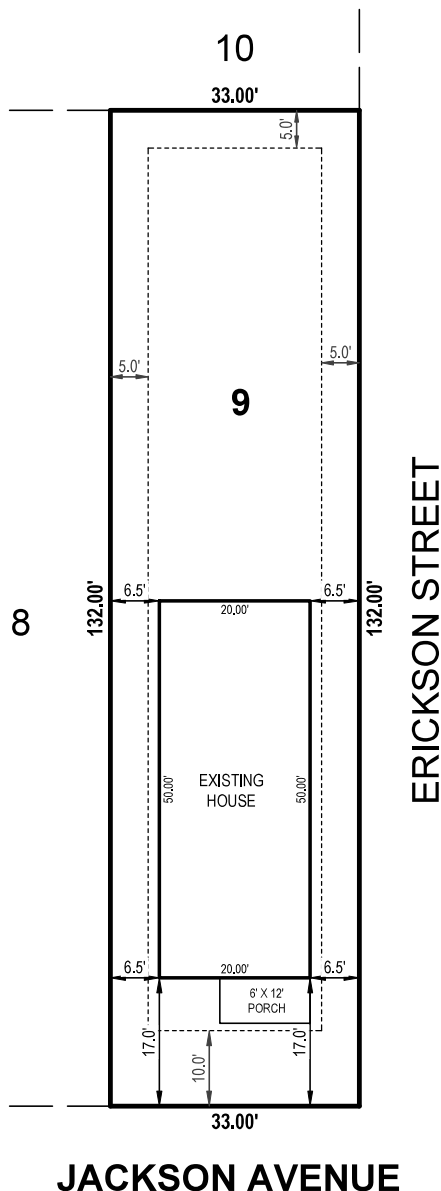
THE DRAWING BOARD, INC.

1285 RANSOM ST. - ZEELAND, MI 49464

616-875-DRAW (3729)

tim@thedrawingboard.us

Note: Every attempt has been made in the preparation of this plan to avoid mistakes. However, the maker cannot guarantee against human error. Dimensions and details must be checked by contractor and subcontractors on the job. All dimensions are figured as rough, 2 X 4 being 1- 1/2" X 3- 1/2".
Copyright 2025 The Drawing Board, Inc.
Unauthorized reproduction of these plan is prohibited by law.



DESCRIPTION

CITY OF MUSKEGON REVISED PLAT OF 1903 LOT
9 BLK 141 EXC N 8 FT SD LOT FOR ALLEY SBJT TO
ESMNT RECORD L:89 P:531

Address: 312 JACKSON AVE, MUSKEGON, MI 49442

Parcel#: 61- 24-205-141-0009-00

(Quit Claim Deed, Instrument No. 457781LKR, Dated
March 25, 2025, Muskegon County Register of Deeds)

LEGEND

----- Zoning Setback Line

SURVEYOR'S NOTE: Zoning setback lines shown hereon have not been verified by the municipality. Municipal approval of the proposed location should be obtained prior to commencement of construction.

NOTE: Care has been taken to meet proper setback requirements. However, municipal approval of the proposed location should be obtained prior to commencement of construction.

This sketch was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

By: *Scott A. Hendges*
Scott A. Hendges Licensed Professional Surveyor No. 4001047953

SCALE: 1" = 20'

0' 10' 20'



NORTH

Sjaarda Homes and Properties, LLC
Derek Sjaarda
15131 Blueberry Ct
West Olive, MI 49460

312 Jackson Ave

DRAWN BY: DS
REV. BY:
REV.:

DATE: 4/3/2025
REV. DATE:

PRJ #: 25200518

1 OF 1

NEDERVELD
www.nederveld.com • 800.222.1868
Holland
730 Chicago Dr.
Holland, MI 49423
Phone: 616.393.0449
Grand Rapids • Ann Arbor

Resolution No. 2024-90(A)

MUSKEGON CITY COMMISSION

RESOLUTION TO CREATE AND AMEND NEIGHBORHOOD ENTERPRIZE ZONE DISTRICTS WITHIN
THE CITY OF MUSKEGON

WHEREAS, the City of Muskegon currently has established Neighborhood Enterprise Zone districts within the City pursuant to Public Act 147 of the Michigan Public Acts of 1992, and;

WHEREAS, the City of Muskegon would like to amend existing Neighborhood Enterprise Zone districts to new locations within the City, and;

WHEREAS, the City of Muskegon would like to remove certain areas from the Neighborhood Enterprise Zone and;

WHEREAS, notices were sent to the local taxing jurisdictions on October 10, 2024, and;

WHEREAS, a public hearing was held regarding the creation of this new district on October 22, 2024 at a regular commission meeting of the City of Muskegon; and;

WHEREAS, the old district boundaries will include properties as shown in Exhibit A, and;

WHEREAS, the new and removed boundaries will include properties as shown in Exhibit B, and;

WHEREAS, the total square footage of Neighborhood Enterprise Zone districts in Muskegon will not exceed 15% of the total square footage of the City pursuant to the Act;

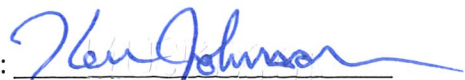
NOW, THEREFORE, BE IT RESOLVED that the new Neighborhood Enterprise Zone districts in the City of Muskegon have been approved.

Adopted this 22nd day of October, 2024.

Ayes: Gorman, Kochin, St.Clair, Johnson, Kilgo, Keener, and German

Nays: None

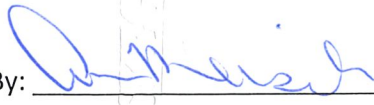
Absent: None

By: 
Ken Johnson, Mayor

Attest: 
Ann Meisch City Clerk

CERTIFICATION

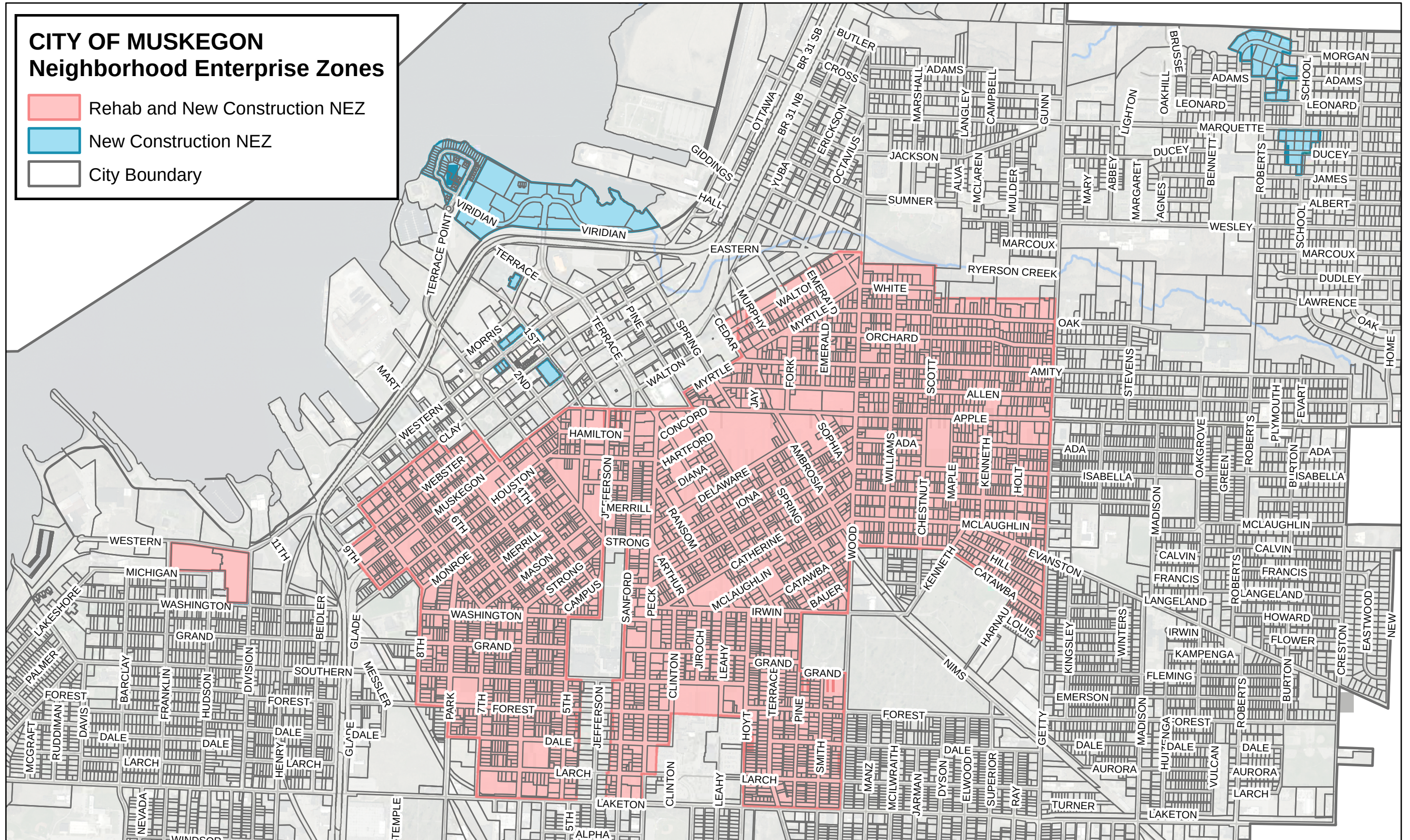
I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Commission of the City of Muskegon, County of Muskegon, Michigan at a regular meeting held on October 22, 2024.

By: 
Ann Meisch City Clerk

CITY OF MUSKEGON

Neighborhood Enterprise Zones

- Rehab and New Construction NEZ
- New Construction NEZ
- City Boundary





Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: April 22, 2025	Title: Approval of Minutes															
Submitted by: Ann Meisch, City Clerk	Department: City Clerk															
Brief Summary: To approve minutes of the April 7, 2025, Worksession Meeting, and the April 8, 2025, City Commission Meeting.																
Detailed Summary & Background:																
Goal/Focus Area/Action Item Addressed: <u>Key Focus Areas:</u> <u>Goal/Action Item:</u>																
Amount Requested:	Budgeted Item: <table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> <td>N/A</td> <td>X</td> <td></td> </tr> </table>	Yes		No		N/A	X									
Yes		No		N/A	X											
Fund(s) or Account(s):	Budget Amendment Needed: <table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> <td>N/A</td> <td>X</td> <td></td> </tr> </table>	Yes		No		N/A	X									
Yes		No		N/A	X											
Recommended Motion: Approval of the minutes.																
Approvals: <table border="1"> <tr> <td>Immediate Division Head</td> <td></td> <td></td> </tr> <tr> <td>Information Technology</td> <td></td> <td></td> </tr> <tr> <td>Other Division Heads</td> <td></td> <td></td> </tr> <tr> <td>Communication</td> <td></td> <td></td> </tr> <tr> <td>Legal Review</td> <td></td> <td></td> </tr> </table>	Immediate Division Head			Information Technology			Other Division Heads			Communication			Legal Review			Guest(s) Invited / Presenting: No
Immediate Division Head																
Information Technology																
Other Division Heads																
Communication																
Legal Review																

CITY OF MUSKEGON

CITY COMMISSION WORKSESSION

April 7, 2025 @ 5:30 PM

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

MINUTES

CALL TO ORDER

Present: Mayor Ken Johnson, Vice Mayor Rebecca St. Clair, Commissioners Willie German, Jr., Jay Kilgo, Rachel Gorman, and Katrina Kochin, City Manager Jonathan Seyferth, and City Clerk Ann Marie Meisch
Absent: Commissioner Destinee Keener

2025-27 NEW BUSINESS

A. Parking Enforcement Management System Public Safety

The police department is looking to switch over to a new parking enforcement management system for paid parking to increase efficiency for our parking enforcement officers and a more user-friendly experience for consumers. Parking Enforcement has a contract with Passport Inc. to provide services for people to purchase daily paid parking passes as well as pay any parking citation. Their contract expires on 07/19/2025. We are looking into a new parking enforcement system to increase efficiency and accuracy. T2 Systems came in at the lowest bid compared to Passport and Aims Parking. T2 Systems quoted \$22,126 for the first year and a \$10,764 annual cost for each year after that.

T2 Systems also has a user-friendly app for customers to purchase paid parking and a responsive customer service team. Using the T2 Systems would still allow for annual parking passes to be purchased at kiosks. T2 Systems would add additional options for people to purchase daily passes using an app, pay for parking citations using an app, and parking enforcement to check parking passes by reading license plates.

Timothy Kozal, Public Safety Director, explained the item and answered questions.

B. Community Organization Gatherings at Farmers Market City Clerk

Staff met with the City Attorneys to create a guideline for requests from community organizations to be in attendance at the farmers market. The Farmers Market receives requests from organizations to participate at the farmers market to raise funds for their organization, bring awareness to their organization, gather signatures for petitions, etc. The City Attorneys reviewed our current guideline and suggested some changes. Staff is suggesting groups must fill out the request to be at the market. Three organizations will be allowed at the market at a time. The organization may bring one - four foot table and two chairs and a 10x10 tent. The Market Manager will place the organization between the picnic table area and food trucks on Market Street. Organizations may attend up to three times per season. Selling of items will be prohibited. City Clerk Ann Marie Meisch and Renae Hessling, Farmers Market Staff, explained the item and answered questions. This will be brought back to Commission at the April 8th City Commission Meeting.

PUBLIC COMMENT

Public comments received.

ADJOURNMENT

The City Commission meeting adjourned at 6:18 p.m.

Respectfully Submitted,

Ann Marie Meisch, MMC City Clerk

CITY OF MUSKEGON

CITY COMMISSION MEETING

April 8, 2025 @ 5:30 PM

**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, Michigan at 5:30 p.m., Tuesday, April 8, 2025. Reverend Dr. D. W. Tolbert from the New Hope Baptist Church, opened the meeting with prayer, after which the Commission and public recited the Pledge of Allegiance to the Flag.

ROLL CALL

Present: Mayor Ken Johnson, Vice Mayor Rebecca St. Clair, Commissioners Jay Kilgo, Willie German, Jr., Rachel Gorman, and Katrina Kochin, City Manager Jonathan Seyferth, Assistant City Attorney William Meier, and City Clerk Ann Marie Meisch
Absent: Commissioner Destinee Keener

2025-28 PUBLIC HEARINGS

A. Brownfield Plan Amendment- 221 W. Webster Ave., 1040 2nd St., 221 West Webster, LLC Economic Development

221 West Webster, LLC is requesting consideration of their brownfield plan amendment for the redevelopment project located at 221 West Webster Avenue and 1040 2nd Street.

The City of Muskegon Brownfield Redevelopment Authority has received a request from 221 West Webster, LLC for approval of a Brownfield Plan Amendment under Act 381. The proposed amendment involves the completed redevelopment of the former Huntington Bank building, known as Core Plaza, located at 221 West Webster Avenue & 1040 2nd Street, Muskegon, MI 49440. The redevelopment, initiated in 2021 and completed in 2025, successfully transformed the building into a multi-suite commercial structure featuring a restaurant, boutique retail spaces, and office space. The completed project consists of 42,888 sq ft of restored commercial space with an estimated 45 jobs created. Approval of the Act 381 Brownfield Plan Amendment to include the eligible property located at 221 West Webster Avenue & 1040 2nd Street within the City's existing Brownfield Plan. This amendment permits the use of tax increment financing (TIF) to reimburse the developer for eligible activities

totaling \$838,500. The estimated administrative cost to the Authority is \$105,018, and the Local Brownfield Revolving Fund capture is estimated at \$306,814. The Public Hearing opened to hear and consider any comments from the public. No public comments were made.

STAFF RECOMMENDATION: I move to close the public hearing and approve the Brownfield Plan Amendment for 221 West Webster, LLC and authorize the Mayor and City Clerk to sign.

Motion by Commissioner German, second by Commissioner Kochin, to close the public hearing and approve the Brownfield Plan Amendment for 221 West Webster, LLC and authorize the Mayor and City Clerk to sign.

ROLL VOTE: Ayes: Kilgo, German, Gorman, Kochin, St.Clair, and Johnson
Nays: None

MOTION PASSES

PUBLIC COMMENT ON AGENDA ITEMS

No public comments were received.

2025-29 CONSENT AGENDA

A. Approval of Minutes City Clerk

To approve minutes of the March 25, 2025, City Commission Meeting.

STAFF RECOMMENDATION: Approve the minutes.

D. Fireworks Display Permit for Muskegon Country Club City Clerk

Pyrotecnico Fireworks, Inc., is requesting approval of a fireworks display permit for Saturday, July 5, 2025, at Muskegon Country Club, 2801 Lakeshore Drive. The Fire Marshall will inspect the fireworks on the day of the event.

STAFF RECOMMENDATION: Approve the fireworks display permit for Pyrotecnico Fireworks, Inc., contingent upon inspection of the fireworks.

E. Rezoning of 1201 and 1147 3rd St and 236 Monroe Ave. (SECOND READING) Planning

Staff-initiated request to rezone the properties at 1201 and 1147 3rd St and 236 Monroe Ave from Convenience & Comparison Business (B-2) to Form-Based Code, Mainstreet (FBC, MS).

The "Midtown" portion of 3rd was rezoned from B-2 to Form-Based Code, Mainstreet in 2015. During the rezoning process a couple of property owners were hesitant to

rezone because of current or potential developments. The vacant lot at 1201 3rd St was being used as a used-car sales lot at the time, but it has been vacant for close to 10 years. It's not exactly clear why the parking lot of 1147 3rd St and 236 Monroe Ave were not rezoned at the time. However, both of the parcels are considered non-buildable under the B-2 designation because they do not meet the minimum lot size of 10,890 sf and 100 feet of width.

At the public hearing, the property owners adjacent to the property at 236 Monroe Ave disagreed with the recommendation to rezone it to FBC, MS. Staff agreed with them and suggested that we remove 236 Monroe Ave off of the request. Staff will bring forward another zoning amendment request in the future to rezone the property to FBC, UR.

The Planning Commission unanimously recommended to approve the request to rezone 1201 and 1147 3rd St from B-2 to FBC, MS.

STAFF RECOMMENDATION: I move to approve the rezoning of 1147 and 1201 3rd St from B-2 to Form Based Code, MS.

F. Rezoning of 1148 4th St and 318/350 Houston Ave. (SECOND READING) Planning

Staff-initiated request to rezone the properties at 1148 4th St, 318 Houston Ave from Limited Business (B-1), and 350 Houston Ave from High-Density Multiple-Family Residential (RM-3) to Form-Based Code, Neighborhood Core (FBC, NC).

This area of "Midtown" was rezoned to Form Based Code in 2015. Most of the parcels were zoned to FBC, UR because they were either single-family, duplex, or small multiplex buildings. At the time, these three properties were left out of the rezoning because they did not fit the FBC, UR designation. However, staff has reviewed the form-based code and has determined that the FBC, NC designation will work well for these properties and the buildings and uses would be considered legally conforming. The Nelson Place apartments would be considered a Flex building in the form-based code and the new designation would even allow for mixed-uses if the chose to do that someday. The properties at 1148 4th St and 318 Houston would be considered small multiplexes. Small multiplexes were not allowed as a permitted use in FBC, UR districts at that time, so this property was not included in the initial rezoning request of 2015. This density is allowed within the FBC, NC zoning designation and so are the office uses.

The Planning Commission unanimously (7-0, two members absent) recommended approval of the rezoning request.

STAFF RECOMMENDATION: I move to approve the request to rezone the properties at 1148 4th St, 318 Houston Ave, and 350 Houston Ave to Form-Based Code, Neighborhood Core.

H. Rezoning of several properties from Two-Family Residential (RT) to Neighborhood Residential (R). (SECOND READING) Planning

Staff-initiated request to rezone the following properties from Two-Family Residential (RT) to Neighborhood Residential (R):
410/420/428/438/448/456/466/478/508/524/528/530/532/558/562/568/580/586/592/600 Adams Ave, 275 Marshall St, 462/478/494/508/524/540/556/568/594 S Quarterline Rd, 1150/1160/1168/1192/1206 Ambrosia St, 370/376/384/390 Catherine Ave, 1174/1185/1191 Wood St, 353/357/361/369 E Isabella Ave, 1113/1119 Sophia St, 396/422/428/438 McLaughlin Ave, 463 Catawba Ave, 557 McLaren St, 2407 Barclay St, 11/17 Delaware Ave, and 955 W. Laketon Ave.

As described in the previous case, staff recommends eliminating the RT zones because we now have better options to allow for duplexes and higher densities. Staff is proposing to rezone these properties from RT to R, Neighborhood Residential. These lots fit the size requirements for the proposed zoning district and the rezonings will make most of these lots legally conforming, whereas most of them are considered legally, non-conforming under the RT designation. These lots are characterized as small-to-medium sized residential lots without the presence of an alley. Without an alley present, the R designation allows only single-family detached houses, duplexes, and accessory dwelling units. Triplexes would not be allowed because there are no alleys associated with these lots.

Staff held a focus group in February with all of the associated property owners. Those in attendance were very supportive of the initiative and requested that we move forward with the rezonings. Notice was sent to all properties within 300 feet of the properties to be rezoned. At the time of this writing, staff has not received any comments from the public.

The Planning Commission unanimously (7-0, two members absent) recommended to approve the rezoning request.

STAFF RECOMMENDATION: I move to approve the request to rezone the above listed addresses from Two-Family Residential (RT) to Neighborhood Residential (R).

I. Rezoning of 1769, 1733, 1715, 1766, 1752, 1736, 1724, 1720, and 1714 Beidler St. (SECOND READING) Planning

Staff-initiated request to rezone the following properties from Neighborhood Residential (R) to Form-Based Code, Neighborhood Edge (FBC-NE):

1769/1733/1715/1766/1752/1736/1724/1720/1714 Beidler St.

This section of Beidler St intersects with the business district along Laketon Ave and is comprised mostly of mixed-use and retail buildings. However, many of the buildings and most of their uses are considered legally non-conforming because they are all zoned R, Neighborhood Residential. The current zoning designation limits development and use options and requires building owners to apply for Special Use Permits for any commercial or multifamily uses. Staff believes these buildings would be better served with a Form Based Code designation that allows for mixed-uses by right.

The mid-block alley serves as a natural barrier between the properties proposed for rezoning and the R district to the north. The property at 1727 Beidler St was recently rezoned to FBC, NE this February.

The Planning Commission unanimously (7-0, two members absent) recommended to approve the rezoning request.

STAFF RECOMMENDATION: I move to approve the request to rezone the addresses listed above from R, Neighborhood Residential to Form Based Code, Neighborhood Edge.

M. Community Organization Gatherings at Farmers Market City Clerk

Staff met with the City Attorneys to create a guideline for requests from community organizations to be in attendance at the farmers market.

The Farmers Market receives requests from organizations to participate at the farmers market to raise funds for their organization, bring awareness to their organization, gather signatures for petitions, etc.

The City Attorneys reviewed our current guideline and suggested some changes. Staff is suggesting groups must fill out the request to be at the market. Three organizations will be allowed at the market at a time. The organization may bring one - four foot table and two chairs and a 10x10 tent. The Market Manager will place the organization between the picnic table area and food trucks on Market Street. Organizations may attend up to three times per season. Selling of items will be prohibited.

STAFF RECOMMENDATION: To approve the Community Organization application as presented.

N. Datacenter Core Technology Upgrade Information Technology

Staff recommends the approval of the equipment and licensing for our main data center upgrade.

The core infrastructure of our primary data center is aging and needs upgrades. Our servers have been in production for over eight years, and extended support for them ends in April 2025. The network switches have been in production for over 10 years, are no longer supported, and are considered end-of-life. The Windows Server licensing is required to upgrade our virtual servers to the latest versions.

STAFF RECOMMENDATION: To approve the purchase of data center hardware and licensing upgrades.

O. Concur with CRC Recommendations City Clerk

To concur with CRC recommendations to accept resignation and make appointments.

To accept the resignation of Dave Wendtland from the Civil Service Commission and appoint Georgia Moss as Citizen, with a term ending 1/31/2027; appoint Nils Bodman

to the Lakeside Business Improvement District as Assessed Property Owner or Representative, with a term ending 1/31/2026; and appoint William C. Muhammad to the Citizen's Police Review Board as a Member of a Minority-Based Organization, with a term ending 1/31/2027.

STAFF RECOMMENDATION: To accept the resignation of Dave Wendtland from the Civil Service Commission and appoint Georgia Moss as Citizen, with a term ending 1/31/2027; appoint Nils Bodman to the Lakeside Business Improvement District as Assessed Property Owner or Representative, with a term ending 1/31/2026; and appoint William C. Muhammad to the Citizen's Police Review Board as a Member of a Minority-Based Organization, with a term ending 1/31/2027.

Motion by Vice Mayor St.Clair, second by Commissioner Gorman, to approve the Consent Agenda as presented minus Items B, C, G, J, K and L.

ROLL VOTE: Ayes: German, Gorman, Kochin, St.Clair, Johnson, and Kilgo
Nays: None

MOTION PASSES

2025-30 ITEMS REMOVED FROM THE CONSENT AGENDA

B. Beach Shuttle Service Recommendation Manager's Office

Staff is requesting approval of the proposed beach shuttle service. Staff has investigated options for transit service to and among our beaches. Proposals were made by Muskegon Area Transit and Pioneer Resources.

The first is a beach circulator option where transit service will circulate among Harbour Towne, Margaret Drake Eliot, Pere Marquette, Beachwood, and Kruse Parks. The second option is a downtown to beach connector providing connection from Downtown and Lakeside to Pere Marquette Park. Each end of the route is further serviced by transit through the beach circulator and regular MATS operations/routes (during times of regular MATS operations).

Adjustments were made to each of the options per discussion at the recent work session.

Beach Circulator	to 8 pm	to 9 pm
MATS	\$18,000	\$18,400
Pioneer Resources	\$25,100	\$25,900
Downtown to Beach Connector	to 8 pm	to 9 pm
MATS	\$67,500	did not request a quote
Pioneer Resources 1 bus	\$25,100	\$25,900
Pioneer Resources 2 busses	\$50,200	\$51,800

Staff recommends contracting with MATS for the beach circulator and with Pioneer Resources for two busses to cover the downtown to beach connector. Costs for the service will be borne by beach parking revenue. Staff also recommends conducting surveys during the summer service to understand how it is received and what changes should be considered for the future.

Once commissioners agree on the service proposal, formal contracts will be developed and follow the approval process per the purchasing policy.

STAFF RECOMMENDATION: to approve the beach shuttle service proposal.

Motion by Commissioner German, second by Commissioner Gorman, to approve the beach shuttle service proposal.

ROLL VOTE: Ayes: German, Gorman, Kochin, St.Clair, Johnson, and Kilgo
Nays: None

MOTION PASSES

C. Amendment to the zoning ordinance - Planned Unit Development (PUD) compliance Planning

Staff-initiated request to amend Section 2101 of the zoning ordinance to require the Zoning Administrator to review all Planned Unit Development sites for accuracy before a certificate of occupancy can be issued for any building.

Staff is proposing to add additional language to the PUD regulations that requires the Zoning Administrator to ensure compliance with the site plan before a certificate of occupancy can be obtained for a building. There have been some issues over the years with some PUDs receiving a certificate of occupancy without fully complying with the approved site plan. Most recently, the absence of this proposed language has caused confusion in the Harbour Towne development regarding the installation of sidewalks. A certificate of occupancy is issued by the Inspections Department. If the amendment is approved, the Inspections Department would require the Zoning Administrator to sign off on the project before the certificate of occupancy is issued. The Planning Commission recommended a different wording for the ordinance amendment. They unanimously recommended in favor (6-0, 3 members absent) of the following ordinance language:

Section 2101

6. The Zoning Administrator shall ensure reasonable progress is being made to comply with all of the provisions and requirements of the PUD plan and construction and placement of all of the improvements therein before a certificate of occupancy may be issued for any building within the PUD. Before a certificate of occupancy for the final elements of the PUD, the Zoning Administrator shall ensure complete compliance with all of the provisions and requirements of the PUD plan and construction and placement of all of the improvements therein before a certificate of occupancy is issued.

STAFF RECOMMENDATION: I move to approve the amendment to Section 2101 of the zoning ordinance as proposed by the Planning Commission.

Motion by Commissioner Kilgo, second by Commissioner Kochin, to approve the amendment to Section 2101 of the zoning ordinance as proposed by the Planning Commission.

**ROLL VOTE: Ayes: Gorman, Kochin, St.Clair, Johnson, Kilgo, and German
Nays: None**

MOTION PASSES (REQUIRES SECOND READING)

G. Rezoning of 429, 433, 451, 461, 477, 485, 491, 501, 507, 513, 521, 527 E Apple Ave and 1022 Williams St. (SECOND READING) Planning

Staff-initiated request to rezone the following properties from Two-Family Residential (RT) to Form-Based Code, Neighborhood Edge (FBC, NE):

429/433/451/461/477/485/491/501/507/513/521/527 E Apple Ave and 1022 Williams St.

There are only 70 properties within the City that are zoned RT, Two-Family Residential.

The zoning designation could be considered outdated because we now have the FBC, UR designation that also allows for duplexes.

The RT designation requires large lots for the development of duplexes, whereas the FBC designation allows for their development on smaller lots. RT lots must be at least 8,712 sf in size and at least 75 feet wide. This requirement makes almost all properties zoned RT legally-non-conforming because they are not wide enough. Nothing could be developed on most of these properties and the existing houses are considered grandfathered. A duplex in the FBC designation can be built on a lot that is only 40 feet wide.

The FBC, UR designation allows for single-family detached houses, duplexes and accessory dwellings units. It also allows for triplexes if there is an alley present. Staff recommends eliminating the RT zoning designation. In order to do so, we must first rezone all 70 of the RT properties that currently exist. Staff proposes to rezone these 10 properties to FBC, NE because they are located along Apple Ave adjacent to a business district and there are also alleys present, so the infrastructure already exists to support higher density.

Staff held a focus group in February with all of the associated property owners. Those in attendance were very supportive of the initiative and requested that we move forward with the rezonings. Notice was sent to all properties within 300 feet of the properties to be rezoned. At the time of this writing, staff has not received any comments from the public.

The Planning Commission unanimously (7-0, two members absent) recommended approval of the rezoning request.

STAFF RECOMMENDATION: I move to approve the request to rezone the addresses

listed above from RT to FBC, NE.

Motion by Commissioner German, second by Vice Mayor St.Clair, to approve the request to rezone the addresses listed above from RT to FBC, NE.

**ROLL VOTE: Ayes: Kochin, St.Clair, Johnson, Kilgo, German, and Gorman
Nays: None**

MOTION PASSES

J. Ordinance Amendment - International Property Maintenance Code Public Safety

Building codes are currently enforced by the 2015 International Property Maintenance Code and need to be updated to follow the 2021 version. City of Muskegon Building Inspections follow the International Property Maintenance Code (IPMC) to enforce property maintenance. Ordinances are currently written to follow the 2015 code but need to be updated to reflect the 2021 IPMC. Adopting the 2021 IPMC ensures consistent, minimum standards for property maintenance, promotes public health and safety and provides clear expectations for property owners and occupants.

STAFF RECOMMENDATION: I move to adopt the 2021 International Property Maintenance Code for all city ordinances.

Motion by Commissioner Kilgo, second by Vice Mayor St.Clair, to adopt the 2021 International Property Maintenance Code for all city ordinances.

**ROLL VOTE: Ayes: St.Clair, Johnson, Kilgo, German, Gorman, and Kochin
Nays: None**

MOTION PASSES (REQUIRES SECOND READING)

K. Approval of Amendment from Placer Labs. Inc. Economic Development

The City of Muskegon's Placer agreement is due for renewal. The City of Muskegon entered into an Order Form agreement with Placer Labs, Inc. on April 14, 2021, which is now due for renewal. This Amendment extends the agreement for an additional 12 months starting on April 14, 2025. Key changes include:

- Annual License Fee Increase: From \$16,800 to \$17,640.
- Future Fee Increases: Placer Labs, Inc. may increase fees annually, by the greater of CPI or 5% per annum.

STAFF RECOMMENDATION: I move to approve the Amendment to Order Form to continue services with Placer Labs, Inc. under the revised terms and authorize Jake

Eckholm to sign.

Motion by Vice Mayor St.Clair, second by Commissioner Gorman, to approve the Amendment to Order Form to continue services with Placer Labs, Inc. under the revised terms and authorize Jake Eckholm to sign.

**ROLL VOTE: Ayes: Johnson, Kilgo, German, Gorman, Kochin, and St.Clair
Nays: None**

MOTION PASSES

L. City of Muskegon Park Rules DPW- Parks

Staff requests approval of Park Rules for City of Muskegon Parks. These are the same rules proposed to the Commission in February and failed to pass. The PRAC (Parks & Recreation Advisory Committee) voted to propose the same rules again to encourage the City Commission to find a way to move forward. The PRAC continues to believe clear park rules are important to support park rangers and resident safety.

STAFF RECOMMENDATION: Move to adopt the Park Rules for City of Muskegon Parks as presented.

Motion by Commissioner Kochin, second by Commissioner Kilgo, to adopt the Park Rules for City of Muskegon Parks as presented with an amendment to rule #4 - Restrictions on Smoking and Vaping: No smoking or vaping within 100 feet of play areas and pavilions.

**ROLL VOTE: Ayes: Kilgo, Gorman, Kochin, St.Clair, and Johnson
Nays: German**

MOTION PASSES

2025-31 NEW BUSINESS

A. 2nd Quarter Reforecast FY 2024-25 Finance

At this time, staff is asking for approval of the 2nd Quarter budget reforecast for the 24/25 fiscal year.

Highlights of 2nd Quarter Budget Reforecast:

101 General Fund

Revenues:

Overall General Fund revenue projections are going up close by almost \$1,000,000. Led by Marijuana Tax collections, Miscellaneous, Federal Grants, and Parking Revenues.

Expenditures:

Overall, General Fund expenditures went up by \$600,000.

Mostly due to salary increases and grant expenditures

Overall, the General Fund has reduced the Original budgeted deficit by more than \$300,000.

STAFF RECOMMENDATION: To approve the 2nd Quarter fiscal year 2024-25 budget reforecast as presented by staff.

Motion by Vice Mayor St.Clair, second by Commissioner German, to approve the 2nd Quarter fiscal year 2024-25 budget reforecast as presented by staff.

ROLL VOTE: Ayes: German, Gorman, Kochin, St.Clair, Johnson, and Kilgo

Nays: None

MOTION PASSES

ANY OTHER BUSINESS

Commissioner Kochin asked why backing into the angled parking spaces at the beach is not allowed. City Manager Jonathan Seyferth, and Director Tim Kozal stated it is not allowed because of how they are angled. If you back in, when you pull out you will be facing the wrong way into traffic. It is part of our parking code.

It was also mentioned that there are a number of Easter Egg Hunts around the City.

Commissioner Kilgo asked if there has been a decision made on the Docks at Hartshorn. City Manager Jonathan Seyferth stated the we're operating under the premise that the developer is going to move forward with it on their own.

Mayor Johnson wanted to acknowledged and celebrated Commissioner Gorman for her recognition as Women of Influence by Crain's Grand Rapids Business Journal.

GENERAL PUBLIC COMMENT

Public comments received.

ADJOURNMENT

The City Commission meeting adjourned at 7:59 p.m.

Respectfully Submitted,

Ann Marie Meisch, MMC City Clerk



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: April 22, 2025	Title: Fresh Coast Climate Solutions - Climate Action Plan REMOVED PER STAFF REQUEST							
Submitted by: Peter Wills, Director of Governmental Relations	Department: Manager's Office							
Brief Summary: On Earth Day, April 22, staff will present the City's Government Operations Climate Action Plan as prepared by Fresh Coast Climate Solutions. The Plan will be used to manage Greenhouse Gas (GHG) risks and help identify targeted reduction opportunities with the goal of eliminating the organization's GHG emissions by 2040.								
Detailed Summary & Background: In April 2023, the City Commission passed a resolution declaring the city's commitment to climate action initiatives and to combat the impact of climate change on our community and planet. The city intends to reduce its organizational GHG emissions through deliberative budget, policy, and administrative actions. In February 2024, a Government Operations Greenhouse Gas Inventory was completed. Results of this Inventory are intended to inform the development of a Climate Action Plan. The City received a \$75,000 Community Energy Management Program grant through EGLE to offset the cost of the contract.								
Goal/Focus Area/Action Item Addressed: <u>Key Focus Areas:</u> <u>Goal/Action Item:</u> 2027 GOAL 4: FINANCIAL INFRASTRUCTURE - Maximized efficient use of existing infrastructure								
Amount Requested: NA	Budgeted Item: <table border="1"><tr><td>Yes</td><td>X</td><td>No</td><td></td><td>N/A</td><td></td><td></td></tr></table>	Yes	X	No		N/A		
Yes	X	No		N/A				
Fund(s) or Account(s): NA	Budget Amendment Needed: <table border="1"><tr><td>Yes</td><td></td><td>No</td><td>X</td><td>N/A</td><td></td><td></td></tr></table>	Yes		No	X	N/A		
Yes		No	X	N/A				
Recommended Motion: I move to accept the Government Operations-Climate Action Plan, as presented.								
Approvals:	Guest(s) Invited / Presenting:							

Immediate Division Head			No
Information Technology			
Other Division Heads	X		
Communication			
Legal Review			



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: April 22, 2025	Title: FY26 Chip Seal Program
Submitted by: Dan VanderHeide, Public Works Director	Department: Public Works
Brief Summary: Staff requests approval to enter into a contract with Pavement Maintenance Systems in the amount of \$258,245 for chip seal and fog seal services in the 2025-26 fiscal year.	
Detailed Summary & Background: Chip sealing has long been acknowledged as one of the most cost-effective ways of extending the life of a street. When applied at the right time, it can extend the life of a roadway by five or even ten years. It works by placing a water-tight seal on the pavement, and then covering that seal in "chips" (small rocks) that give friction back to the road surface. By keeping the water out, and preventing oxidization by the sun, two of the main sources of road deterioration are reduced. While chip seals are more traditionally seen in rural areas, they are becoming increasingly common in urban areas as well. The Muskegon County Road Commission, for example, has placed chip seals on Sherman Boulevard east of US-31 and on Sternberg Road east of Harvey Street, both high-traffic urban areas. Staff have carefully selected roadways that fit the criteria for successful chip seals, which are listed here and also shown on the included map: • Sherman from Beach to Lincoln • Getty from Marquette to US-31BR (Access Highway) • Broadmoor from Marquette to Brusse • Marquette from Harvey to Quarterline • Quarterline from Marquette to Stebbins The low bidder, Pavement Maintenance Systems, included a qualifier that their schedule for the 2025 construction season is nearly full, and they may not be able to accomplish the work yet this season. They have agreed to a deadline of June 30, 2026, so the work will be complete no later than next spring. The work will fall into next fiscal year (2025-26), and both the DPW Director and Manager agree that the Streets Fund Budget will easily accommodate this work and plan to include it in the FY26 budget presented to the Commission.	
Goal/Focus Area/Action Item Addressed: Key Focus Areas: Sustainability in financial practices and infrastructure	

Goal/Action Item:

2027 GOAL 4: FINANCIAL INFRASTRUCTURE - Maximized efficient use of existing infrastructure

Amount Requested:

\$258,245

Budgeted Item:

Yes		No	X	N/A		
-----	--	----	---	-----	--	--

Fund(s) or Account(s):

202 (Major Streets)

Budget Amendment Needed:

Yes		No	X	N/A		
-----	--	----	---	-----	--	--

Recommended Motion:

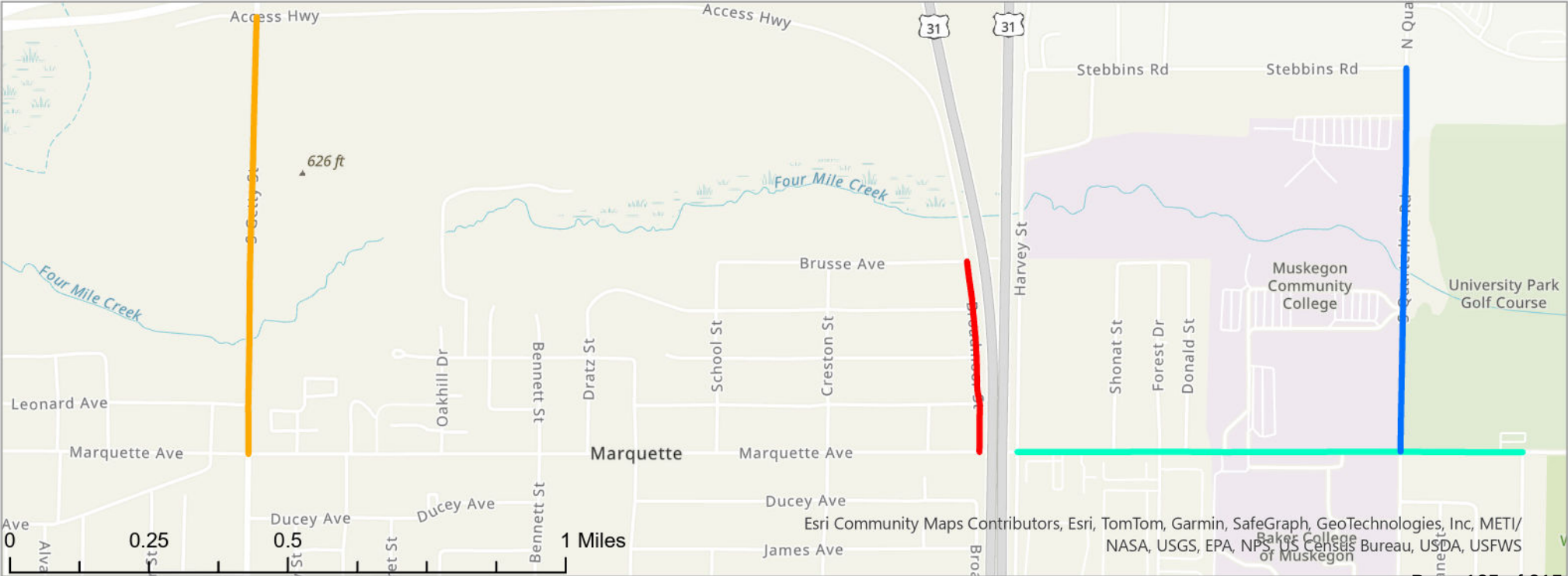
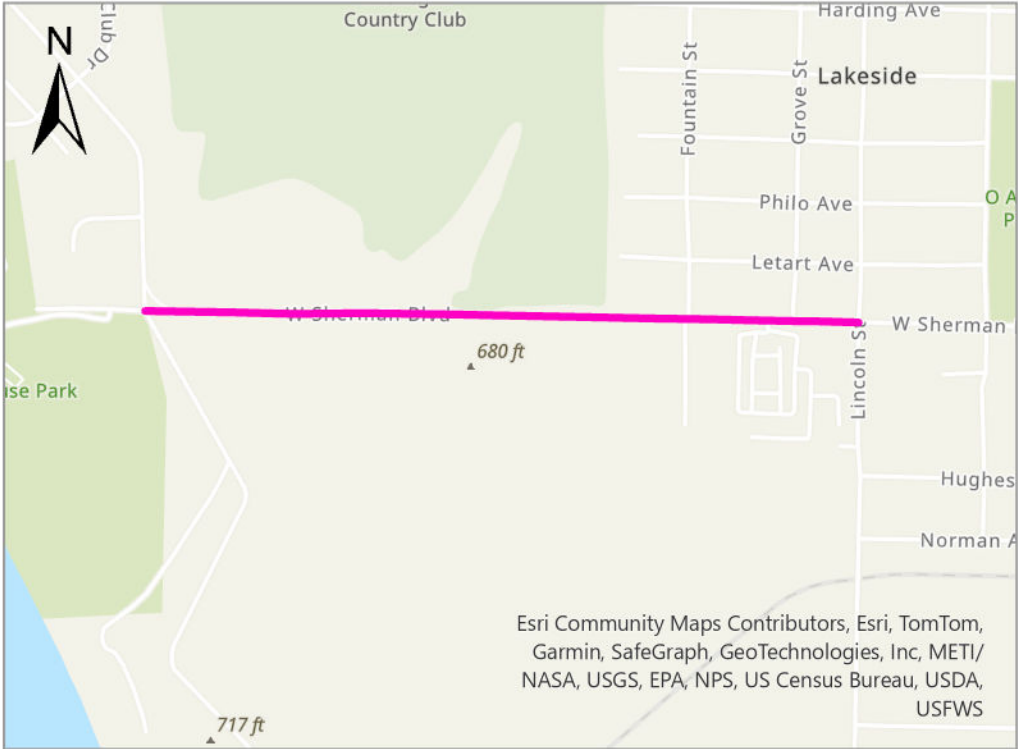
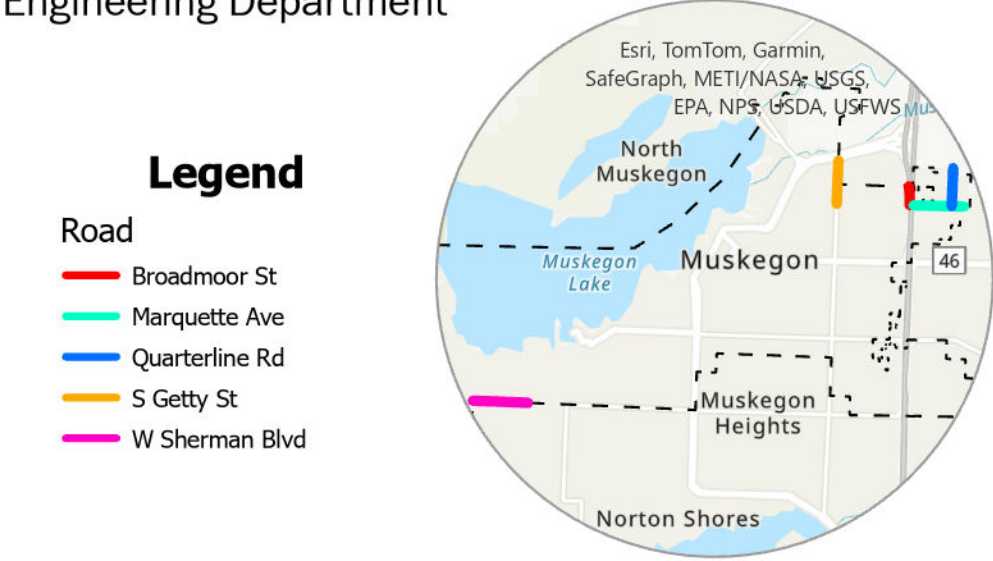
I move to approve staff to enter into a contract with Pavement Maintenance Systems in the amount of \$258,245 for chip seal and fog seal services in the 2025-26 fiscal year.

Approvals:

Immediate Division Head	X	
Information Technology		
Other Division Heads		
Communication		
Legal Review		

Guest(s) Invited / Presenting:

No



CITY OF MUSKEGON
2025 CHIP SEAL PROJECT
TABULATION OF BIDS

<u>Pavement Maint. Systems</u>				<u>Fahrner Asphalt Sealers</u>		
	<u>QTY</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>		<u>UNIT PRICE</u>	<u>AMOUNT</u>
Mobilization, Max \$29,100	1.00	\$ 29,000.00	\$ 29,000.00	1.00	\$ 20,000.00	\$ 20,000.00
Erosion Control, Inlet Protection, Fabric Drop	68.00	\$ 185.00	\$ 12,580.00	68.00	\$ 500.00	\$ 34,000.00
Chip Seal	59,000.00	\$ 2.63	\$ 155,170.00	59,000.00	\$ 4.47	\$ 263,435.00
Fog Seal	59,000.00	\$ 0.61	\$ 35,990.00	59,000.00	\$ 0.93	\$ 54,870.00
Pavt Mrkg, Waterborne, 4 inch, white	2,000.00	\$ 0.15	\$ 300.00	2,000.00	\$ 0.14	\$ 280.00
Pavt Mrkg, Waterborne, 4 inch, Yellow	30,000.00	\$ 0.15	\$ 4,500.00	30,000.00	\$ 0.14	\$ 4,200.00
Pavt Mrkg, Waterborne, 6 inch, White	5,500.00	\$ 0.20	\$ 1,100.00	5,500.00	\$ 0.25	\$ 1,375.00
Pavt Mrkg, Waterborne, 2nd Application, 4 inch, white	2,000.00	\$ 0.11	\$ 220.00	2,000.00	\$ 0.12	\$ 240.00
Pavt Mrkg, Waterborne, Second Application, 4 inch, Yellow	30,000.00	\$ 0.11	\$ 3,300.00	30,000.00	\$ 0.12	\$ 3,600.00
Pavt Mrkg, Waterborne, Second Application 6 inch, White	5,500.00	\$ 0.18	\$ 990.00	5,500.00	\$ 0.20	\$ 1,100.00
Pavt Mrkg, Waterborne, 24 inch, Stop Bar	200.00	\$ 9.00	\$ 1,800.00	200.00	\$ 6.00	\$ 1,200.00
Pavt Mrkg, Waterborne, 6 inch, Crosswalk	300.00	\$ 2.00	\$ 600.00	300.00	\$ 1.50	\$ 450.00
Pavt Mrkg, Waterborne, 2nd Application, 24 inch, Stop Bar	200.00	\$ 7.00	\$ 1,400.00	200.00	\$ 5.50	\$ 1,100.00
Pavt Mrkg, Waterborne, 2nd Application, 6 inch, Crosswalk	300.00	\$ 1.50	\$ 450.00	300.00	\$ 1.25	\$ 375.00
Pavt Mrkg, Waterborne, Lt Turn Arrow Sym	6.00	\$ 80.00	\$ 480.00	6.00	\$ 110.00	\$ 660.00
Pavt Mrkg, Waterborne, 2nd Application, Lt Turn Arrow Sym	6.00	\$ 65.00	\$ 390.00	6.00	\$ 100.00	\$ 600.00
Minor Traf Devices	1.00	\$ 1,875.00	\$ 1,875.00	1.00	\$ 10,000.00	\$ 10,000.00
Traf Regulator Control	1.00	\$ 8,100.00	\$ 8,100.00	1.00	\$ 10,000.00	\$ 10,000.00
			\$ 258,245.00			\$ 407,485.00



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: April 22, 2025	Title: Qualitative Assessment Contract Assignment							
Submitted by: LeighAnn Mikesell, Deputy City Manager	Department: Manager's Office							
Brief Summary: Staff is requesting permission to assign the phase 2 qualitative assessment contract with MGT to Mitchell Consulting Group, LLC.								
Detailed Summary & Background: In January of 2024, commission approved a contract with MGT to review a number of city policies for their impact on equity and provide recommendations for changes to existing policies as well as for new policies that further our efforts to realize our equity vision. The last phase of the project includes a qualitative assessment of our organization's strengths, weaknesses, and readiness to embrace these principles. Staff focus groups will be the primary mode of understanding the state of our current organization. MGT has recently modified its business model, phasing out cultural transformation solution offerings. They are requesting that the last portion of our contract be reassigned to Mitchell Consulting Group, LLC for administration. Vernetta Mitchell of Mitchell Consulting Group, LLC will serve as a Senior Technical Advisor who will review all draft and final deliverables on the project. Vernetta is a former MGT Director and close partner. Zunilda Rodriguez, the current MGT Project Director, will continue to manage the project and lead the team, lead client-facing meetings, and will direct all client deliverables across the project. Banen Al-Sheemary, a MGT Senior Consultant, will also continue to support all client-facing meetings and deliverables across the project. A capability statement for Mitchell Consulting Group, LLC is included for your reference. There will be no change to the contract price which will be included in the FY 2025/26 budget.								
Goal/Focus Area/Action Item Addressed: <u>Key Focus Areas:</u> <u>Goal/Action Item:</u> 2027 Goal 3: Community Connection								
Amount Requested: N/A	Budgeted Item: <table border="1"><tr><td>Yes</td><td></td><td>No</td><td></td><td>N/A</td><td></td><td></td></tr></table>	Yes		No		N/A		
Yes		No		N/A				

Fund(s) or Account(s): N/A			Budget Amendment Needed: <table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> <td>N/A</td> <td></td> </tr> </table>			Yes		No		N/A										
Yes		No		N/A																
Recommended Motion: to approve the contract assignment to Mitchell Consulting Group, LLC																				
Approvals: <table border="1"> <tr> <td>Immediate Division Head</td> <td></td> <td></td> </tr> <tr> <td>Information Technology</td> <td></td> <td></td> </tr> <tr> <td>Other Division Heads</td> <td></td> <td></td> </tr> <tr> <td>Communication</td> <td></td> <td></td> </tr> <tr> <td>Legal Review</td> <td>X</td> <td></td> </tr> </table>			Immediate Division Head			Information Technology			Other Division Heads			Communication			Legal Review	X		Guest(s) Invited / Presenting: No		
Immediate Division Head																				
Information Technology																				
Other Division Heads																				
Communication																				
Legal Review	X																			

March 28, 2025
LeighAnn Mikesell
Deputy City Manager
City Hall 2nd Floor
933 Terrace St.
Muskegon, MI 49440
231-724-6944

Dear LeighAnn Mikesell,

I am contacting you regarding our existing contract for the Organizational DEI Assessment. MGT has recently phased out its DEI solution offering as part of a strategic realignment. However, our commitment to delivering the scope and quality of work outlined in our agreement remains unchanged.

To ensure continuity, we are requesting that the contract be reassigned from MGT to Mitchell Consulting Group, LLC. Mitchell Consulting Group, LLC is led by Vernetta Mitchell, a trusted former MGT Director and close partner, with whom we have and continue to collaborate extensively. The same project team will continue to support this engagement, ensuring a seamless transition with no disruption to service or deliverables.

Per the contract, we're looking for written approval – either via letter or e-mail – to move forward, and our Contracts team will ensure we handle the next steps. We appreciate your support and look forward to continuing our work together.

Best regards,



Patrick Dyer
Vice President

CAPABILITIES STATEMENT

GENERAL INFORMATION

Principal Consultant: Vernetta Mitchell
Name: Mitchell Consulting Group, LLC
Year Incorporated: 2019
State of Incorporation: North Carolina
Corporation Type: Limited Liability Company
D-U-N-S Number: 11-162-6085
CAGE Code: 8EXH4

CONTACT INFORMATION

☎ (704) 330-9429
✉ vernetta@mitchconsultgroup.com
🌐 www.mitchconsultgroup.com

CERTIFICATIONS

- 🏆 Carolinas-Virginia Minority Supplier Development Council
- 🏆 State of NC Historically Underutilized Business (HUB)
- 🏆 City of Charlotte MBE & SBE
- 🏆 Virginia Small, Women and Minority (SWaM)



MITCHELL CONSULTING GROUP

Creating Strategies that Build Futures

BUSINESS SUMMARY

Mitchell Consulting Group, LLC works with clients to create and execute strategies aimed at maximizing their supplier diversity inclusion. We have 20+ years of experience managing, designing, implementing, and evaluating the efficacies of supplier diversity programs. We have a range of comprehensive solutions that include community engagement, project management, contract compliance, strategic planning, disparity research, economic impact analysis of program spend, and program enhancements. We accomplish our work by incorporating techniques that will increase outreach to a targeted market, provide recommendations for program enhancements, and evaluate spending data that can "tell a story" about the efficacy of our client's programs.

CORE COMPETENCIES

- 🏆 Supplier Diversity Program Evaluation and Design
- 🏆 Economic Impact Analysis
- 🏆 Outreach and Engagement
- 🏆 Disparity Preparation and Research
- 🏆 MWSBE Contract Compliance
- 🏆 Project Management

PAST PERFORMANCE

- Managed 30+ minority, women, and disadvantaged business disparity studies.
- Evaluated, designed, and implemented supplier diversity programs for cities, counties, and school districts.
- Developed and implemented target strategies to increase diversity spend on large construction projects.
- Administered and managed supplier diversity programs in the public and private sectors.
- Conducted hundreds of hours of qualitative data collection and analysis with businesses across the nation gathering insight on best practices, barriers, etc.

DIFFERENTIATORS

- Multi-level experience in procurement, disparity research, construction, and contract management.
- Expertly qualified in supplier diversity program evaluation, development, and implementation. Subject matter expert in disparity study qualitative and qualitative data collection and analyses
- Well-honed facilitator able to plan, guide and manage objectives, tasks, and discussions.

NAICS AND NIGP CODES

NAICS

541611 Administrative Management and General Management
541618 Other Management Consulting
541720 Social science and Humanities research

NIGP

91875 Management Consulting
91835 DBE/HUB Consulting
91826 Communications: Public Relations Consulting
91858 Governmental Consulting
90933 Contractor Compliance Monitoring Services
91820 Business Consulting, Small
96129 Economic Impact Analysis



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: April 22, 2025	Title: Amendment to the zoning ordinance - Planned Unit Development (PUD) compliance (SECOND READING)
Submitted by: Mike Franzak, Planning Director	Department: Planning
Brief Summary: Staff-initiated request to amend Section 2101 of the zoning ordinance to require the Zoning Administrator to review all Planned Unit Development sites for accuracy before a certificate of occupancy can be issued for any building.	
Detailed Summary & Background: Staff is proposing to add additional language to the PUD regulations that requires the Zoning Administrator to ensure compliance with the site plan before a certificate of occupancy can be obtained for a building. There have been some issues over the years with some PUDs receiving a certificate of occupancy without fully complying with the approved site plan. Most recently, the absence of this proposed language has caused confusion in the Harbour Towne development regarding the installation of sidewalks. A certificate of occupancy is issued by the Inspections Department. If the amendment is approved, the Inspections Department would require the Zoning Administrator to sign off on the project before the certificate of occupancy is issued. The Planning Commission recommended a different wording for the ordinance amendment. They unanimously recommended in favor (6-0, 3 members absent) of the following ordinance language: Section 2101 6. The Zoning Administrator shall ensure reasonable progress is being made to comply with all of the provisions and requirements of the PUD plan and construction and placement of all of the improvements therein before a certificate of occupancy may be issued for any building within the PUD. Before a certificate of occupancy for the final elements of the PUD, the Zoning Administrator shall ensure complete compliance with all of the provisions and requirements of the PUD plan and construction and placement of all of the improvements therein before a certificate of occupancy is issued.	
Goal/Focus Area/Action Item Addressed: <u>Key Focus Areas:</u> <u>Goal/Action Item:</u> 2027 Goal 2: Economic Development Housing and Business	
Amount Requested:	Budgeted Item:

N/A	<table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> <td>N/A</td> <td>X</td> <td></td> </tr> </table>						Yes		No		N/A	X									
Yes		No		N/A	X																
Fund(s) or Account(s): N/A	Budget Amendment Needed: <table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> <td>N/A</td> <td>X</td> <td></td> </tr> </table>						Yes		No		N/A	X									
Yes		No		N/A	X																
Recommended Motion: I move to approve the amendment to Section 2101 of the zoning ordinance as proposed by the Planning Commission.																					
Approvals: <table border="1"> <tr> <td>Immediate Division Head</td> <td>X</td> <td></td> </tr> <tr> <td>Information Technology</td> <td></td> <td></td> </tr> <tr> <td>Other Division Heads</td> <td></td> <td></td> </tr> <tr> <td>Communication</td> <td></td> <td></td> </tr> <tr> <td>Legal Review</td> <td></td> <td></td> </tr> </table>			Immediate Division Head	X		Information Technology			Other Division Heads			Communication			Legal Review			Guest(s) Invited / Presenting: No			
Immediate Division Head	X																				
Information Technology																					
Other Division Heads																					
Communication																					
Legal Review																					

PLANNING COMMISSION EXCERPT

Proposed Amendment to Section 2101 (noted in red)

5. PUD Development Time Limits

- a. Construction of the improvements shown on the approved final PUD plan with all proposed buildings, parking areas, landscaping, and infrastructure must commence within one year of approval by the City Commission.
- b. Construction must be continued in a reasonable, diligent manner and be completed within five (5) years.
- c. Said five (5) year period may be extended if applied for in writing by the petitioner and granted by the City Commission following public notice and public hearing in accordance with Section 2332 of this ordinance. Failure to secure an extension shall result in a stoppage of all construction.

6. PUD Plan Compliance

- a. The Zoning Administrator shall ensure reasonable progress is being made to comply with all of the provisions and requirements of the PUD plan and construction and placement of all of the improvements therein before a certificate of occupancy may be issued for any building within the PUD. Before a certificate of occupancy for the final elements of the PUD, the Zoning Administrator shall ensure complete compliance with all of the provisions and requirements of the PUD plan and construction and placement of all of the improvements therein before a certificate of occupancy is issued.

CITY OF MUSKEGON
MUSKEGON COUNTY, MICHIGAN

ORDINANCE NO. _____

An ordinance to amend Section 2101 of the zoning ordinance to create regulations that require the Zoning Administrator to review all Planned Unit Development sites for accuracy before a certificate of occupancy can be issued for any building

THE CITY COMMISSION OF THE CITY OF MUSKEGON HEREBY ORDAINS:

SECTION 2101

6. PUD Plan Compliance

- a. The Zoning Administrator shall ensure reasonable progress is being made to comply with all of the provisions and requirements of the PUD plan and construction and placement of all of the improvements therein before a certificate of occupancy may be issued for any building within the PUD. Before a certificate of occupancy for the final elements of the PUD, the Zoning Administrator shall ensure complete compliance with all of the provisions and requirements of the PUD plan and construction and placement of all of the improvements therein before a certificate of occupancy is issued.

This ordinance adopted:

Ayes: _____

Nays: _____

Adoption Date: _____

Effective Date: _____

First Reading: _____

Second Reading: _____

CITY OF MUSKEGON

By: _____
Ann Meisch, MMC, City Clerk

CERTIFICATE

The undersigned, being the duly qualified clerk of the City of Muskegon, Muskegon County, Michigan, does hereby certify that the foregoing is a true and complete copy of an ordinance adopted by the City Commission of the City of Muskegon, at a regular meeting of the City Commission on the 8th day of April, at which meeting a quorum was present and remained throughout, and that the original of said ordinance is on file in the records of the City of Muskegon. I further certify that the meeting was conducted and public notice was given pursuant to and in full compliance with the Michigan Zoning Enabling Act, Public Acts of Michigan No. 33 of 2006, and that minutes were kept and will be or have been made available as required thereby.

DATED: _____, 2025.

Ann Meisch, MMC

Clerk, City of Muskegon

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

CITY OF MUSKEGON
NOTICE OF ADOPTION

Please take notice that on April 8, 2025, the City Commission of the City of Muskegon adopted an ordinance to amend Section 2101 of the zoning ordinance to require the Zoning Administrator to review all Planned Unit Development sites for accuracy before a certificate of occupancy can be issued for any building.

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

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

Published _____, 2025.

CITY OF MUSKEGON

By _____

Ann Meisch, MMC

City Clerk

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

Account No. 101-80400-5354



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: April 22, 2025	Title: Ordinance Amendment - International Property Maintenance Code (SECOND READING)							
Submitted by: Timothy Kozal, Public Safety Director	Department: Public Safety							
Brief Summary: Building codes are currently enforced by the 2015 International Property Maintenance Code and need to be updated to follow the 2021 version.								
Detailed Summary & Background: City of Muskegon Building Inspections follow the International Property Maintenance Code (IPMC) to enforce property maintenance. Ordinances are currently written to follow the 2015 code but need to be updated to reflect the 2021 IPMC. Adopting the 2021 IPMC ensures consistent, minimum standards for property maintenance, promotes public health and safety and provides clear expectations for property owners and occupants.								
Goal/Focus Area/Action Item Addressed: <u>Key Focus Areas:</u> <u>Goal/Action Item:</u> 2027 Goal 1: Destination Community & Quality of Life								
Amount Requested: N/A	Budgeted Item: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 12.5%;">Yes</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;">No</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;">N/A</td> <td style="width: 12.5%;">X</td> <td style="width: 12.5%;"></td> </tr> </table>	Yes		No		N/A	X	
Yes		No		N/A	X			
Fund(s) or Account(s): N/A	Budget Amendment Needed: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 12.5%;">Yes</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;">No</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;">N/A</td> <td style="width: 12.5%;">X</td> <td style="width: 12.5%;"></td> </tr> </table>	Yes		No		N/A	X	
Yes		No		N/A	X			
Recommended Motion: I move to adopt the 2021 International Property Maintenance Code for all city ordinances.								
Approvals: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Immediate Division Head</td> <td style="width: 10%; text-align: center;">X</td> <td style="width: 30%;"></td> </tr> </table>	Immediate Division Head	X		Guest(s) Invited / Presenting: No				
Immediate Division Head	X							

Information Technology			
Other Division Heads			
Communication			
Legal Review	X		

City of Muskegon
Muskegon County, Michigan
Ordinance Amendment No. _____

THE CITY OF MUSKEGON HEREBY ORDAINS:

Chapter 10, Sections 10-401 through 415 are repealed and Chapter 10, Sections 10-501 through 10-503 are adopted of the Code of Ordinances of the City of Muskegon, Michigan as follows:

1. Chapter 10, Sections 10-401 through 10-415 of the Code of Ordinances of the City of Muskegon, Michigan, are repealed.
2. Chapter 10, Section 10-501 is adopted to read as follows:

Section 10-501. The International Property Maintenance Code of 2021 and all future amendments and revisions is adopted by reference and is incorporated in the ordinances of the City. A copy shall be kept on file in the office of the Clerk of the City of Muskegon. The International Property Maintenance Code be and is hereby adopted as the Property Maintenance Code of the City of Muskegon, State of Michigan for regulating and governing the conditions and maintenance of all property, buildings, and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and each and all of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code on file in the office of the City of Muskegon are hereby referred to, adopted, and made a part hereof, as fully set out in this legislation, with the additions, insertions, deletions and changes prescribed in Section 10-502 of this ordinance.

3. Chapter 10, Section 10-502 is adopted to read as follows:

Section 10-502. The following sections of the International Property Maintenance Code are amended, deleted or adopted as set forth as indicated.

- a) Section 101.1 Title. Shall be amended and restated to read as follows:

101.1 Title. These regulations shall be known as the International Property Maintenance Code of the City of Muskegon hereinafter referred to as “this code”.
- b) Section 104.1 Fees. Shall be amended and restated to read as follows:

104.1 Fees. The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be as adopted following proper procedures and as amended from time to time by the City of Muskegon.
- c) Section 109.3 Prosecution of Violation. Shall be amended and restated as follows

109.3 Prosecution of Violation. Any person failing to comply with a notice of violation or order served in accordance with Section 107 shall be deemed responsible of a civil infraction as determined by the local municipality, and the violation shall be deemed a strict liability offense. If the notice of violation is not

complied with, the code official may institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the structure in violation of the provisions of this code or of the order or the direction made pursuant thereto. Any action taken by the authority having jurisdiction on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

- d) Section 110.4 Failure to comply. Shall be amended and restated to read as follows:

110.4 Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be prosecuted as a civil infraction as provided by state or local laws.

- e) Section 302.4 Weeds. Shall be deleted in its entirety.
- f) Section 302.8 Motor Vehicles. Shall be deleted in its entirety.
- g) Section 304.2 Protective treatment. Shall be amended and restated to read as follows:

304.2 Protective treatment. Exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks, and fences, shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated, and surfaces repainted. Siding and masonry joints, as well as those between the building envelope and the perimeter of windows, doors, and skylights, shall be maintained weather resistant and watertight. Metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion, and surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.

All materials, colors, and product applications used in or for exterior repairs, including boarded up windows or doors, roofing, ceilings, soffits, fascia, decks, landings, porches, and similar repairs shall be installed in a workmanship manner, consistent with generally accepted construction practices and in accordance with the product manufacturers recommendations. All repairs shall be exterior weather protected and sealed tight. The materials, products, color and general design of the repair shall be the same as that of the existing structure.

- h) Section 304.14 Insect screens. Shall be amended and restated to read as follows:

304.14 Insect screens. During the period from April 1 to October 31, every door, window and other outside opening required for *ventilation* of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured,

packaged or stored shall be supplied with *approved* tightly fitting screens on minimum 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control shall have a self-closing device in good working condition. Screens shall not be required where other *approved* means, such as air curtains or insect repellent fans, are employed.

- i) Section 307.1. General. Shall be amended and restated to read as follows:

307.1 General. Every existing exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface that is more than 30 inches above the floor or grade below shall have guards. Handrails shall be not less than 30 inches in height or more than 42 inches in height measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Existing guards shall be not less than 30 inches in height above the floor of the landing, balcony, porch, deck, ramp, stair nosing, or other walking surface and shall not have openings that allow passage of a sphere greater than 6" in diameter. All new guardrails and handrails installed after the adoption of this ordinance shall be installed in accordance with the adopted building code. Guards shall not be required where exempted by the adopted building code.

- j) Section 308.2.2 Refrigerators. Shall be deleted in its entirety.

- k) Section 309.2 Owner. Shall be amended and restated to read as follows:

309.2 Owner. The owner of any structure shall be responsible for pest elimination within the structure prior to renting, leasing, or otherwise allowing occupancy of the structure. If the code official has reason to believe the structure has any insects, pests, or rodents, the code official shall have the authority to require the owner to eliminate the pests and submit a written statement from an licensed pest control agency stating that the structure has been treated and is free from insects, pests, or rodents prior to a certificate of compliance issued and before inspection and occupancy of the structure is permitted.

- l) Section 309.3 Single occupant. Shall be deleted in its entirety.

- m) Section 309.4 Multiple occupancy. Shall be deleted in its entirety.

- n) Section 309.5 Occupant. Shall be deleted in its entirety.

- o) Section 403.1 Habitable spaces. Shall be amended and restated to read as follows:

403.1 Habitable spaces. Every habitable space shall have not less than one openable window. The total openable area of the window in every room shall be equal to not less than 45 percent of the glazed area of the window.

- p) Section 403.3 Cooking facilities. Shall be amended and restated as follows:

403.3 Cooking facilities. All dwelling units shall include a kitchen that at a minimum includes a cooking appliance consisting of a stove, oven, and a refrigerator, all appliances shall be maintained in good condition. A cooking appliance shall not be permitted to be present in a rooming unit or dormitory unit.

- q) Section 404.3 Minimum ceiling heights. Shall be amended and restated as follows:

404.3 Minimum ceiling heights. *Habitable spaces*, hallways, corridors, laundry areas, *bathrooms*, *toilet rooms* and habitable *basement* areas shall have a minimum clear ceiling height of 6 feet 8 inches (2033 mm). In one- and two-family dwellings, beams or girders spaces not less than 4 feet (1219 mm) on center and projecting not greater than 6 inches (152 mm) below the required ceiling height. *Basement* rooms in one- and two-family dwellings occupied exclusively for laundry, study or recreation purposes, having a minimum ceiling height 6 feet 8 inches (2033 mm) with a minimum clear height of 6 feet 4 inches (1932 mm) under beams, girders, ducts and similar obstructions. Rooms occupied exclusively for sleeping, study or similar purposes and having a sloped ceiling over all or part of the room, with a minimum clear ceiling height of 6 feet 8 inches (2033 mm) over not less than one-third of the required minimum floor area. In calculating the floor area of such rooms, only those portions of the floor area with a minimum clear ceiling height of 5 feet (1524 mm) shall be included.

- r) Section 503.1 Privacy. Shall be amended and restated as follows:

503.1 Privacy. Toilet rooms and bathrooms shall provide privacy and shall not constitute the only passageway to a hall or other space, or to the exterior. A door and interior locking device shall be provided for all bathrooms and toilet rooms in a dwelling.

- s) Section 503.4 Floor surface. Shall be amended and restated as follows:

503.4 Floor surface. Every toilet room, bathroom, and kitchen/cooking room floor shall be maintained to be a smooth, hard, nonabsorbent surface to permit such floor to be easily kept in a clean and sanitary condition.

- t) Section 602.3 Heat Supply. Shall be amended and restated to read as follows:

602.3 Heat supply. Every *owner* and *operator* of any building who rents, leases or lets one or more *dwelling units* or *sleeping units* on terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat during the period from October 1 to May 31 to maintain a minimum temperature of 68°F (20°C) in all habitable rooms, *bathrooms* and *toilet rooms*.

When the outdoor temperature is below the winter outdoor design temperature for the locality, maintenance of the minimum room temperature shall not be required provided that the heating system is operating at its full design capacity. The winter outdoor design temperature for the locality shall be as indicated in Appendix D of the *International Plumbing Code*.

In areas where the average monthly temperature is above 30°F (1°C), a minimum temperature of 65°F (18°C) shall be maintained.

- u) Section 602.4 Occupiable work spaces. Shall be amended and restated as follows:

602.4 Occupiable work spaces. Indoor occupiable work spaces shall be supplied with heat during the period from October 1 to May 31 to maintain a minimum temperature of 65°F (18°C) during the period the spaces are occupied. This requirement does not apply to does not apply to processing, storage and operation areas that require cooling or special temperature conditions or areas in which persons are primarily engaged in vigorous physical activities.

- v) Section 603.1 Mechanical appliances. Shall be amended and restated as follows:

603.1 Mechanical appliances. Functioning mechanical appliances, fireplaces, solid fuel-burning appliances, furnaces, and water heating appliances shall be properly installed and maintained in a safe working condition and shall be capable of performing the intended function. For all dwelling units all gas fired mechanical appliances shall be inspected by a State of Michigan licensed mechanical contractor and a report of the findings shall be submitted prior to the issuance of a certificate of compliance. The report shall include a part per million reading of carbon monoxide and such reading shall be taken from the clear breathing zone in the interior of the dwelling.

- w) Section 604.3 Electrical service hazards. Shall be amended and restated as follows:

604.3 Electrical service hazards. Where it is found that the electrical system in a structure constitutes a hazard to the occupants or the structure by reason of inadequate service, improper fusing, insufficient receptacle or lighting outlets, improper wiring or installation, deterioration or damage, or for similar reasons, the code official shall require the defects to be corrected to eliminate the hazard. Electrical cords shall not be the permanent source of connection serving appliances or installed in such a manner that impairs, obstructs, or hinders in any way the path of egress or could result in the electrical cord becoming a trip hazard.

- x) Section 605.2 Receptacles. Shall be amended and restated as follows:

605.2 Receptacles. Every habitable space in a dwelling shall contain not less than two separate and remote receptacle outlets. Every laundry area shall contain not less than one grounding- type receptacle. In addition, all receptacles in laundry areas in the basement must include a ground fault circuit interrupter. Every bathroom shall contain not less than one receptacle. Any bathroom receptacle outlet shall have ground fault circuit interrupter protection. All receptacle outlets within six (6') feet of a water appliance such as sinks, laundry tubs, bathtubs, showers, and similar such appliances with water supplies to it shall have ground fault circuit interrupter protection. All receptacle outlets shall have the appropriate faceplate cover for the location.

- z) Section 704.6.3 Power source. Shall be amended and restated as follows:

704.6.3 Power source. Single station smoke alarms shall receive their primary power from the building wiring provided that such wiring is served from a commercial source and shall be equipped with a battery backup. All hard-wired smoke alarms shall only be replaced with hard wired smoke alarms. Smoke alarms with integral strobes that are not equipped with battery backup shall be connected to an emergency electrical system. Smoke alarms shall emit a signal when the batteries are low. Wiring shall be permanent and without a disconnecting switch other than is required for overcurrent protection.

In existing dwellings, where no construction is taking place, and where smoke alarms are required by 704.2.1.2 smoke alarms are permitted to be factory warrantied 10 year sealed solely battery operated. All smoke detectors must be UL listed.

Smoke alarms are permitted to be factory warrantied 10 year sealed solely battery operated in buildings that are not served from a commercial power source.

Smoke alarms are permitted to be factory warrantied 10 year sealed solely battery operated in existing areas of buildings undergoing alterations or repairs that do not result in the removal of interior walls or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available that could provide access for building wiring without the removal of interior finishes. All smoke detectors must be UL listed.

- aa) Section 705.1 shall be adopted to read as follows.

705.3 Carbon monoxide alarms. Carbon monoxide alarms shall be provided in all dwelling units where the dwelling unit contains a fuel fired appliance and/or the dwelling unit has an attached garage with an opening that communicates with the dwelling unit.

Carbon Monoxide alarms shall be installed in accordance with their listing and the Michigan Residential Building Code in effect at the time of installation of the carbon monoxide detector.

4. Chapter 10, Section 10-503 is adopted to read as follows:

Section 10-503. This ordinance shall supersede the existing Property Maintenance Code of the City of Muskegon but all rights and rights of action now existing, all suits in course of prosecution for or against the city under the former act shall remain unimpaired and in case the course of proceeding provide for in this Ordinance shall differ from that in the Property Maintenance Code that it supersedes, either method may be followed, it being the intention that no rights of any name or nature in existence at the time of the adoption of this Ordinance shall be lost or jeopardized.

This ordinance adopted:

Ayes: _____

Nays: _____

Adoption Date: _____

Effective Date: _____

First Reading: _____

Second Reading: _____

CITY OF MUSKEGON

By _____

Ann Marie Meisch, MMC

City Clerk

CERTIFICATE

The undersigned, being the duly qualified clerk of the City of Muskegon, Muskegon County, Michigan, does hereby certify that the foregoing is a true and complete copy of an ordinance adopted by the City Commission of the City of Muskegon, at a regular meeting of the City Commission on the _____ day of _____, 2025, at which meeting a quorum was present and remained throughout, and that the original of said ordinance is on file in the records of the City of Muskegon. I further certify that the meeting was conducted, and public notice was given, pursuant to and in full compliance with Act No. 267, Public Acts of Michigan of 1976, as amended, and that minutes were kept and will be or have been made available as required thereby.

DATED: _____, 2025

Ann Marie Meisch, MMC

Clerk, City of Muskegon

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

**CITY OF MUSKEGON
NOTICE OF ADOPTION**

TO: ALL PERSONS INTERESTED

Please take notice that on _____, 2025, the City Commission of the City of Muskegon repealed Sections 10-401 through 10-415 and adopted Sections 10-501 through 10-503 to Chapter 10 “Buildings and Building Regulations,” whereby the following changes were made:

1. Chapter 10, Sections 10-401 through 10-415 are repealed.
2. Chapter 10, Section 10-501 is adopted to provide that the International Property Maintenance Code of 2021 is the property maintenance code for the City of Muskegon.
3. Chapter 10, Section 502 is adopted to specify amendments to, deletions from and additional adopted provisions to the International Property Maintenance Code of 2021.
4. Chapter 10, Section 10-503 is adopted to provide that the previous property maintenance code is superseded. The section also provides a savings clause for pending matters.

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

This ordinance amendment is effective ten (10) days from the date of this publication.

CITY OF MUSKEGON

Published: _____, 2025 By: _____
Ann Marie Meisch, MMC, Its Clerk

PUBLISH ONCE WITHIN TEN (10) DAYS OF FINAL PASSAGE



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: April 22, 2025	Title: Health and Dental Care Renewal									
Submitted by: Kenneth Grant, Finance Director	Department: Finance									
Brief Summary: To approve the renewal of Priority Health as the City's fully insured health care provider and the Third Party Administrator for City's self-funded health care plan. And to renew Delta Dental as the City's dental insurance provider.										
Detailed Summary & Background: See Attachment										
Goal/Focus Area/Action Item Addressed: <u>Key Focus Areas:</u> <u>Goal/Action Item:</u> 2027 Goal 4: Financial Infrastructure										
Amount Requested: Medical = \$3,348,999.60 HRA = \$ 500,000.00 Total = \$3,848,999.60	Budgeted Item: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Yes</td> <td style="width: 15%;"></td> <td style="width: 15%;">No</td> <td style="width: 15%;"></td> <td style="width: 15%;">N/A</td> <td style="width: 15%;"></td> </tr> </table>	Yes		No		N/A				
Yes		No		N/A						
Fund(s) or Account(s): 677	Budget Amendment Needed: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Yes</td> <td style="width: 15%;"></td> <td style="width: 15%;">No</td> <td style="width: 15%;"></td> <td style="width: 15%;">N/A</td> <td style="width: 15%;"></td> </tr> </table>	Yes		No		N/A				
Yes		No		N/A						
Recommended Motion: To approve the renewal of Priority Health as the City's fully insured health care provider and the Third Party Administrator for City's self-funded health care plan. And to renew Delta Dental as the City's dental insurance provider.										
Approvals: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Immediate Division Head</td> <td style="width: 10%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td>Information Technology</td> <td></td> <td></td> </tr> <tr> <td>Other Division Heads</td> <td></td> <td></td> </tr> </table>	Immediate Division Head			Information Technology			Other Division Heads			Guest(s) Invited / Presenting: No
Immediate Division Head										
Information Technology										
Other Division Heads										

Communication			
Legal Review			

Detailed Summary: The City's health care coverage renews June 1, 2025, for the period June 1, 2025, to May 31, 2026. The renewal initially came in at a 21% increase. After much negotiations and benefit changes, we have been able to reduce the renewal to a 9.6% increase. The benefit changes we made allowed us to not have to open any Union contracts and we are able to maintain the 10% employee contribution. We also went out to bid with BCBSM/BCN but they were not a viable option as their rates did not save us enough money to warrant switching carriers and they also were not able to accommodate our retirees according to our contract. The following are changes effective June 1, 2025.

1. Renewal rates:

Demographic	2024	2025
Single	\$616.12	\$675.34
Double	\$1,386.27	\$1,519.51
Family	\$1,663.52	\$1,823.41

2. Our Health Reimbursement Arrangement (HRA) is running well. Our annual projection for this current (2024/25) plan year payout will be around \$477,746.74. To put that in perspective, the maximum exposure for the city for the HRA is \$2,262,000.00

3. For our self-funded contract, which includes 2 segments, those retirees under 65 and those over 65. These are the fixed costs with the plan.

	Enrolled	Current	Renewal	Increase/Decrease
Admin Fee	144	\$54.11	\$55.58	2.7%
Aggregate Premium	144	\$15.75	\$16.85	7.0%

4. Delta Dental rates will remain the same for 2025-26. There are no plan changes. The city offers three benefit packages dependent on where you work.

	Single	Double	Family
Basic (Police & Fire)	\$29.56	\$55.59	\$111.71
Enhanced (Non-Union)	\$36.05	\$67.49	\$134.84
Union Enhanced (Union)	\$34.46	\$65.44	\$132.91

5. Vision rates will stay the same and there will be no changes in benefits

6. Payroll contributions will be 10% employee paid on a bi-weekly basis. The 10% payroll contribution includes medical rates, and HRA payments.

6/1/2025 – 5/31/2026	Employee Contribution Bi-Weekly	Employer Contribution Bi-Weekly
Single	\$40.08	\$360.76
Double	\$79.05	\$711.41
Family	\$93.07	\$837.65



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: April 22, 2025	Title: Sale of 436 Adams							
Submitted by: Samantha Pulos, Code Coordinator	Department: Planning							
Brief Summary: Staff is seeking authorization to sell the City-owned vacant lot at 436 Adams to Ryskamp Properties 10 LLC (Dave Ryskamp).								
Detailed Summary & Background: Ryskamp Properties 10 LLC (Dave Ryskamp) would like to purchase the City-owned buildable lot at 436 Adams for \$3,000 (75% of the True Cash Value of \$4,000) plus half of the closing costs, and the fee to register the deed. Ryskamp Properties 10 LLC (Dave Ryskamp) will be constructing a duplex on the property.								
Goal/Focus Area/Action Item Addressed: Key Focus Areas: Goal/Focus Area/Action Item Addressed: Create an environment that effectively attracts new residents and retains existing residents by filling existing employment gaps, attracting new and diverse businesses to the city, and expanding access to a variety of high-quality housing options in Muskegon. Diverse housing types.								
Goal/Action Item: 2027 Goal 2: Economic Development Housing and Business								
Amount Requested: n/a	Budgeted Item: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 15%;">Yes</td> <td style="width: 15%;">☐</td> <td style="width: 15%;">No</td> <td style="width: 15%;">☐</td> <td style="width: 15%;">N/A</td> <td style="width: 15%;">☒</td> <td style="width: 15%;">☐</td> </tr> </table>	Yes	☐	No	☐	N/A	☒	☐
Yes	☐	No	☐	N/A	☒	☐		
Fund(s) or Account(s): n/a	Budget Amendment Needed: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 15%;">Yes</td> <td style="width: 15%;">☐</td> <td style="width: 15%;">No</td> <td style="width: 15%;">☐</td> <td style="width: 15%;">N/A</td> <td style="width: 15%;">☒</td> <td style="width: 15%;">☐</td> </tr> </table>	Yes	☐	No	☐	N/A	☒	☐
Yes	☐	No	☐	N/A	☒	☐		
Recommended Motion: Authorize staff to sell the City-owned vacant lot at 436 Adams to Ryskamp Properties 10 LLC (Dave Ryskamp).								
Approvals:	Guest(s) Invited / Presenting:							

Immediate Division Head	x		No
Information Technology			
Other Division Heads	x		
Communication			
Legal Review			

PURCHASE AND DEVELOPMENT AGREEMENT

This Purchase and Development Agreement (“Agreement”) is made **April 22, 2025** (“Effective Date”), between the **City of Muskegon**, a Michigan municipal corporation, of 933 Terrace Street, Muskegon, Michigan 49440 (“City”), and Ryskamp Properties 10 LLC, 1990 Aberdeen Street NE, Grand Rapids, MI 49505 (“Developer”), with reference to the following facts:

Background

A. Developer proposes to purchase and develop one (1) vacant property owned by City which is located in the City of Muskegon, Muskegon County, Michigan, and each commonly known and legally described on the attached **Exhibit A** (each property individually, a “Parcel” and collectively “Project Property”).

B. City and Developer desire to establish the terms, covenants, and conditions upon which City will sell and Developer will purchase and develop the Project Property. Developer intends to develop on the Project Property one (1) duplex. (the “Project”).

Therefore, for good and valuable consideration, the parties agree as follows:

1. **Sale and Purchase of Project Property.** City agrees to sell to Developer, and Developer agrees to purchase from City, on the terms and subject to the conditions set forth in this Agreement, the Project Property, subject to reservations, restrictions, and easements of record.

2. **Purchase Price.** The total purchase price for the Project Property shall be \$4,000.00, which shall be paid in cash or other immediately available funds at Closing (defined below) less the \$400 deposit that the Developer has paid to the City of Muskegon.

Pursuant to Paragraph 3(b) below, the parties acknowledge and agree that Developer shall be eligible to be reimbursed all or a portion of the purchase price for the Parcel upon the completion of certain design standards as further described herein.

3. **Construction and Development Requirements.**

a. **Construction Dates.** The parties acknowledge and agree that Developer shall have a period of eighteen (18) months from the date of Closing to complete the Project (“Construction Period”), except as otherwise provided in this Agreement or as otherwise mutually agreed upon by the parties in writing.

b. **Construction Details; Purchase Price Reimbursement.** Developer’s construction and development of the Project Property, including single-family homes, duplexes, triplexes, and accessory dwelling units, shall be in substantial conformance with its plans and specifications provided to City by Developer or as otherwise agreed upon in writing between City and Developer. As referenced above, Developer shall be eligible for reimbursement of all or a portion of the purchase price for the Project Property upon Developer’s satisfaction of the following design standards for each single-family home, duplex, triplex, and accessory dwelling unit it constructs on the Project Property. If the Project includes an accessory dwelling unit, both the primary dwelling unit (single-family home, duplex, triplex) and the accessory dwelling unit must meet the design standards outlined below to be eligible for reimbursement.

Design Standard	Purchase Price Reimbursement for Parcel
Open front porch of at least 60 sq. ft.	20%
Picture or bay window	20%
Alley-loaded parcel	20%
Shutter or other acceptable window treatments	20%
Underground Sprinkling	20%

(By way of example only: If Developer completes three of the design standards listed above for the construction at the Parcel located at 436 Adams, Developer would be reimbursed \$2,400.00, which is 60% of the \$4,000.00 purchase price for this Parcel. If Developer completes all five design standards, Developer would be reimbursed the entire purchase price for this Parcel. If Developer builds a duplex or small multiplex, Developer would be reimbursed 100% of the purchase price for this Parcel.)

4. **Right of Reversion.** Notwithstanding anything herein to the contrary, and as security for Developer's obligation to commence and complete construction of a duplex on the Project Property, the quit claim deed conveying the Project Property to Developer shall contain a right of reversion in all of the Project Property ("City's Reversionary Right"), which may be exercised by City, in its sole and absolute discretion, if any of the following conditions occur:

a. Developer does not commence construction within sixty (60) days after the date of Closing, in which case title to all of the Project Property shall automatically revert to City upon the terms and conditions further provided in this Paragraph 4 below. For purposes of this Paragraph 4(a), commencing construction means furnishing labor and materials to the Parcel of the Project Property and beginning installation of the approved duplex.

b. Developer does not complete construction of the Project Property prior to expiration of the Construction Period, in which case title to any of the Project Property that are not complete by the end of the Construction Period shall automatically revert to City upon the terms and conditions further provided in this Paragraph 4 below. For purposes of this Paragraph 4(b), completing construction means the issuance of an occupancy permit by City for the Project Property. Provided, however, the parties agree to reasonably negotiate an extension of the Construction Period up to a period of six (6) months for the Project Property that have a completed foundation before the expiration of the initial Construction Period.

If any of the above conditions occur, City shall automatically have City's Reversionary Right to reacquire title to the Project Property, as the case may be. To exercise City's Reversionary Right described herein, City must provide written notice to Developer (or its permitted successors, assigns, or transferees) within thirty (30) days of Developer's failure under this Agreement, but in any event prior to Developer satisfying the conditions set forth in Paragraph 4(a) or Paragraph 4(b) above, as the case may be, and record such notice with the Muskegon County Register of Deeds. Upon request of City, Developer shall take all reasonable steps to ensure City acquires marketable title to the Project Property, as the case may be, through its exercise of its rights under this Paragraph within thirty (30) days of City's demand, including without limitation, the execution of appropriate deeds and other documents.

In addition, if the Project Property revert to City, City may retain the purchase price for such Project Property free and clear of any claim of Developer or its assigns. In the event of reversion of title of the Project Property, improvements made on such Project Property shall become the property of City. In no event shall the Project Property be in a worse condition than upon the date of Closing. These covenants and conditions shall run with the land and be recorded in the quit claim deed from City to Developer.

5. **Title Insurance.** Within five (5) days after the Effective Date, Developer shall order a title commitment for an extended coverage ALTA owner's policy of title insurance issued by Transnation Title Agency (the "Title Company") for the Project Property in the amount of the total purchase price for the Project Property and bearing a date later than the Effective Date, along with copies of all of the underlying documents referenced therein (the "Title Commitment"). Developer shall cause the Title Company to issue a marked-up commitment or *pro forma* owner's policy with respect to the Project Property at the Closing naming Developer as the insured and in form and substance reasonably satisfactory to Developer, but subject to Permitted Exceptions (defined below). As soon as possible after the Closing, Developer shall cause the Title Company to furnish to Developer an extended coverage ALTA owner's policy of title insurance with respect to the Project Property (the "Title Policy"). City shall be responsible for the cost of the Title Policy; provided, however, Developer shall be solely responsible for the cost of any endorsements to the Title Policy that Developer desires.

6. **Title Objections.** Developer shall have until the end of the Inspection Period (as defined below) within which to raise objections to the status of City's title to the Project Property. If objection to the title is made, City shall have seven (7) days from the date it is notified in writing of the particular defects claimed to either (a) remedy the objections, or (b) notify Developer that it will not remedy the objections. If Developer does not notify City in writing as to any title or survey objections, then Developer will be deemed to have accepted the condition of title as set forth in the Title Commitment. If City is unwilling or unable to remedy the title or obtain title insurance over such defects within the time period specified, then notwithstanding anything contained herein to the contrary, Developer may, at its option, upon written notice to City, either (i) terminate this Agreement and neither City nor Developer shall have any further obligation to the other pursuant to this Agreement, except as otherwise provided herein, or (ii) waive such objection, in which case such objection shall become a Permitted Exception, and thereafter proceed to the Closing according to the terms of this Agreement. Any matter disclosed on the Title Commitment that is waived or not objected to by Developer shall be deemed a "Permitted Exception."

7. **Property Taxes and Assessments.** City shall be responsible for the payment of all real estate taxes and assessments that become due and payable prior to Closing, without proration. Developer shall be responsible for the payment of all real estate taxes and assessments that become due and payable after Closing, without proration.

8. **Survey.** Developer at its own expense may obtain a survey of any or all of the Project Property, and Buyer or its surveyor or other agents may enter any of the Project Property for that purpose prior to Closing. If no survey is obtained, Developer agrees that Developer is relying solely upon Developer's own judgment as to the location, boundaries, and area of the Project Property and improvements thereon without regard to any representations that may have been made by City or any other person. In the event that a survey by a registered land surveyor made prior to Closing discloses an encroachment or substantial variation from the presumed land boundaries or area, City shall have the option of affecting a remedy within seven (7) days after disclosure, or terminate this Agreement. Developer may elect to purchase the Project Property subject to said encroachment or variation.

9. **Inspection Period.** At Developer's sole option and expense, Developer and Developer's agents may conduct inspections of each of the Project Property within thirty (30) days after the Effective Date ("Inspection Period"). Developer's inspection under this Paragraph may include, by way of example

but not limitation, inspections of any existing improvements to each Parcel, other systems servicing the Parcel, zoning, and the suitability for Developer's intended purposes for each Parcel. If Developer, in Developer's reasonable discretion, is not satisfied with the results of the inspections for any reason, Developer shall notify City in writing of Developer's prior to expiration of the 30-day Inspection Period. If Developer so notifies City, this Agreement shall be terminated and have no further force and effect. If no written objection is made by Developer within the stated period, this inspection contingency shall be deemed to be waived by Developer and the parties shall proceed to Closing in accordance with the terms of this Agreement.

10. **Condition of Project Property.** City and Developer acknowledge and agree that the Parcel in the Project Property is being sold and delivered "**AS IS**", "**WHERE IS**" in its present condition. Except as specifically set forth in this Agreement or any written disclosure statements, City has not made, does not make, and specifically disclaims any and all representations, warranties, or covenants of any kind or character whatsoever, whether implied or express, oral or written, as to or with respect to (i) the value, nature, quality, or condition of any of the Project Property, including without limitation, soil conditions, and any environmental conditions; (ii) the suitability of the Project Property for any or all of Developer's activities and uses; (iii) the compliance of or by the Project Property with any laws, codes, or ordinances; (iv) the habitability, marketability, profitability, or fitness for a particular purpose of the Project Property; (v) existence in, on, under, or over the Project Property of any hazardous substances; or (vi) any other matter with respect to the Project Property. Developer acknowledges and agrees that Developer has or will have the opportunity to perform inspections of the Project Property pursuant to this Agreement and that Developer is relying solely on Developer's own investigation of the Project Property and not on any information provided to or to be provided by City (except as specifically provided in this Agreement). If the transaction contemplated herein closes, Developer agrees to accept the respective Project Property acquired by Developer and waive all objections or claims against City arising from or related to such Project Property and any improvements thereon except for a breach of any representations or warranties or covenants specifically set forth in this Agreement. In the event this transaction closes, then subject to City's express representations, warranties, and covenants in this Agreement, Developer acknowledges and agrees that it has determined that the respective Project Property it has acquired and all improvements thereon are in a condition satisfactory to Developer based on Developer's own inspections and due diligence, and Developer has accepted such Project Property in their present condition and subject to ordinary wear and tear up to the date of Closing. The terms of this Paragraph shall survive the Closing and/or the delivery of the deed.

11. **Developer's Representations and Warranties of Developer.** Developer represents, covenants, and warrants the following to be true:

a. **Authority.** Developer has the power and authority to enter into and perform Developer's obligations under this Agreement.

b. **Litigation.** No judgment is outstanding against Developer and no litigation, action, suit, judgment, proceeding, or investigation is pending or outstanding before any forum, court, or governmental body, department or agency or, to the knowledge of Developer, threatened, that has the stated purpose or the probable effect of enjoining or preventing the Closing.

c. **Bankruptcy.** No insolvency proceeding, including, without limitation, bankruptcy, receivership, reorganization, composition, or arrangement with creditors, voluntary or involuntary, affecting Developer or any of Developer's assets or property, is now or on the Closing Date will be pending or, to the knowledge of Developer, threatened.

12. **Conditions Precedent.** This Agreement and all of the obligations of Developer under this Agreement are, at Developer's option, subject to the fulfillment, before or at the time of the Closing, of each of the following conditions:

a. **Performance.** The obligations, agreements, documents, and conditions required to be signed and performed by City shall have been performed and complied with before or at the date of the Closing.

b. **City Commission Approval.** This Agreement is approved by the Muskegon City Commission.

13. **Default.**

a. **By Developer.** In the event Developer fails to comply with any or all of the obligations, covenants, warranties, or agreements under this Agreement and such default is not cured within ten (10) days after receipt of notice (other than Developer's failure to tender the purchase price in full at Closing, a default for which no notice is required), then City may terminate this Agreement.

b. **By City.** In the event City fails to comply with any or all of the obligations, covenants, warranties or agreements under this Agreement, and such default is not cured within ten (10) days after receipt of notice, then Developer may either terminate this Agreement or Developer may pursue its legal and/or equitable remedies against City including, without limitation, specific performance.

14. **Closing.**

a. **Date of Closing.** The closing date of this sale shall be as mutually agreed by the parties, but in no event later than 60 days from the City Commission's approval of the sale ("Closing"), unless this Agreement is terminated in accordance with its provisions. The Closing shall be conducted at such time and location as the parties mutually agree.

b. **Costs.** The costs associated with this Agreement and the Closing shall be paid as follows: (i) Developer shall pay any state and county transfer taxes in the amount required by law; (ii) City shall pay the premium for the owner's Title Policy, provided that Developer shall pay for any and all endorsements to the Title Policy that Developer desires; (iii) City shall be responsible to pay for the recording of any instrument that must be recorded to clear title to the extent required by this Agreement; (iv) Developer shall pay for the cost of recording the deed; and (v) Developer and City shall each pay one-half of any closing fees charged by the Title Company.

c. **Deliveries.** At Closing, City shall deliver a quit claim deed for the Project Property and Developer shall pay the purchase price. The quit claim deed to be delivered by City at closing shall include the City Right of Reversion described in Paragraph 4 above. The parties shall execute and deliver such other documents reasonably required to effectuate the transaction contemplated by this Agreement.

15. **Real Estate Commission.** Developer and City shall each be responsible for any fees for any real estate agents, brokers, or salespersons regarding this sale that it has hired, but shall have no obligation as to any fees for any real estate agents, brokers, or salespersons regarding this sale that the other party has hired.

16. **Notices.** All notices, approvals, consents and other communications required under this Agreement shall be in writing and shall be deemed given: (i) when delivered in person; (ii) when sent by fax or email; (iii) when sent by a nationally-recognized receipted overnight delivery service with delivery fees prepaid; or (iv) when sent by United States first-class, registered, or certified mail, postage prepaid. The notice shall be effective immediately upon personal delivery or upon transmission of the fax or email; one day after depositing with a nationally recognized overnight delivery service; and five (5) days after sending by first class, registered, or certified mail.

Notices shall be sent to the parties as follows:

To City: City of Muskegon
Attn.: Samantha Pulos, Code Coordinator
933 Terrace Street
Muskegon, MI 49440

To Developer: Ryskamp Properties 10 LLC
Dave Ryskamp
1990 Aberdeen Street NE
Grand Rapids, MI 49505
Email: dave.ryskamp@yahoo.com
Cell: 616-889-3471

17. **Miscellaneous.**

a. **Governing Law.** This Agreement will be governed by and interpreted in accordance with the laws of the state of Michigan.

b. **Entire Agreement.** This Agreement constitutes the entire agreement of the parties and supersedes any other agreements, written or oral, that may have been made by and between the parties with respect to the subject matter of this Agreement. All contemporaneous or prior negotiations and representations have been merged into this Agreement.

c. **Amendment.** This Agreement shall not be modified or amended except in a subsequent writing signed by all parties.

d. **Binding Effect.** This Agreement shall be binding upon and enforceable by the parties and their respective legal representatives, permitted successors, and assigns.

e. **Counterparts.** This Agreement may be executed in counterparts, and each set of duly delivered identical counterparts which includes all signatories, shall be deemed to be one original document.

f. **Full Execution.** This Agreement requires the signature of all parties. Until fully executed, on a single copy or in counterparts, this Agreement is of no binding force or effect and if not fully executed, this Agreement is void.

g. **Non-Waiver.** No waiver by any party of any provision of this Agreement shall constitute a waiver by such party of any other provision of this Agreement.

h. **Severability.** Should any one or more of the provisions of this Agreement be determined to be invalid, unlawful, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions of this Agreement shall not in any way be impaired or affected.

i. **No Reliance.** Each party acknowledges that it has had full opportunity to consult with legal and financial advisors as it has been deemed necessary or advisable in connection with its decision to knowingly enter into this Agreement. Neither party has executed this Agreement in reliance on any representations, warranties, or statements made by the other party other than those expressly set forth in this Agreement.

j. **Assignment or Delegation.** Except as otherwise specifically set forth in this Agreement, neither party shall assign all or any portion of its rights and obligations contained in this Agreement without the express or prior written approval of the other party, in which approval may be withheld in the other party's sole discretion.

k. **Venue and Jurisdiction.** The parties agree that for purposes of any dispute in connection with this Agreement, the Muskegon County Circuit Court shall have exclusive personal and subject matter jurisdiction and that Muskegon County is the exclusive venue.

This Agreement is executed effective as of the Effective Date set forth above.

CITY:

DEVELOPER:

CITY OF MUSKEGON

Ryskamp Properties 10 LLC

By: _____
Name: Ken Johnson
Title: Mayor
Dated: _____

By: _____
Name: Dave Ryskamp
Dated: _____

By: _____
Name: Ann Marie Meisch
Title: City Clerk
Dated: _____

Exhibit A

The following described premises located in the City of Muskegon, County of Muskegon, State of Michigan, and legally described as follows:

**Legal Description: CITY OF MUSKEGON REVISED PLAT OF 1903 WEST 49.5 FEET LOT 6
BLOCK 7 & EAST 49.5 FEET OF WEST 247.5 FEET OF SOUTH 100 FEET BLOCK 5**

Address: 436 ADAMS AVE, MUSKEGON, MI 49442

Parcel #: 61-24-205-007-0006-01

Price: \$4,000.00



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: April 22, 2025	Title: Contract Award - Amity Street Extra Work							
Submitted by: Joel Brookens, Engineer, Dan VanderHeide, Public Works Director	Department: DPW- Engineering							
Brief Summary: Staff is requesting authorization to enter into a contract with AnLaan Corporation in the amount of \$141,863.92 for the reconstruction of Amity Street, from the bridge to Fork.								
Detailed Summary & Background: The City is currently under contract with AnLaan (via MDOT) to replace the Amity Avenue Bridge. That project does not include the half block of roadway from the bridge to Fork Street. In discussions with MDOT, because bridge funds were used for that project, the extra work cannot be added to it (since this is considered road work). If this work is not completed, this 300 foot section of Amity will be the only part in the middle of about three-quarters of a mile that has not been rebuilt, and the work will include replacing the lead service lines as well. Staff requests authorization to enter into a contract with AnLaan to complete a road reconstruction project on the remaining half block of Amity. Unit prices were submitted by AnLaan for work items that were not included in the MDOT project. Items of work that were included in the MDOT project, AnLaan has agreed to match the unit pricing. While this additional work contract was not publicly bid separately, staff is confident AnLaan is the most economical and efficient option for this work. The bidding process would add additional time and complicate construction methods if another contractor is selected. The unit prices submitted are also very reasonable; the existing contract was bid competitively through the MDOT bidding process and MDOT awarded the contract to AnLann at over 20% below the Engineer's Estimate. The cost will likely fall in FY26 but if the project moves more quickly, staff will adjust the budget at the Q4 reforecast. The streets fund has reserves to cover this expense.								
Goal/Focus Area/Action Item Addressed: Key Focus Areas: Decrease infrastructure burden on residents, Sustainability in financial practices and infrastructure Goal/Action Item: 2027 Goal 1: Destination Community & Quality of Life								
Amount Requested: \$141,863.92	Budgeted Item: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 12.5%;">Yes</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;">No</td> <td style="width: 12.5%;">X</td> <td style="width: 12.5%;">N/A</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>	Yes		No	X	N/A		
Yes		No	X	N/A				
Fund(s) or Account(s):	Budget Amendment Needed:							

202 (Major Streets)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%; text-align: center;">Yes</td> <td style="width: 16.6%;"></td> <td style="width: 16.6%; text-align: center;">No</td> <td style="width: 16.6%; text-align: center;">X</td> <td style="width: 16.6%; text-align: center;">N/A</td> <td style="width: 16.6%;"></td> </tr> </table>	Yes		No	X	N/A										
Yes		No	X	N/A												
Recommended Motion: Move to authorize staff to enter into a contract with AnLaan Corporation in the amount of \$141,863.92 for the reconstruction of Amity Street, from the bridge to Fork.																
Approvals: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Immediate Division Head</td> <td style="width: 10%; text-align: center;">X</td> <td style="width: 57%;"></td> </tr> <tr> <td>Information Technology</td> <td></td> <td></td> </tr> <tr> <td>Other Division Heads</td> <td></td> <td></td> </tr> <tr> <td>Communication</td> <td></td> <td></td> </tr> <tr> <td>Legal Review</td> <td></td> <td></td> </tr> </table>	Immediate Division Head	X		Information Technology			Other Division Heads			Communication			Legal Review			Guest(s) Invited / Presenting: No
Immediate Division Head	X															
Information Technology																
Other Division Heads																
Communication																
Legal Review																

Line item	Item Code	Description	Unit	Quantity	Unit Price	Amount
1	2040020	Curb and Gutter, Rem	Ft	528	\$ 6.40	\$ 3,379.20
2	2047011	Pavt, Remove, Modified	Syd	890	\$ 5.00	\$ 4,450.00
3	2040055	Sidewalk, Rem	Syd	415	\$ 11.20	\$ 4,648.00
4	2050030	Machine Grading Modified	Sta	2.7	\$ 2,600.00	\$ 7,020.00
5	2080020	Ero Con, Inlet Protection, Fabric Drop	Ea	2	\$ 160.00	\$ 320.00
6	3020020	Aggregate Base, 8 inch	Syd	763	\$ 28.00	\$ 21,364.00
7	5012025	HMA, 4EML	Ton	168	\$ 106.34	\$ 17,865.12
8	8010007	Driveway, Nonreinf Conc, 8 inch	Syd	100	\$ 66.70	\$ 6,670.00
9	8027001	Curb and Gutter, Conc, Det F4, Modified	Ft	528	\$ 26.70	\$ 14,097.60
10	8237050	Abandon Water Service	Ea	1	\$ 350.00	\$ 350.00
11	8237050	Corporation Stop, 1 inch	Ea	9	\$ 1,200.00	\$ 10,800.00
12	8237050	Curb stop and box, 1 inch	Ea	7	\$ 960.00	\$ 6,720.00
13	8237050	Meter Pit, complete	Ea	2	\$ 2,400.00	\$ 4,800.00
14	8237001	Water service, 1 inch, copper type K	Ft	267	\$ 60.00	\$ 16,020.00
15	8237050	Water service, building connection, 1 inch	Ea	8	\$ 820.00	\$ 6,560.00
16	8237001	Water service, private property, 1 inch	Ft	400	\$ 42.00	\$ 16,800.00
Total:						\$ 141,863.92

Project #2534-R
MDOT 61000-218168
Amity Street, Muskegon County

Date: 3/12/2025

Line No.	Description	Quantity	U/M	Bid Unit Price	Bid Amount
1	MACHINE GRADING, MODIFIED	2.70	STA	\$ 2,600.00	\$ 7,020.00
2	CORPORATION STOP, 1 INCH	9.00	EA	\$ 1,200.00	\$ 10,800.00
3	WATER SERVICE, 1 INCH, COPPER TYPE K	267.00	FT	\$ 60.00	\$ 16,020.00
4	CURB STOP AND BOX, 1 INCH	7.00	EA	\$ 960.00	\$ 6,720.00
5	WATER SERVICE, PRIVATE PROPERTY, 1 INCH	400.00	FT	\$ 42.00	\$ 16,800.00
6	WATER SERVICE, BUIDLING CONNECTION, 1 INCH	8.00	EA	\$ 820.00	\$ 6,560.00
7	METER PIT, COMPLETE	2.00	EA	\$ 2,400.00	\$ 4,800.00
8	ABANDON WATER SERVICE	1.00	EA	\$ 350.00	\$ 350.00
9	TREE, REM 6"-18"	2.00	EA	\$ 561.75	\$ 1,123.50
10	TREE, REM 19"-36"	2.00	EA	\$ 561.75	\$ 1,123.50
TOTAL					\$ 71,317.00

Excludes: Bond, Association Dues, Administrative Fees, Utility Location/Relocation, Permits / Permit Fees, RR Flagging, RR Protective Policy, OCP Policy, Vibration/Geotechnical Monitoring, Contaminated Water/Soil Costs. Surveying/Contractor Staking, Flag Control

Concrete Testing and QC Plan to be completed by prime contractor

Progress Schedule and Contract Terms to be agreed upon prior to acceptance of this proposal.

No retention allowed.

Quote is not for separate acceptance. No item can be deleted from this proposal unless listed as optional.

Quote is valid for 30 days.

This quote is conditioned on a mutually acceptable subcontract specific to this project

Original contract item unit prices remain the same.



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: April 22, 2025	Title: Special Event Policy Update									
Submitted by: Jacqui Erny, Admin	Department: DPW- Parks and Recreation									
Brief Summary: Recommended update to the special event policy to not allow a food vendor within 20 feet of the entrance door or service window of an existing restaurant.										
Detailed Summary & Background: As previously discussed, this update to the special event policy provides guidance on food vendor placement for events. Allowing 20 feet on either side of a restaurant's entrance or service window to be free from a food vendor would keep restaurants visible during festivals and leave spaces for event organizers to place food vendors within their footprint.										
Goal/Focus Area/Action Item Addressed: <u>Key Focus Areas:</u> <u>Goal/Action Item:</u> 2027 Goal 1: Destination Community & Quality of Life										
Amount Requested: N/A	Budgeted Item: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Yes</td> <td style="width: 25%; text-align: center;">No</td> <td style="width: 25%; text-align: center;">N/A</td> <td style="width: 25%; text-align: center;"> ☒ </td> </tr> </table>	Yes	No	N/A	☒					
Yes	No	N/A	☒							
Fund(s) or Account(s): N/A	Budget Amendment Needed: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Yes</td> <td style="width: 25%; text-align: center;">No</td> <td style="width: 25%; text-align: center;">N/A</td> <td style="width: 25%; text-align: center;"> ☒ </td> </tr> </table>	Yes	No	N/A	☒					
Yes	No	N/A	☒							
Recommended Motion: I move to approve the proposed addition to the special event policy to not allow a food vendor to be placed within 20 feet of a restaurant's entrance door or service window.										
Approvals: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Immediate Division Head</td> <td style="width: 10%; text-align: center;"> ☒ </td> <td style="width: 20%;"></td> </tr> <tr> <td>Information Technology</td> <td style="text-align: center;"> ☐ </td> <td></td> </tr> <tr> <td>Other Division Heads</td> <td style="text-align: center;"> ☐ </td> <td></td> </tr> </table>	Immediate Division Head	☒		Information Technology	☐		Other Division Heads	☐		Guest(s) Invited / Presenting: No
Immediate Division Head	☒									
Information Technology	☐									
Other Division Heads	☐									

Communication			
Legal Review			

CITY OF MUSKEGON SPECIAL EVENT POLICY



The City of Muskegon has many parks and facilities available for use. A Special Event Application is required for any public event held on City property or requiring City services. While there are several City departments involved in the special event process, this policy centralizes the administration of special events with the Department of Public Works. Email specialevents@shorelinecity.com or call (231) 724-6907 for any questions.

For events where alcohol is served, applicants must also obtain approval from the State of Michigan Liquor Control Commission and the Muskegon Police Department (231-724-6750), in addition to completing the Special Event Application. Liquor license approval is a separate process from the Special Event Application, with its own fees and regulations. The final authority for signing special liquor licenses is with the Public Safety Director. For State of Michigan liquor license regulations and information, please visit the State of Michigan's website at www.michigan.gov/lara.

SPECIAL EVENT APPLICATION PROCEDURE

I. Special Event Application ("Application") Submission & Fee Schedule

All Applications shall be filed with the Department of Public Works at least forty-five (45) days prior to the event. The non-refundable Application fee must be paid at the time the Application is submitted.

\$100 fee for applications submitted 60 days or more prior to the event date
\$250 fee for applications submitted 46-59 days prior to the event date
Applications submitted less than 45 days prior to the event date will not be accepted; first time events at Pere Marquette must apply 75 days prior to the event date

Application and parade event fees may be waived for Veteran's groups. In addition, the City's recognized Neighborhood Associations are entitled to two Application fee waivers, event fee waivers and picnic table deliveries per year in addition to National Night Out festivities, provided that the Application is submitted to the Department of Public Works at least 45 days in advance of the event date. Up to two application fees may be waived for a non-profit organization in its lifetime. The non-profit must serve City of Muskegon residents to qualify.

The Application shall be submitted on the appropriate form. **The Application fee must be paid at the time of Application submission or the Application will not be considered.** The *City of Muskegon Request for Special Event Application* form can be found on the City's website at www.muskegon-mi.gov, or you may email specialevents@shorelinecity.com or call (231) 724-6907 to have one mailed, or visit the Department of Public works at 1350 E Keating Ave, Monday – Friday from 8:00 am. Until 4:300 p.m. excluding holidays.

Block Parties. The City has a separate Block Party Policy and Application. Contact the Department of Public Works at specialevents@shorelinecity.com or 231-724-6907 for further information about block parties.

4th of July weekend. Margaret Drake Elliott Park is not available for special events on the 4th of July, including the entire weekend if July 4 falls on a Friday, Saturday, or Sunday. The park is reserved for picnicking during this holiday.

Reserving event dates for multiple years. As long as prior year event fees are paid in full, established events may reserve their event date(s) and location for future years. A completed special event application must be received by February 1 of each year in order to hold the date(s) and location.

II. Event Requirements

All Special Event permittees must adhere to the following rules and regulations. Failure to do so may result in the applicant having any conditional approvals revoked, being held responsible for any damages and/or denial of future event Applications.

(a) **Public Safety Personnel.** While the presence of public safety personnel (police/fire/medical) may not be required at all special events, it shall be the discretion of the Public Safety Director if city police and/or fire officials may be required. The applicant/organization will be responsible for payment of public safety personnel services. See Fee Schedule (Section IV) for fee estimates. If an event is cancelled with less than 72 hours' notice, the applicant/organization will be responsible for paying two hours' pay per officer, per union contract requirements. Applicants are not allowed to provide their own public safety staff (police/fire/medical) without prior approval of the City of Muskegon's Public Safety Director.

(b) **Liability Insurance.** The applicant must provide proof of liability insurance in the amount of \$1,000,000 naming the City of Muskegon as an additional insured. You may use an insurance agent of your choice. An acceptable certificate of insurance must be submitted no later than 10 days before the event date. Please inform your insurance agent that the wording on the certificate must read:

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

(c) **Restroom Facilities.** All outdoor events shall provide adequate restroom facilities (*i.e.* portable toilets) including handicapped-accessible facilities per ADA requirements. Restroom placement shall not impede sidewalk traffic.

(d) **Digging & Staking.** Digging or staking into paved areas, including roadways, sidewalks, and public parking areas, is not permitted. Digging or staking into non-paved ground shall be cleared through Miss Dig in order to avoid damage to underground utilities. The Applicant Organization is responsible for contacting Miss Dig (1-800-482-7171, or dial 811) a minimum of *5 working days* prior to event set-up. The applicant will also be responsible for paying an electrician to locate underground utility lines and a City employee to location irrigation/water lines, if required. A penalty of \$100 will be charged for an unapproved staking and the Applicant Organization will be responsible for the cost of any damages to underground utilities, including irrigation lines, caused by digging or staking.

(e) **Electrical and Water Hook-up** The applicant must adapt to electrical power available on-site, or provide their own generator. When using City electrical panels, the applicant shall read the meter before and after the event, and report those numbers to the City's special event coordinator upon request. City fire hydrants may be used as a water source for a fee (see Fee Schedule - Section IV) for cost. It is the responsibility of the applicant to provide acceptable hoses for potable water usage, which meet Health Department requirements.

(f) **Inspections.** The event location is subject to all building, plumbing, mechanical, electrical, and fire codes. It is the permittee's responsibility to schedule an inspection by any and all required inspectors and pay the required inspection fee(s). The City's building inspection department (SAFEbuilt), requires an inspection of assembly tents that are 400 sq ft or greater. See Fee Schedule (Section IV) for costs. For events having multiple tents, contact the City's Building Official for inspection fees.

(g) **Food Vendors.** All food vendors participating in an event may not be placed within 20 feet of a brick-and-mortar restaurant's entrance doors and service windows.

Food trucks/trailers. All food trucks or trailers must be inspected and approved by the Fire Marshal at least 2 weeks prior to participation in a special event. A current, completed and approved Muskegon County, Grand Rapids FD, Holland FD, Grand Haven DPS or Kalamazoo County inspection will be accepted. Contact the Fire Marshal for an inspection at (231) 724-6793.

Food vendor tents. All vendors cooking in a tent must have tar paper on the ground in their whole footprint. Food tent vendors are required to have at a minimum: a 3A-40 BC ABC-type fire extinguisher and a Class-K type fire extinguisher for any deep-frying equipment or when oil and/or grease is used/produced during food preparation. These extinguishers must have a current inspection tag from a third-party vendor. Additional extinguishers and requirements may be required and enforced by the inspecting Fire Official. Food vendors using a tent are subject to site inspection that shall be performed after the tent and all equipment are in place and operational.

(h) **Camping/Campgrounds.** Approval must be given by the City Commission to have camping at your event at least 60 days before the event. The Department of Public Works will submit the request to the City Commission. Events that include overnight camping or a campground area also require a permit from the Muskegon County Health Department and Department of Environment, Great Lakes and Energy. To obtain information about this permit, call (231) 724-6208. A copy of an approved permit must be provided to the City.

(i) **Event Set-up and Tear-down.** For events utilizing any public roadway, no tents, booths, vendors, or equipment shall be set up in the roadway prior to 6:00 p.m. the day before the event. All signs, tents, booths, vendors, and equipment must be removed from the roadway prior to 6:00 a.m. the day after the event.

(j) **Site Clean-up and Trash Disposal.** The Applicant shall be responsible for clean-up of City facilities after the event. This includes the removal of trash from the site (do not leave full trash cans on site). Applicants shall provide their own Dumpster. The City shall have the right to enforce cleanup measures, including but not limited to entry and cleaning of property by City personnel with costs charged to the owner, occupant, or applicant. City staff may require a walk-through after the event to ensure satisfactory clean-up.

(k) **Merchandise Sales.** Sales of all merchandise for Special Events must be out of the public right-of-way, unless prior authorization is received.

(l) **Events Using Water.** Events utilizing a body of water such as Muskegon Lake and/or Lake Michigan require Coast Guard (414-747-7100) and/or Department of Natural Resources (269-685-6851) special event approval.

(m) **Pyrotechnics.** Events utilizing any kind of pyrotechnics must contact the Fire Marshal (231-724-6793) and must also obtain the appropriate permits from the City Clerk's Office (231-724-6705).

(n) **Compliance with all regulations.** Special Event applicants/organizations are responsible to ensure that all applicable laws and ordinances are followed. Failure to comply with all city ordinances, rules and regulations may result in the denial of future special event requests.

III. Special Event Application Processing

(a) **Application Intake.** Department of Public Works Office staff shall be responsible for intake of Special Event Applications and dissemination to appropriate City staff for review and approval. The Application fee must be submitted with the Application. Liquor license Applications shall be filed with the Public Safety Director.

(b) **Event Approval.** The City will issue a conditional approval or denial no later than 30 days after the Application date whenever possible. Preliminary approval may be given to allow the applicant to advertise the event, with final details to be worked out with staff. An approval letter will be issued, listing conditions of approval. First time events at Pere Marquette must be approved by the City

Commission; the entire approval process could take up to 60 days.

(c) **Application Denial.** If City staff reviews an Application and denies same, it shall be stated in writing the reasons for the denial. An appeal of that decision may be made to the City Commission, whose decision shall be final.

(d) **Unpaid Invoices Due the City.** Any past due fees/invoices owed to the City will result in denial of the event Application and/or future Special Event requests until paid in full.

(e) **Meetings with Staff.** City staff will meet with applicants to discuss event details if needed. Contact the City's special event coordinator in the Department of Public Works to request a meeting. There may also be instances when City staff may require a meeting with the applicant. Failure to attend a requested meeting may result in denial of the Application.

(f) **Street Closures/Barricading.** Requests for City road closings/barricading require approval of the Public Safety Director and the DPW Superintendent. DPW Office staff will forward requests to the appropriate personnel once the Application and fee are submitted. The applicant is responsible for all associated costs, which may include barricades, public safety services, etc. There is an additional \$50 fee for each block closed beyond 2 blocks. City Commission approval may be required in some cases. If a street closure is approved for an event, the Applicant must provide written notification to all businesses and residences located along the affected street(s) and one block surrounding event footprint at least *10 days* prior to the event date. Changes to street closures requested within 30 days of the event date will incur a \$50 fee. *No route and/or road closure changes will be allowed within 14 days of an event.*

(f)(1) **Time Restrictions** Streets shall not be closed prior to 6:00 p.m. the day before the event and must be open by 6:00 a.m. the day following the conclusion of the event.

(f)(2) **Parking along event routes.** The applicant shall be responsible for posting "No Parking" signs along the closed streets of an event route at least **48 hours** in advance of the event date. The City's Department of Public Works may have No Parking signs available for use. However, the applicant/organization must attach 5 ½" by 8 ½" addendums to the signs noting the name of the event and date and time the parking restrictions will be in effect.

(g) **Runs/Walks.** For races, runs, walks, or parades, the applicant must submit a map with the Application, showing the proposed route. In addition, if any streets will be closed or partially closed, the applicant must provide written notification to all residents and businesses along the route as stated above in paragraphs (f) and (f)(1). The City's special event coordinator can provide the names and addresses of affected homes and businesses to be notified. The applicant is responsible for any public safety and/or DPW costs for street closures (barricades, police presence at intersections if needed, etc). Western Ave from Shoreline Dr to 8th St will not be closed for a walk or run.

(g)(1) **Use of Lakeshore Trail bike path.** For events utilizing the Lakeshore Trail bike path, there is a trail use fee that will be billed upon completion of the event (see Fee Schedule) to help cover trail maintenance expenses. In addition, any events using the path must post signage at trail entry points on the day of the event, notifying users that there is an event occurring on the trail. Signs may be generic, such as "EVENT ON BIKE PATH TODAY" (organizations using the path for events may share signs to reduce costs). The City's Parks Supervisor can assist you in locating sign placement locations.

(h) **Pere Marquette Events** Only one event will be allowed at Pere Marquette on any given date. If more than one event applies before February 1 for the same event date, the organizer who has held their event on the date the longest will be able to claim the date. If more than one event applies after February 1 for the same event date, the organizer who applied first will be considered first for that date.

(i) **Site Plan.** The City may require submittal of a site plan showing the event grounds and the location of tents, vendors, portable toilets, and other structures.

IV. Special Event Fee Schedule (Use of City Equipment, Labor Charges, Liquor Licenses, Inspections, Park use fees)

ITEM / SERVICE	RENTAL FEE (plus labor if necessary)
55-gallon metal trash can or Cardboard Bins (cardboard delivered for free)	\$10.00 each
Plastic trash bags (1 case)	\$40.00 per case or actual cost
Standard Traffic Cone	\$1.00 each
Tall "Grab" Cone	\$3.00 each
Fire hydrant use (installation & removal of hydrant tree, water testing, and water usage)	\$100.00 flat rate per hydrant
DPW/Parks personnel labor costs (Transportation of Barricades/Cones/tables, etc)	\$60.00/hour (\$120/hour for Sundays and holidays) Truck/ trailer rental may also be charged
PUBLIC SAFETY SERVICES / FEES	
NOTE: Liquor License fees are lowest when applied for at least 45 days in advance of the event date. Liquor licenses will not be issued within 15 days of an event.	
Special liquor license (non-profit)/New event	\$150.00 (if applied for at least 45 days in advance of event)
Special liquor license (non-profit)/Return event Organization located outside City of Muskegon	\$125.00 (if applied for at least 45 days in advance of event)
Special liquor license/Return event, in-City rate	\$ 75.00 (if applied for at least 45 days in advance of event)
Special liquor license (all) within 15-44 days of event	\$250.00
Liquor license/Temporary authorization - existing business/club	\$40.00 (\$60 if within 15-44 days of event)
Public safety labor charges (police/fire/medical)	\$60.00 per hour (time and ½)
Public safety labor charges (police/fire/medical)	\$120.00 per hour (triple time/holidays)
INSPECTIONS	
Inspection of assembly tent	\$50.00 (if multiple tents, contact building official for fees)
Electrical or plumbing inspections	Contact the building inspection department to see if these are required
Fire Department inspection of food trucks	Included with application fee
PARK USE FEES	
Hackley Park exclusive use fee with Liquor License	\$500/day
Hackley Park use fee per quadrant	\$50/day per quadrant
Harbour Towne Beach user fee	\$1500.00 per event
Pere Marquette Park user fees--Costs are per day	
Zone 1	\$400 weekdays; \$600 Sat, Sun, and Holidays
Zone 2	\$300 weekdays; \$450 Sat, Sun, and Holidays
Zone 3	\$200 weekdays; \$300 Sat, Sun, and Holidays
Zone 4	\$100 weekdays; \$150 Sat, Sun, and Holidays
Events with a Liquor License	\$1,500 per day
Parking spaces for event use	\$15 per parking space reserved per day (max 15 spaces) and each vehicle must have Beach Parking pass
Exclusive use fee of Ovals parking lot area	\$1,000 per day and each vehicle must have Beach Parking pass
Exclusive use fee of smaller parking lots near Pere Marquette (Margaret Drake Elliott Lot, smaller lot near ovals, and lot near the roundabout.)	\$400 per day and each vehicle must have a Beach Parking Pass
Camping at Pere Marquette Park	\$20 per night per camper or tent*
	*The City Commission may opt to collect a percentage of camping revenue for larger events in lieu of the \$20 per unit



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: April 22, 2025	Title: Contract Award - City Signage
Submitted by: Todd Myers, Deputy Director of Public Works, Jamie Pesch, Planner, Kyle Karczewski, Parks and Recreation Director, Deborah Sweet, Community Engagement Manager	Department: Public Works
Brief Summary: Staff is requesting authorization to enter into a contract with Port City Signs in the amount not to exceed \$130,913 for the production and installation of various signs throughout the city.	
Detailed Summary & Background: To improve consistency, visibility, and wayfinding across Muskegon, staff released a Request for Proposals (RFP) for a comprehensive signage upgrade. The RFP covers multiple categories: 1. New Park Signs – Replacing aging wooden signs at city parks with modern, durable signage that reflects the city's brand and highlights park amenities. 2. Public Waterfront Access Signs – Installing directional signage for both vehicles and pedestrians to mark public access points along Muskegon Lake. 3. Winter Parking + Welcome Signs – At the direction of the City Commission, new signs outlining winter parking rules will be added at major city entry points. At the same time, existing "Welcome to Muskegon" street-style signs at those locations will be updated for consistency. 4. Municipal Building Signage – Updating exterior signage at City Hall, the Department of Public Works, fire stations, and the Water Filtration Plant to improve visibility and identification. The City received eight bids for the project, ranging from \$107,899 to over \$256,000. Staff recommends awarding the contract to Port City Signs, the lowest bidder at \$107,899.94 plus the option cost of \$23,013.62 for a total cost of \$130,913. Port City Signs is a local contractor and has previously completed signage work for the City of Muskegon. The total project cost will be shared across multiple departmental budget accounts.	
Goal/Focus Area/Action Item Addressed: <u>Key Focus Areas:</u> <u>Goal/Action Item:</u> 2027 Goal 1: Destination Community & Quality of Life	

Amount Requested: \$130,914	Budgeted Item: <table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td>x</td> <td>N/A</td> <td></td> <td></td> </tr> </table>	Yes		No	x	N/A										
Yes		No	x	N/A												
Fund(s) or Account(s): 101 (General), 482 (State Grants), 591 (water), 202 (Major), 701-801 (Social Equity Money)	Budget Amendment Needed: <table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td>x</td> <td>N/A</td> <td></td> <td></td> </tr> </table>	Yes		No	x	N/A										
Yes		No	x	N/A												
Recommended Motion: Move to authorize staff to enter into a contract with Port City Signs, not to exceed \$130,914 for the production and installation of various signs throughout the city.																
Approvals: <table border="1"> <tr> <td>Immediate Division Head</td> <td></td> <td></td> </tr> <tr> <td>Information Technology</td> <td></td> <td></td> </tr> <tr> <td>Other Division Heads</td> <td></td> <td></td> </tr> <tr> <td>Communication</td> <td>x</td> <td></td> </tr> <tr> <td>Legal Review</td> <td></td> <td></td> </tr> </table>	Immediate Division Head			Information Technology			Other Division Heads			Communication	x		Legal Review			Guest(s) Invited / Presenting: No
Immediate Division Head																
Information Technology																
Other Division Heads																
Communication	x															
Legal Review																

City of Muskegon Sign Project Bid Form

Total cost of materials, labor, installation and configuration.

Type	Specifications			With Installation		Without Installation		Option w/ Installation	
	Dimension (w x h inches)	Quantity	Option	Quote	Price Per Unit	Quote	Price Per Unit	Option Quote	Price Per Unit
Sign									
Double Sided Monument Style Sign With Icon Bar	46 x 66 (estimate)	18	0	\$41,726.88	\$2,318.16	\$33,860.88	\$1,881.16	x	x
Double Sided Monument Style Sign No Icon Bar	46 x 66 (estimate)	7	7	\$15,180.62	\$2,168.66	\$12,118.12	\$1,731.16	x	x
Single Sided Monument Style Sign With Icon Bar	46 x 66 (estimate)	6	0	\$12,648.96	\$2,108.66	\$10,026.96	\$1,671.16	x	x
Single Sided Monument Style Sign No Icon Bar	46 x 66 (estimate)	0	4	\$7,832.64	\$1,958.16	\$6,084.64	\$1,521.16	x	x
Welcome to the City / Winter Parking	24 x 36	23	0	\$8,887.20	\$386.40	\$4,784.00	\$208.00	x	x
Public Access Double Sided (Custom Name for each access point)	24 x 18	2	2	\$1,051.44	\$525.72	\$388.22	\$194.11	x	x
Public Access Double Sided (Generic "Public Waterfront Access")	24 x 18	2	0	\$1,051.44	\$525.72	\$388.22	\$194.11	x	x
Public Access Single Sided (Custom Name for each access point)	24 x 18	20	0	\$6,032.20	\$301.61	\$3,282.20	\$164.11	x	x
Public Access Single Sided (Generic "Public Waterfront Access")	24 x 18	20	0	\$6,032.20	\$301.61	\$3,282.20	\$164.11	x	x
Icon Directional Single-Sided Signs	16 x 8	14	0	\$3,934.00	\$281.00	\$2,009.00	\$143.50	x	x
Stickers									
Playground	8 x 8	45	0	\$1,703.25	\$37.85	\$297.00	\$6.60	x	x
Pavilion	8 x 8	30	0	\$1,135.50	\$37.85	\$198.00	\$6.60	x	x
Boating	8 x 8	10	0	\$378.50	\$37.85	\$66.00	\$6.60	x	x
Fishing	8 x 8	20	0	\$757.00	\$37.85	\$132.00	\$6.60	x	x
Beach	8 x 8	10	0	\$378.50	\$37.85	\$66.00	\$6.60	x	x
Grills	8 x 8	35	0	\$1,324.75	\$37.85	\$231.00	\$6.60	x	x
Walking Path	8 x 8	30	0	\$1,135.50	\$37.85	\$198.00	\$6.60	x	x
Restrooms	8 x 8	30	0	\$1,135.50	\$37.85	\$198.00	\$6.60	x	x
Water Ftn	8 x 8	15	0	\$667.75	\$37.85	\$99.00	\$6.60	x	x
Bike Trail	8 x 8	15	0	\$667.75	\$37.85	\$99.00	\$6.60	x	x
Sport	8 x 8	30	0	\$1,135.50	\$37.85	\$198.00	\$6.60	x	x
Water View	8 x 8	30	0	\$1,135.50	\$37.85	\$198.00	\$6.60	x	x
Total Icon Stickers		300							

Company Name Port City Signs

Address 771 Access Highway, Muskegon Mi. 49441

Phone 231-727-9200

Email Shawn@portcitysigns1.com

Signature

Title Account Manager

Printed Name Shawn Zimmerman

City of Muskegon -Park Signage RPF

Below is a breakdown of the construction methods per this RFP.

Monument Signs-

- Aluminum posts
- All signs to be powder coated per City of Muskegon brand guide colors and graphics to be applied thereafter.
- Welded aluminum construction
- Sign Comp bevel frames welded to posts with aluminum sign faces.
- Sign comp bevel frames with .100 aluminum for icon bars.
- Signs will be 100% completed and ready for installation.

Welcome to the City/ Winter Parking-

- U-Channel post included with all signs.

Public Access Double Sided-

- Quoted two single sides to be mounted on one U-Channel post. Post included!

Public Access – All signs quoted with U-Channel post included.

C1 - Access and C2 – Icons include reflective vinyl.



NATIONWIDE ASSURANCE COMPANY
 (A STOCK COMPANY)
 ONE WEST NATIONWIDE BLVD
 COLUMBUS, OH 43215-2220
 1-877 On Your Side
 1 (877) 669-6877

RENEWAL

COMMERCIAL GENERAL LIABILITY COMMON DECLARATIONS

Policy Number: ACP CG013088273166
 Named Insured: WILDE'S LLC - DBA PORT CITY SIGNS
 Mailing Address: 771 ACCESS HWY
 MUSKEGON, MI 49442-1236
 Agency: CARPENTER INSURANCE AGENCY
 Address: 1685 MARQUETTE AVE
 MUSKEGON, MI 49442-1459
 Agency Phone: (231) 773-1464
 Producer: TIMOTHY CARPENTER
 Policy Period: Effective From 05-11-2025 To 05-11-2026
 12:01 AM Standard Time at the
 insured's mailing address.
 The Insured is a(n): Limited Liability Company



Premium/Fees

Total Annual Premium	\$6,607.00
Total Policy Premium	\$6,607.00

Limits Of Insurance - Premises/Operations and Products/Completed Operations

Limit

Deductible

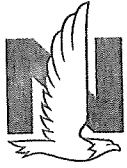
Each Occurrence Limit	Per Occurrence	\$1,000,000	
Personal and Advertising Injury Limit	Per Person Or Organization	\$1,000,000	
General Aggregate Limit	All Occurrences	\$2,000,000	
Products/Completed Operations Aggregate Limit	All Occurrences	\$2,000,000	
Damage To Premises Rented To You Limit	Per Occurrence	\$100,000	
Medical Payments Limit	Per Person	\$5,000	
Premises/Operations BI Deductible			No Deductible
Premises/Operations PD Deductible			No Deductible
Premises/Operations BI and PD Deductible			No Deductible
Products/Completed Operations BI Deductible			No Deductible
Products/Completed Operations PD Deductible			No Deductible

803530000026095



INSURED COPY

MI 34636



Nationwide®

COMMERCIAL GENERAL LIABILITY

SCHEDULE(S)

Policy Number: ACP CG013088273166

Policy Period: From 05-11-2025 To 05-11-2026

SCHEDULE OF NAMED INSUREDS

Named Insured	Type of Entity
WILDE'S LLC - DBA PORT CITY SIGNS	Limited Liability Company
WILDE SIGNS	Corporation
SAFARI SIGNS	Corporation
PORT CITY SIGNS	Corporation

SCHEDULE OF LOCATIONS

Location	Location ID	Location Address
001		771 ACCESS HWY, MUSKEGON, MI 49442-1236

80353000026104



INSURED COPY

MI 34636

QUOTE & AWARD

The undersigned having become thoroughly familiar with and understanding of all the Quote documents attached hereto, agrees to provide the services as specified herein, for the total fees as stipulated herein, subject to negotiation.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this Quote which will become a binding contract if accepted by the City of Muskegon.

I hereby state that I have read, understand and agree to be bound by all of the terms of this Quote document.

Signature 

Title ACCOUNT MANAGER

Print Name SHAWN ZIMMERMAN

Date 4-9-2025

Firm Name Port City Signs

Address 771 ACCESS Hwy

MUSKEGON, MI 49442

Telephone No. 231-727-9200

E-Mail shawn@PortCitySigns1.com

2025 City Signage RFP BID Summary

	With Install	No Install	Option	Location
Port City Signs	\$ 107,899.94	\$ 78,204.44	\$ 23,013.62	Muskegon
Praise Sign Company	\$ 114,089.16	\$ 100,649.16	\$ -	Grandville
Valley City Sign	\$ 160,405.00	\$ 116,956.00	\$ 36,942.00	Comstock Park
ASI	\$ 164,166.00	\$ 139,642.00	\$ 43,322.00	Troy
Blink Signs	\$ 171,053.92	\$ 124,115.62	\$ -	Leland
Viking Sign Solutions	\$ 184,695.00	\$ 140,971.00	\$ -	Howard City
Midwest Sign Company	\$ 219,880.00	\$ 185,485.00	\$ 57,990.00	Wayland
United Sign	\$ 256,535.00	\$ 200,065.00	\$ -	Norcross, GA



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: April 22, 2025	Title: 880 First Street Demo Asbestos Change Order #2							
Submitted by: Jake Eckholm, Development Services Director	Department: Economic Development							
Brief Summary: City staff requests approval of Asbestos Abatement Inc.'s proposal for additional asbestos abatement work to proceed with the approved demolition of the 880 First St. structure.								
Detailed Summary & Background: The City of Muskegon solicited bids from qualified contractors for the demolition of the building located at 880 First St., Muskegon, MI 49440. The scope of work includes complete demolition and removal of the structure, including all foundations and footings, backfilling the site, hydroseeding, and asbestos abatement. The primary objective is to eliminate blight, improve the area's aesthetic appeal, and encourage economic development by preparing the site for future opportunities. Asbestos Abatement Inc. was awarded the bid by the City Commission on October 8, 2024. Additional asbestos containing material was found on the lower roof flashing. AAI has completed an asbestos survey, and the report is attached for your review. To proceed with demolition, asbestos abatement must be completed. Scope of Work: Removal and disposal of asbestos containing lower roof flashing beneath poured concrete deck. Required personal air monitoring and clearances included. Continuous third-party air monitoring not included. State notification and permits included. Total Cost: \$53,562								
Goal/Focus Area/Action Item Addressed: Key Focus Areas: Progress toward completion of ongoing economic development projects Goal/Action Item: 2027 Goal 2: Economic Development Housing and Business								
Amount Requested: \$53,562	Budgeted Item: <table border="1"><tr><td>Yes</td><td>☒</td><td>No</td><td>☐</td><td>N/A</td><td>☐</td><td>☐</td></tr></table>	Yes	☒	No	☐	N/A	☐	☐
Yes	☒	No	☐	N/A	☐	☐		

Fund(s) or Account(s): Public Improvement Fund (445)	Budget Amendment Needed: <table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> <td>N/A</td> <td></td> <td></td> </tr> </table>	Yes		No		N/A										
Yes		No		N/A												
Recommended Motion: I move to approve the asbestos abatement proposal submitted by Asbestos Abatement Inc. for the property located at 880 First St., Muskegon, MI 49440, in the amount of \$53,562.																
Approvals: <table border="1"> <tr> <td>Immediate Division Head</td> <td></td> <td></td> </tr> <tr> <td>Information Technology</td> <td></td> <td></td> </tr> <tr> <td>Other Division Heads</td> <td></td> <td></td> </tr> <tr> <td>Communication</td> <td></td> <td></td> </tr> <tr> <td>Legal Review</td> <td></td> <td></td> </tr> </table>	Immediate Division Head			Information Technology			Other Division Heads			Communication			Legal Review			Guest(s) Invited / Presenting: No
Immediate Division Head																
Information Technology																
Other Division Heads																
Communication																
Legal Review																



April 4, 2025

Contessa Alexander
Development Analyst
City of Muskegon
933 Terrace St.
Muskegon, MI 49440

RE: 880 First Street Lower Roof Additional Abatement Proposal

Asbestos Abatement Inc. (AAI) is pleased to provide you with the following proposal for your consideration. The scope of work is limited to the work described below only and not for any other substance or condition. The price included applicable taxes.

Scope by AAI:

Removal and disposal of asbestos containing lower roof flashing beneath poured concrete deck. Required personal air monitoring and clearances included. Continuous third-party air monitoring not included.

State notification and permits included.

Price = \$53,562

Notes/Disclaimers: work hours are M-F during normal business hours.

The quoted rates are valid for 30 days from the date listed at the top of this agreement.

If you have any questions, feel free to call me. Thank you.

Respectfully,

Mike Busterna
Project Manager/Estimator



Accepted By: _____
Signature

Print Name: _____

Title: _____ Date: _____



SITE:	880 1st Street Muskegon, MI 49440	DRAWING NO.	HZM001	PROJECT NO.	2260-D	DATE	03/27/25	KEY Asbestos Containing Flashing Material —	 2420 N. GRAND RIVER AVENUE LANSING, MI 48906 O: 517-323-0052 F: 517-323-7382
	ASBESTOS SAMPLE MAP	SCALE	NO SCALE	DRAWN	MLS	REVISION	0		

First Street

W Clay Ave

W Western Ave

880 1st Street
UPPER ROOF

880 1st Street
LOWER ROOF



ROOF PLAN

SITE:	880 1st Street Muskegon, MI 49440	HZM001 DRAWING NO.	2260-D PROJECT NO.	03/27/25 DATE	KEY Asbestos Containing Flashing Material 	 2420 N. GRAND RIVER AVENUE LANSING, MI 48906 O: 517-323-0052 F: 517-323-7382
	ASBESTOS SAMPLE MAP	NO SCALE SCALE	MLS DRAWN	0 REVISION		

TRIANGLE ENVIRONMENTAL SERVICE CENTER, INC.

13509 East Boundary Road, Suite B, Midlothian, VA 23112
804-739-1751 • fax: 804-739-1753

BULK ASBESTOS SAMPLE ANALYSIS SUMMARY

CLIENT: Asbestos Abatement Inc.
2420 N. Grand River Ave.
Lansing, MI 48906

TESC LOGIN #: 250321Q

DATE OF RECEIPT: 3/21/2025
DATE OF ANALYSIS: 3/21/2025
DATE OF REPORT: 3/21/2025

CLIENT JOB/ #: 2260

JOB SITE: 880 First St.

ANALYST: C. Eisenman

TESC SAMPLE #	CLIENT SAMPLE ID & GROSS DESCRIPTION	ESTIMATED % ASBESTOS	NON ASBESTOS % FIBERS	NON FIBROUS % MATERIALS
1	60A / Black tar-like	NAD	30% Cellulose	70%
2A	60B-Shingle / Black tar-like	NAD	30% Cellulose	70%
2B	60B-Tar / Black adhesive	NAD	3% Cellulose	97%
3	61A / Black adhesive	4% Chrysotile		96%
4	61B / Black adhesive	4% Chrysotile		96%
5	62A / Black tar-like	12% Chrysotile	2% Cellulose	86%
6	62B / Black tar-like	6% Chrysotile	9% Fiberglass	85%

Total Samples/Layers Analyzed: 7

Samples are analyzed in accordance with "EPA -- 40 CFR Appendix E to Subpart E of Part 763, Interim Method for the Determination of Asbestos in Bulk Insulation Samples", EPA 600/R-93/116: Method for the Determination of Asbestos in Bulk Building Materials. None Detected: not detected at/or below the detected limit of method (Reporting limit: 1% Asbestos). Sodium Chloride is analyzed for quality control blank. TESC recommends by point count or Transmission Electron Microscopy (TEM), for materials regulated by the EPA NESHAP (National Emission Standards for Hazardous Air Pollutants) and found to contain less than ten percent (<10%) asbestos by Polarized Light Microscopy (PLM). Both services are available for an additional fee. This report must not be reproduced except in full with approval of Triangle Environmental Service Center, Inc. This test report relates only to the item(s) tested. This report may not be used by the client to claim product endorsement by NVLAP or any other agency of the U.S. Government. Client Samples condition acceptable for testing. Analysis of Dust Wipe, Soil, and Tape samples do not fall under NVLAP Accreditation.

NVLAP Lab Code: 200794-0

[**LEGEND** NAD=No Asbestos Detected, Lino.=Linoleum, JC=Joint Compound]

Reviewed By Authorized Signatory:



Feng Jiang, MS Senior Geologist, Laboratory Director
Yuedong Fang, Senior Geologist

2503210

13509 East Boundary Road, Suite B • Midlothian • VA • 23112 • Tel: 804-739-1751 • Fax: 804-739-1753

LAB CUSTOMER: Asbestos Abatement Inc.

ADDRESS: 2420 N. Grand River Ave

CITY, STATE, ZIP: Lansing MI 48906

TAT: 2 Hour: 6 Hour: 24 Hour: 48 Hour: 3 Day: 5 Day:

CONTACT METHOD: Phone: 517-323-0052
Fax: 517-323-7382

DATE: 3/20/25

CONTACT NAME: Cody Adams

PROJECT #: 2260

PROJECT SITE: 880 First St

Email: cadams@oneaai.com

Email: cadams@oneaai.com

[illegible]

Prepared by TESC



Site Photograph Log

Client Name: City of Muskegon

Project Name: 880 First St Demolition

Project Address: 880 First St, Muskegon, MI 49440

AAI Project No. 2260

PHOTOGRAPH #1



HA #: 62

MATERIAL CLASSIFICATION

Asbestos-Containing Building Material

MATERIAL DESCRIPTION

Roof Flashing Below Concrete

ADDITIONAL NOTES

2nd Floor South Stairwell. Flashing was discovered and sampled while abating floor expansion joint after concrete was removed.

PHOTOGRAPH #2



HA #: 62

MATERIAL CLASSIFICATION

Asbestos-Containing Building Material

MATERIAL DESCRIPTION

Roof Flashing Below Concrete

ADDITIONAL NOTES

Lower Roof NE Edge. Concrete was removed to abate roof caulk that was discovered during initial abatement thus revealing hidden flashing at roof edge which was then sampled and results came back positive for asbestos.

PHOTOGRAPH #3



HA #: 62

MATERIAL CLASSIFICATION

Asbestos-Containing Building Material

MATERIAL DESCRIPTION

Roof Flashing Below Concrete

ADDITIONAL NOTES

Lower Roof NE Edge. Concrete was removed to abate roof caulk that was discovered during initial abatement thus revealing hidden flashing at roof edge which was then sampled and results came back positive for asbestos.



Site Photograph Log

Client Name: City of Muskegon

Project Name: 880 First St Demolition

Project Address: 880 First St, Muskegon, MI 49440

AAI Project No. 2260

PHOTOGRAPH #4



HA #: 9

MATERIAL CLASSIFICATION

Asbestos-Containing Building Material

MATERIAL DESCRIPTION

Roof Flashing Below Concrete

ADDITIONAL NOTES

Lower Roof NE Edge. Close up of photos #2 & #3. Concrete was removed to abate roof caulk that was discovered during initial abatement thus revealing hidden flashing at roof edge which was then sampled and results came back positive for asbestos.



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: April 22, 2025	Title: Design and Construction Engineering Services for Industrial Park and Sherman Lift Station Improvements							
Submitted by: Todd Myers, Deputy Director of Public Works	Department: Public Works							
Brief Summary: Staff is requesting approval of a contract with Fleis & VandenBrink for Engineering Services in the amount of \$41,800.								
Detailed Summary & Background: Proposals were received from Engineering Consultants to provide Design and Construction Engineering Services for Improvements to the Industrial Park and Sherman Street Lift Stations. The proposals were reviewed and evaluated based on project team, Project Understanding, Cost, and Location. Fleis & VandenBrink was rated the highest and was also the consultant with the lowest cost for the proposed services.								
Goal/Focus Area/Action Item Addressed: <u>Key Focus Areas:</u> <u>Goal/Action Item:</u> Administrative Action								
Amount Requested: \$41,800	Budgeted Item: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 15%;">Yes</td> <td style="width: 10%;">X</td> <td style="width: 15%;">No</td> <td style="width: 10%;"></td> <td style="width: 15%;">N/A</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>	Yes	X	No		N/A		
Yes	X	No		N/A				
Fund(s) or Account(s): 590 (Sewer Fund)	Budget Amendment Needed: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 15%;">Yes</td> <td style="width: 10%;"></td> <td style="width: 15%;">No</td> <td style="width: 10%;">X</td> <td style="width: 15%;">N/A</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>	Yes		No	X	N/A		
Yes		No	X	N/A				
Recommended Motion: I move to authorize staff to enter into an agreement with Fleis & VandenBrink in the amount of \$41,800 for the Design and Construction Engineering Services requested for the Industrial Park and Sherman Street Lift Stations.								
Approvals: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Immediate Division</td> <td style="width: 10%;"></td> <td style="width: 30%;"></td> </tr> </table>	Immediate Division			Guest(s) Invited / Presenting: No				
Immediate Division								

Head			
Information Technology			
Other Division Heads			
Communication			
Legal Review			

2025 INDUSTRIAL PARK AND SHERMAN LIFT STATIONS IMPROVEMENTS – DESIGN AND CONSTRUCTION ENGINEERING SERVICES

Submitted to:
City of Muskegon

March 27, 2025
P50516





March 27, 2025

Todd Myers, Deputy Director of Public Works
City of Muskegon
1350 E. Keating Ave.
Muskegon, MI 49442

**RE: 2025 Industrial Park and Sherman Lift Stations Improvements
Design and Construction Engineering Services**

Dear Todd:

Through their continued expansion and evolution, the City of Muskegon understands the foundational elements of a healthy community. When it comes to growth, a functional lift station is just as integral as new public parks and businesses, even if they aren't as eye catching.

F&V's extensive experience in designing and updating lift stations makes us a prime candidate for the improvements to the City of Muskegon's Industrial Park and Sherman Lift Stations. What sets us apart is not just our expertise, but our genuine connection to Muskegon. Our local office, strategically located in downtown Muskegon, positions us at the heart of the community we are dedicated to serving.

In partnership with HGA Architects and Engineers for the Trinity Health Muskegon expansion, we became familiar with the Sherman Lift Station site, historical flow data, and unique challenges.

Supporting our expertise and commitment are several noteworthy achievements:

- We have completed 200+ lift stations across local and lakeshore communities such as Norton Shores, North Muskegon, Saugatuck, St. Joseph, Mesick, Holland, and Muskegon Township.
- Our records show that F&V construction projects have averaged less than a 1% change between as-bid costs and final construction costs, prior to owner requested modifications.
- We have considerable experience working with lakeshore communities, such as Muskegon, Grand Haven, Saugatuck, and Pentwater. We understand the distinctive culture associated with tourists and seasonal populations while also maintaining an industrial business presence.

We look forward to working with you on this project. We can begin working on the plan immediately upon your authorization and can adjust our schedule to meet your needs. If you have any questions or comments, please feel free to contact us.

Sincerely,

FLEIS & VANDENBRINK

Don DeVries, PE
Project Manager, Principal

Danell Diakow, PE
Assistant Project Manager

316 Morris Avenue, Ste 230
Muskegon, MI 49440
P: 231.726.1000
F: 231.726.2200
www.fveng.com

PROPOSAL & AWARD

The undersigned having become thoroughly familiar with and understanding of all the proposal documents attached hereto, agrees to provide the services as specified herein, for the total fees as stipulated herein, subject to negotiation.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this proposal which will become a binding contract if accepted by the City of Muskegon.

I hereby state that I have read, understand and agree to be bound by all of the terms of this proposal document.

Signature  Title Principal

Print Name Don DeVries, PE Date March 25, 2025

Firm Name Fleis & VandenBrink

Address 316 Morris Avenue, Ste 230

Muskegon, MI 49440

Telephone No. 231.726.1000

Email ddevries@fveng.com

Fax No. 231.726.2200



TABLE OF CONTENTS

SECTION 1:	QUALIFICATIONS OF TEAM
SECTION 2:	UNDERSTANDING OF SERVICES
SECTION 3:	LOCATION OF FIRM
SECTION 4:	PRICED PROPOSAL

SECTION 1: QUALIFICATIONS OF THE TEAM

F&V is providing a team highly experienced in the design and construction engineering of lift stations. Your project manager and lead design engineer have completed a number of lift station designs and have experience working with the City on prior projects.



Resumes of key personnel (*) are on the following pages, along with select project sheets and references.

PROFESSIONAL BIO

Don is involved in the study, design, and construction engineering of lift stations, streets, sanitary sewer, storm sewer and water main, sidewalks and bike path systems. He has nearly 30 years of experience as a project engineer/manager in various civil engineering projects. He has completed many water and sewer feasibility studies, developed water system reliability study and master plans for communities and designed many elevated water towers.

He has assisted in the design, permitting, and construction of various site design and infrastructure systems, as well as construction inspection, compaction testing and surveying.



DON DEVRIES, PE
Project Manager | Principal



ddevries@fveng.com
616.942.3628



BS: Civil Engineering,
Calvin College



Professional Engineer
Michigan (No. 6201039621)

FEATURED EXPERIENCE

Lift Station Improvements - Hudsonville

Project engineer for the design and construction of the Elm Avenue lift station replacement and Park and Van Buren lift station upgrade.

Wastewater Capacity Study - Lawrence

Project manager responsible for the study and evaluation of the existing collection system and lift stations and a capacity evaluation of the wastewater treatment plant.

Sewer and Lift Station Improvements - Bangor

Project manager responsible for the design, permitting, and construction engineering of 5,000 feet of sanitary sewer replacement and the replacement of four lift stations.

Sewer and Lift Station Improvements - Newaygo

Project manager responsible for the design, permitting, and construction engineering of 3,000 feet of sanitary sewer replacement and the replacement and upgrades of four lift stations.

Wastewater Systems Improvements - Hudsonville

Project engineer for the study, design, and construction of the wastewater lift station upgrades to increase pumping capacity and reliability. The pump station included two submersible pumps and a backup generator.

Pump Station Evaluations - Holland

QA/QC for the evaluation and report preparation documenting the condition of the City's 35 wastewater pump station. This project included a thorough in-field evaluation of the pump station mechanical, electrical, alarms, and controls along with a detailed written report evaluating the condition of each station, recommended actions and Capital Improvements. The project evaluated and recommended the standardization of alarms and their management through the City's SCADA system.



PROFESSIONAL BIO

Danell has eight years of civil engineering experience. Her experience lies in utility design and construction including water, wastewater, lift stations, and stormwater for municipal and private clients. She is also very competent in transportation design for MDOT and municipal clients. She has assisted in projects from concept to construction including: feasibility studies, funding, design, construction engineering, and inspection.

DANELL DIAKOW, PE

Assistant Project Manager and Lead Design Engineer | Associate



ddiakow@fveng.com
616.965.8783



BS: Civil Engineering,
Michigan State University



Professional Engineer
Michigan (No. 6201070503)

FEATURED EXPERIENCE

Pump Station Improvements - Holland Board of Public Works

Lead design engineer for the design, bidding services, and construction engineering for reconstruction of five Holland Board of Public Works (HBPW) pump stations. The projects included removal of the existing station and controls and replacing or rehabilitating the wet well. The projects also included a new valve chamber, piping, pumps, and station controls per HBPW standards. Four of the five stations are also located on small easements that required innovative design solutions.

Sewer Phase II - Oshtemo Township

Design engineer for approximately 11 miles of sanitary sewer, one submersible pump station and the reconstruction of the roadways within the project limits.

Cowan Lake Sanitary Sewer Improvements - Grattan Township

Design engineer for the grinder pump stations at each of the 64 homes around Cowan Lake in Grattan Township. The individual grinder pump stations will discharge into a new municipal pump station with five miles of force main.

Pump Station Evaluations - Holland Board of Public Works

Project engineer for the evaluation and report preparation documenting the condition of the Board of Public Works's 35 wastewater pump station. This project included a thorough in-field evaluation of the pump station mechanical, electrical, alarms, and controls along with a detailed written report evaluating the condition of each station, recommended actions and Capital Improvements. The project evaluated and recommended the standardization of alarms and their management through the City's SCADA system.

Water and Sewer Improvements - Norton Shores

Design engineer for the design and construction engineering for the Sheffield submersible, duplex lift station and abandoning two existing stations. Work also included 2,500 feet of gravity sewer and forcemain. Watermain upgrades included approximately 5,200 feet of watermain at Sheffield, Fairfield, looping near Mona Shores Middle School, looping near Norton Ave., and Sandybrook Ct. The project was designed per City, EGLE, and MDOT standards.



PROFESSIONAL BIO

Emma has nearly four years of experience in engineering, providing observation of construction work, including lift stations, to ensure conformance with MDOT standards and local specifications. She has performed design and Civil 3D drafting for a variety of municipal infrastructure projects.



EMMA MCDONALD

Design Engineer and Construction RPR



emcdonald@fveng.com
616.843.1635



BS: Biosystems Engineering,
Michigan State University

FEATURED EXPERIENCE

Pump Station Improvements - Holland Board of Public Works

Project engineer for the design, bidding services, and construction engineering for reconstruction of five Holland Board of Public Works (HBPW) pump stations. The projects included removal of the existing station and controls and replacing or rehabilitating the wet well. The projects also included a new valve chamber, piping, pumps, and station controls per HBPW standards. Four of the five stations are also located on small easements that required innovative design solutions.

Lift Station Evaluations - Gun Plain Township

Project engineer for the evaluation of the existing conditions of six grinder stations and fourteen lift stations. The project included observation and subsequent ranking of structures, process piping, electrical controls, and equipment of each station for future determination of rehabilitation required.

Water and Sewer Improvements - Norton Shores

Project engineer and resident project representative for the design and construction engineering for the Sheffield submersible, duplex lift station and abandoning two existing stations. Work also includes 2,500 feet of gravity sewer and forcemain. Water main upgrades include approximately 5,200 feet of water main at Sheffield, Fairfield, looping near Mona Shores Middle School, looping near Norton Ave., and Sandybrook Ct. The project was designed per City, EGLE, and MDOT standards.

Pump Station Improvements - Shelby

Design engineer for the upgrades of two existing pump stations and replacement of a water system well. Improvements included complete replacement and enlargement of a wet well, coating a dry well, pump and motor replacements, and cathodic protection replacement. The project also included valve replacement, electrical and controls replacements, and installation of a standby generator.

Water and Sewer Feasibility Study - Webber Township

Project engineer for evaluating alternatives to provide water and sanitary sewer service to Webber Township Industrial area. This studied included reviewing alternate routes, future land use and users, utility sizing, and cost estimates.



PROFESSIONAL BIO

Ed has over 40 years' experience with industrial process control, water and waste water treatment, and downtown revitalization projects. His expertise lies in power distribution, automated controls (SCADA), and instrumentation for these systems, including electrical design and PLC programming.

Ed's vast career has also given him experience in construction management and start-up and system maintenance, including the installation of instrumentation, motor controls and associated conduit, wiring and associated electrical apparatus.



ED HAWKS
Electrical Designer



ehawks@fveng.com
616.942.3633



Welding Tech/Computer
Tech AutoCAD Grand Rapids
Community College



OSHA 40-Hour Health &
Safety training for Hazardous
Materials Operations

FEATURED EXPERIENCE

Lift Station Replacement and Odor Control at WWTP - Leoni Township

Electrical designer for complete replacement of 2 sewage pump stations. Design work included new control panels and replacement stand-by generators. Odor control system for headworks consisted of powering manufacturers standard odor control system controls and tying all of the instrumentation back to their control panel. SCADA work consisted of monitoring Odor Control System alarms and indicators using existing plant SCADA system.

Four New Lift Stations - Au Sable Township

Electrical controls and SCADA design to replace 4 existing sewage lift station with new lift stations.

Waterloo Pump Station Improvements - Big Rapids

Electrical designer for design services for built in place sewage lift station upgrades. Major improvements included all new motor control, SCADA system improvements, new pumps and HVAC improvements.

Wastewater Treatment Facility - Grant

Project electrical designer with design team for wastewater treatment plant expansion. Work included: lift station rehabilitation, and the addition of one new Sequencing Batch Reactor and new blowers. The existing PLC based controls were replaced with a new SCADA Control System.

Wastewater Treatment Facility - Sturgis

Project electrical designer with design team for two new sewage lift stations and a standby generator at the wastewater treatment facility. All work for the generator was on the city's 12,470 volt power distribution system.

Wastewater Treatment Facility - Howard City

Project electrical designer with design team for lift station rehabilitation and the addition of one standby generator at the main lift station. Work at the wastewater treatment facility consisted of the addition of two new aerated lagoons and blower control system.

F&V has designed and/or built several hundred pump station projects since we formed as a company in 1993. Our experience is with publicly owned systems that serve the critical infrastructure of Michigan communities.

Below we have provided an overview with select project write-ups on the following pages.

Name	Year Completed	# of Lift Stations	Type	
			Dry Pit	Submersible
City of Belding Wastewater System Improvements	Est. 2025	3		X
City of Benton Harbor CWSRF Lift Station Improvements	Est. 2025	7		X
City of South Haven WWTP Stormwater Pump Station	Est. 2025	1	X	X
City of Holland Brecado and M-40 Improvements	Est. 2025	2		X
Allendale Charter Township M-45 Lift Station	2025	1		X
Beecher Metropolitan District Pump Station 6 (Triplex)	2024	1	X	
Houghton Lake Sewer Authority Wastewater Improvements	2024	13	X	X
Village of Colon Two Pump Stations	2024	2		X
City of Grand Blanc Reid Road Pump Station	2024	1		X
Covert Township Lift Station Improvements	2024	3		X
City of Holland Steketee and Beechwood Improvements	2024	2		X
Hampton Charter Township Various Pump Stations	2023	12	X	X
Village of Shelby Industrial Park Pump Station	2023	1	X	
Village of Shelby Harvey Street Pump Station	2023	1	X	
City of Norton Shores Sewer and Lift Station Improvements	2023	1		X
Grattan Township Cowan Lake Sanitary Sewer	2021	1		X
Barry County Gilmore Car Museum Sanitary Sewer	2021	1		X
City of Big Rapids Waterloo Pump Station	2020	1	X	
City of Sturgis Market Street Pump Station Improvements	2017	1		X
Fife Lake Area Utility Authority Various Pump Stations	2016	9	X	
City of Pottersville WWTF Influent Pump Station	2015	1	X	



PUMP STATION IMPROVEMENTS

Holland Board of Public Works

PROJECT INFORMATION **CONTRACT A**

Construction Completed: 2022
Initial Construction Cost: \$413,000
Final Construction Cost: \$419,000

PROJECT INFORMATION **CONTRACT B**

Construction Completed: Est. 2025
Initial Construction Cost: \$595,000
Final Construction Cost: TBD

F&V provided design, bidding services, and construction engineering for reconstruction of three Holland Board of Public Works pump stations. The project included removal of the existing station and controls and replacing or rehabilitating the wet well. The project also included a new valve chamber, piping, pumps, and station controls per HBPW standards.

Contract A included the reconstruction of Cherry Walk pump station, including innovative solutions to a small easement footprint and limited access for construction equipment.

Contract B included the reconstruction design of Beechwood and Steketee pump stations. These stations are also located on small easements that required innovative design solutions. F&V completed the design, bidding, and construction engineering of Beechwood and is continuing to work with HBPW on the Steketee construction phase.

REFERENCE

Brian Richey, PE, Civil Engineer
616.355.500





WATER AND SEWER IMPROVEMENTS

Norton Shores, MI

PROJECT INFORMATION **CONTRACT A**

Construction Completed: 2020
Initial Construction Cost: \$579,000
Final Construction Cost: \$546,000

PROJECT INFORMATION **CONTRACT B**

Construction Completed: 2023
Initial Construction Cost: \$2,484,000
Final Construction Cost: \$2,484,000

City officials in Norton Shores have worked over recent years to improve their water and sewer systems. What started as a watermain replacement project throughout the City evolved into a larger project to replace an aging watermain and two failing lift stations.

F&V provided design and construction engineering services and assisted with easements for two contracts replacing 8,575 feet of 6-inch, 8-inch, and 10-inch watermain and replacing two existing lift stations with a new duplex, submersible lift station at the south end of Sheffield Street.

The water improvement project included upsizing and replacing old water main and eliminating dead end segments. Lead service line replacement was completed where needed to comply with the Lead & Copper rules.

REFERENCE

Jim Murphy, PE, Public Works & Engineering
Director - 231.799.6803





COLLECTION SYSTEM UPGRADES, TRUNK SEWER RELOCATION

Allendale, MI

PROJECT INFORMATION

Construction Completed: Est. 2025

Initial Construction Cost: \$11,111,288

Grand Valley State University (GVSU) has experienced rapid growth since its opening. Because of this, the GVSU campus and surrounding areas had additional needs for Township utilities.

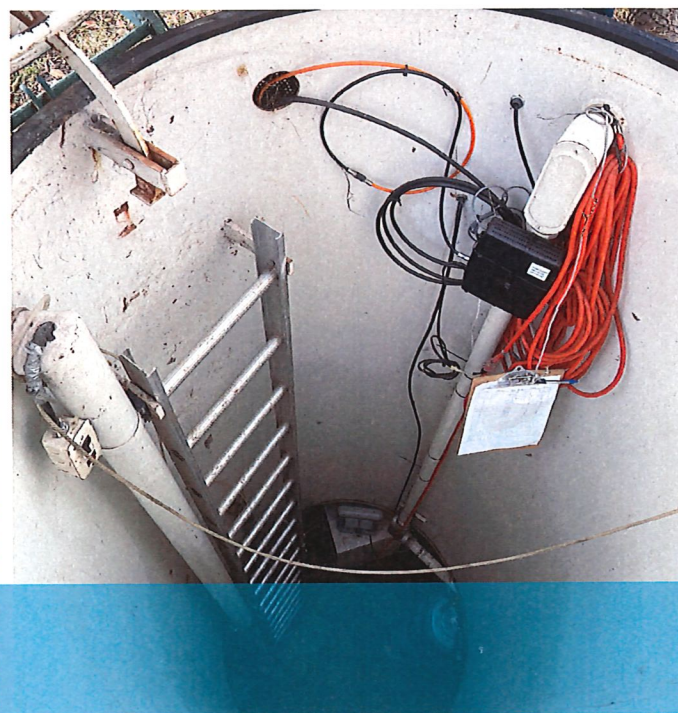
F&V provided design and construction engineering services, expanding two sewer systems approaching capacity while preventing environmental contamination resulting from pipe exposure due to continued soil erosion. The following was completed:

- Replacement of an existing 14-inch sewer with a new 21-inch line
- Installation of a new lift station next to the existing booster station
- Inspection and rehabilitation of an existing 21-inch sewer
- Installation a new force main and gravity sewer from the lift station to the headworks building

REFERENCE

Adam Elenbaas, Supervisor
616.892.3110





PUMP STATION IMPROVEMENTS

Village of Shelby, MI

PROJECT INFORMATION

Construction Completed: 2023

Initial Construction Cost: \$795,000

Final Construction Cost: \$760,000

The Village of Shelby needed upgrades to two lift stations, Harvey Street and Industrial Park, to support the health and function of their ever-changing and growing community.

F&V provided project planning, funding assistance, design, bidding, and construction engineering services for both locations. The following details each lift station's upgrades, funded through MEDC:

Industrial Park:

- Cathodic protection
- Dry well and wet well rehabilitation
- Pump replacement.

Harvey Street:

- Updated controls
- Cathodic protection
- Generator
- Dry well and wet well rehabilitation
- Pump and valve replacement

SECTION 2: UNDERSTANDING OF SERVICES

We understand the City intends to make improvements to the Sherman and Industrial Park lift stations. The Sherman lift station will be improved with a control panel, piping, valve, instrumentation, debris basket, and wet well vent replacement with the possibility of a retrofit safety grate on the wet well hatch. The Industrial Park lift station is to be improved with a control panel, piping, valve, instrumentation, and wet well vent replacement.

SCOPE OF SERVICES

F&V will complete the Scope of Services identified in the RFP and further outlined below.

Design and Bidding Services

- Gather and review record plans, private utility information, and any available records pertinent to each lift station.
- Perform site visit to confirm existing conditions.
- Complete a topographic survey for each site, including establishing controls and benchmarks. Identify right-of-way and property lines relative to the lift station.
- Prepare a basis of design incorporating proposed valves and piping. It is assumed flow rate will be the same because pumps are not proposed for replacement. Proposed head conditions on existing pumps will be evaluated.
- Complete site plan design for each station.
- Complete lift station detail design, incorporating proposed improvements within each station.
- Prepare construction plans and specifications.
- Review draft plans and specifications with the City.
- Incorporate City review comments.
- Submit for EGLE Part 41 permit (City to pay permit fees, if any). We don't believe a Road Commission Right-of-Way permit will be necessary.
- Prepare estimate of probable costs.
- On behalf of the City, advertise project for bids.
- Provide bidding assistance including providing bidding documents to contractors, responding to bidder questions throughout the bidding period, preparing and distributing addenda as necessary, attending the bid opening, collecting bids, reviewing bids, preparing bid tabulation, and recommending of award.
- Prepare Notice of Award and Notice to Proceed.
- Review bidder's bonds and insurances.
- Prepare contract documents for execution.

Construction Services

- Schedule and attend preconstruction meeting with representatives from the City, utility companies, and the selected contractor. Prepare meeting minutes.
- Track and review project submittals.
- Provide construction staking for the designed improvements.
- Respond to RFI's, prepare payment applications, and change orders as necessary.
- Schedule and attend progress meetings with representatives from the City and selected contractor as necessary. Prepare meeting minutes.
- Provide part-time resident project representative.
- Upon project completion conduct a walk-through for each station to identify any remaining work that needs to be completed.
- Prepare record drawings.

SCHEDULE

We understand that schedule is a vital component to any project's success. We commit to the project schedule as stated in the RFP and further outlined here:

Task	Date
Authorized by City Commission	April
Kickoff Meeting	April
Design Phase	May 1 - June 9
90% Design Review Meeting	May 29th
Submit for Permits	June 9th
Out for Bids	July 17th
Bids Due	August 14th
Construction Phase	September - December

SECTION 3: LOCATION OF FIRM

Located in the heart of the City of Muskegon, our office on Morris Avenue is only 4 blocks from City Hall and 4 miles from the lift stations. As the only Civil Engineering firm in the City, this gives us the unique advantage of being able to respond quickly to any needs or issues that may arise during the project.



SECTION 4: PRICED PROPOSAL

Based on our understanding/approach and work scope for this project, the following breakdown of hours and total fee are provided on the following page.

City of Muskegon
2025 Industrial Park and Sherman Lift Station Improvements
Professional Fee

Task	QA/QC	Project Manager	Lead Designer	Design Engineer	Drafting	Electrical	Survey Field	Survey Office	Admin.	Expense	Total Item Value
Design & Bidding Services											
Topo Survey							10	4		\$ 400.00	\$2,250.00
Kickoff Meeting & Site Visit		4	4								\$1,570.00
Basis of Design			4							\$ 200.00	\$870.00
Drawings			6	32	24	8					\$8,880.00
Specification & Bid Documents		2	4	16		4			8		\$4,380.00
Permits			2	4					2		\$990.00
Cost Estimate			2	6							\$1,060.00
Design Review Meeting		2	2							\$ 70.00	\$860.00
QC	2	2									\$860.00
Bidding			4	4					8		\$1,840.00
Bid Opening			1							\$ 70.00	\$240.00
Post Bidding		1	2						4		\$910.00
Totals	2	11	31	62	24	12	10	4	22	\$ 740.00	\$24,710.00
									Total Hours: 178		

Task	QA/QC	Project Manager	Lead Designer	Design Engineer	Drafting	Electrical	Survey Field	Survey Office	Admin.	Expense	Total Item Value
Construction Phase Services											
Preconstruction Meeting		3	3						2	\$ 70.00	\$1,430.00
Review Submittals			8			8					\$2,520.00
Construction Staking							8	2		\$ 460.00	\$1,800.00
RFI, Pay Apps, Change Orders		2	20	20		8			4		\$5,730.00
Progress Meeting			4							\$ 140.00	\$810.00
RPR				16						\$ 320.00	\$2,300.00
Final Walkthrough			8							\$ 70.00	\$1,380.00
Record Drawings			4		4						\$1,120.00
Totals	0	5	47	36	4	16	8	2	6	\$ 1,060.00	\$17,090.00
									Total Hours: 124		

Total Professional Fee \$41,800





Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: April 22, 2025	Title: Parking Enforcement Management System REMOVED PER STAFF REQUEST
Submitted by:	Department: Public Safety
Brief Summary:	
Detailed Summary & Background:	
Goal/Focus Area/Action Item Addressed:	
<u>Key Focus Areas:</u>	
<u>Goal/Action Item:</u> -1	
Amount Requested:	Budgeted Item:
Fund(s) or Account(s):	Budget Amendment Needed:
Recommended Motion:	
Approvals:	Guest(s) Invited / Presenting: No



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: April 22, 2025	Title: Pole Banner Policy						
Submitted by: Jacqui Erny, Admin	Department: DPW- Parks						
Brief Summary: Staff requests approval of a new Pole Banner Policy in response to an increasing number of requests.							
Detailed Summary & Background: A new pole banner policy is being proposed to create a consistent process in which requests can be received to display a banner on a city-owned light pole. An application can be submitted by an educational institution or an event organizer that has been approved through the special event process. The City Manager or their designee will review the application for community benefit and design quality. The Department of Public Works will review the application with regard to logistics and scheduling conflicts with other requests. Applicants will have a \$50 application fee for new images. An image can be used for an additional 4 years at no additional charge. Many of the specific rules and statements in the policy are a direct outcome of a detailed legal review. There is an existing fee, created in 2008 in the user fee schedule, to "Hang And/Or Remove Banner" of \$450 for each request and \$50 for each additional banner. The proposed fee to install and remove banners was based on a study of the average amount of time it takes to install a banner multiplied by staff hourly rates and equipment rates. This came out to be \$75 per pole to install and remove each banner. Staff estimates there are about 80 poles throughout the City, concentrated in Downtown, Midtown (Third Street southeast of Muskegon Ave), and Lakeside. There are 14 poles identified in Downtown and Lakeside, which are more regularly used by existing approved users. The cost of hanging banners on these poles was cut in half, because staff would be able to remove the previous banner at the same time as installing the next banner.							
Goal/Focus Area/Action Item Addressed: Key Focus Areas: Events and activities Goal/Action Item: 2027 Goal 1: Destination Community & Quality of Life							
Amount Requested: N/A	Budgeted Item: <table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> <td>N/A</td> <td>☒</td> </tr> </table>	Yes		No		N/A	☒
Yes		No		N/A	☒		
Fund(s) or Account(s): N/A	Budget Amendment Needed: <table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> <td>N/A</td> <td>☒</td> </tr> </table>	Yes		No		N/A	☒
Yes		No		N/A	☒		

Recommended Motion:

I move to approve the Pole Banner Policy as presented.

Approvals:

Immediate Division Head	☒	
Information Technology	☐	
Other Division Heads	☐	
Communication	☐	
Legal Review	☒	

Guest(s) Invited / Presenting:

No



POLE BANNER POLICY

DATE:



PURPOSE/OVERVIEW:

This policy establishes guidelines for the installation and removal of pole banners in designated public spaces. Pole banners are intended to enhance the area's aesthetic appeal, promote community events, and convey important information to residents and visitors. This Policy maintains City-owned buildings and property as a non-public forum for banner purposes and for the purpose of expressing governmental speech. This Policy is not intended to serve as a forum for free expression by the public. Approval by the City to install a banner under this Policy constitutes an expression of the City's official sentiments.

POLICY ELIGIBILITY CRITERIA:

-Banners may be displayed by approved special events and educational institutions for promotions that benefit the community. It is the City's policy to display only those banners or other decorations that promote or celebrate the City, its civic institutions, or public activities or events in the City of Muskegon (and that otherwise promote the corporate interests and welfare of the City). The City displays banners for the purposes of enhancing the atmosphere of the street scape through beautiful, festive, and decorative graphics, and celebrating the City in a manner that attracts tourists, inspires citizens, and accords with the City's commitment to embracing diversity and respect for all persons, and is suitable for a broad-based audience of all ages.

-Banner restrictions:

1. No political banners.
2. No commercial advertising.
3. No reflective banners or banners with flashing lights.
4. No banners that attempt to direct or influence street traffic in any way.
5. Permits cannot be reassigned to another party without prior authorization from the City.
6. The city retains the right to refuse permits for any reason and revoke permits at any time.

APPLICATION PROCESS:

- Department of Public Works staff are responsible for receiving applications.
- Applicants must submit a completed application form along with a digital mock-up of the proposed banner for review.
- Applications should be submitted at least 30 days before the intended display date.
- The City Manager or their designee and Department of Public Works will review applications based on criteria such as community benefit, design quality, relevance to local events, and frequency of change.
- Applicants will be notified of approval or denial within 14 days of submission.
- Requests to appeal an altered approval or denial will be directed to the City Manager's Office.

FEES:

- The application fee is \$50 for banners with a new image. Applications can be renewed for up to 4 years for free. Every 5 years, banners must go through the full application process.
- Banners displayed on the 14 poles regularly used Downtown or in Lakeside (indicated by a yellow flag on the map) have a fee of \$500 to install.
- Banners displayed on any other pole (indicated by a blue flag on the map) will have a fee of \$75 per pole to install and remove each banner.
- Fees must be paid before banners are hung.



DESIGN SPECIFICATIONS:

- Banners must be the current stand size of pole banners. The size is currently 18" wide and 36" tall.
- All banners must be designed to withstand various weather conditions; vinyl is recommended.
- All banners must have a grommet at the top and bottom so they can be secure when installed.
- The design should be professional and in good taste, avoiding offensive language, images, or themes.
- Designs can be approved for up to 5 years. After 5 years, banner designs and quality must be reviewed again.
- Ask for the preferred vendor list for the production of the banners.

INSTALLATION AND REMOVAL:

- City personnel will install and remove approved banners.
- The applicant must bring the banners to the Department of Public Works at least 7 days before the scheduled installation.
- The applicant must pick up removed banners within 5 days of the end of the display period. The city can store banners that are intended to be displayed annually upon request.
- The city reserves the right to remove any banners that do not comply with this policy or are in poor condition.
- The city is not responsible for replacing any damaged or stolen banners.
- Duration will depend on the number of requests for a given period. If there is a conflict of requested dates, staff will determine either to:
 - A) Reduce the number of requested banners and alternate with another requested banner or
 - B) Reduce the amount of time the banners are displayed.

AMENDMENTS: N/A

CONTACTS:

For assistance with the associated process and application, please contact the Department at 231-724-4100 or email specialevents@shorelinecity.com

Document edit notes

Action	Person	Date	Change
New	Jacqui Erny	4/14/2025	New policy

CITY OF MUSKEGON POLE BANNER APPLICATION

To hang a banner on a city-owned light pole, applicants must submit a pole banner application and pay the required fee to the City of Muskegon Department of Public Works at least 30 days prior to the desired display date.

The application fee is \$50 for banners with a new image. Once an image is approved, it remains valid for four years, during which applicants may reapply using the same image without paying the application fee again.

Return completed application with payment to the Muskegon Department of Public Works:

Email: specialevents@shorelinecity.com

Address: 1350 E Keating Ave, Muskegon, MI 49442

Telephone: 231.724.4100

APPLICANT INFORMATION

ORGANIZATION NAME	
APPLICANT'S NAME/ RESPONSIBLE PARTY	
ORGANIZATION / APPLICANT ADDRESS /CITY/ STATE/ ZIP	
APPLICANT PHONE NO(s).	
APPLICANT E-MAIL ADDRESS	

BANNER INFORMATION

LOCATION	QUANTITY	LOCATION	QUANTITY
Downtown 14 Regular Banners		Lakeside 14 Regular Banners	
Downtown Additional Banners		Lakeside Additional Banners	
Check one: I agree to pick up banners from the Public Works building within 5 days of when they are removed: _____			
I request that City staff store the banners to be used next year. _____			
Timeline	The banner to be installed by		
	The banner to be removed on or after		

Attach image of banner to be displayed

Describe the purpose of the banner being displayed: _____

REQUIREMENTS

1. The applicant shall comply with all rules and regulations of the City of Muskegon Pole Banner Policy, which is attached below for applicant's reference. Failure to comply may result in denial or removal of the current request and/or disqualification from future applications.
2. The applicant shall comply with all applicable City ordinances, as well as any applicable state or federal laws.
3. For and in consideration of the granting of a permit by the City of Muskegon to install one or more banners, Applicant agrees to indemnify, defend, and hold harmless the City of Muskegon, its officers, agents and employees from any and all claims, liabilities, losses, damages, and expenses (including attorney's fees) arising from or related to the installation, maintenance, use, or removal of banners, including claims involving banners (or the structure upon which they are hung) falling on people or property.
4. Applicant acknowledges and agrees that the pole banner program constitutes a non-public forum. The installation of a banner does not serve as a forum for free expression by the public. Approval by the City to install a banner under this Policy constitutes an expression of the City's official sentiments as government speech.
5. Upon approval by the City, no changes to the content, design, or location of the banners are permitted without express written authorization from the City, which the City reserves the right to deny in its sole discretion.
6. Failure to provide any requested information in a timely manner or providing false information may result in denial or revocation of the pole banner approval.
7. The City reserves the right to remove any banner at any time, with or without notice, if deemed necessary to protect public safety, preserve the integrity of public infrastructure, or maintain compliance with City standards and values.
8. Applicant shall be solely responsible for all costs associated with the production, installation, maintenance, and removal of the banners. The City shall bear no financial responsibility under any circumstances.
9. The City shall not be responsible for any damage to banners resulting from weather, vandalism, theft, or unforeseen events. Replacement or repair of damaged banners shall be at the applicant's sole expense.
10. All installations must be performed by a City-approved employees, in accordance with safety standards designated by the City. Unauthorized installation may result in immediate removal and potential disqualification.
11. The City retains the exclusive right to determine the suitability of any banner content, including but not limited to rejecting messages pursuant to the City's Pole Banner Policy.
12. The City reserves the right to update or revise the Pole Banner Policy at any time without prior notice. Continued participation in the program constitutes acceptance of all current and future terms.

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

Signature of Applicant

Date