CITY OF MUSKEGON

CITY COMMISSION MEETING

JANUARY 8, 2019 @ 5:30 P.M.

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

MINUTES

The Regular Commission Meeting of the City of Muskegon was held at City Hall, 933 Terrace Street, Muskegon, MI at 5:30 p.m., Tuesday, January 8, 2019. Pastor Tim Cross, Living Word Church, opened the meeting with prayer, after which the Commission and public recited the Pledge of Allegiance to the Flag.

ROLL CALL FOR THE REGULAR COMMISSION MEETING:

Present: Vice Mayor Eric Hood, Commissioners Ken Johnson, Byron Turnquist, Debra Warren, Willie German, Jr., and Dan Rinsema-Sybenga, City Manager Frank Peterson, City Attorney John Schrier, and City Clerk Ann Meisch.

Absent: Mayor Stephen J. Gawron

2019-02 CONSENT AGENDA:

A. Approval of Minutes City Clerk

SUMMARY OF REQUEST: To approve minutes of the December 11, 2018 Regular Meeting and the December 18, 2018 Special Meeting.

FINANCIAL IMPACT: None.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: Approval of the minutes.

C. Approval of Building Contract for 1639 5th Street Community & Neighborhood Services

SUMMARY OF REQUEST: To award the Building Contract for the rehabilitation and lead abatement of 1639 5th Street to Midwest Builders for the City of Muskegon's Homebuyers Program through CNS.

CNS received three bids, the const estimate from our spec writer was $89,050.

FINANCIAL IMPACT: The funding for this project has been secured with 2018 HOME funds.

STAFF RECOMMENDATION: To award Midwest Builders the rehabilitation and

lead abatement contract for 1639 5th Street; in the amount of $91,720.00, for the Community and Neighborhood Services Office.

STAFF RECOMMENDATION: To award Midwest Builders the rehabilitation and lead abatement contract for 1639 5th Street; in the amount of $91,720.00 for the Community and Neighborhood Services Office.

E. Vacation of Alley Between Nelson St. and Harbour Towne Circle North of Rodgers Ave. Planning & Economic Development

SUMMARY OF REQUEST: This alley was vacated on September 27, 1994. However, it was never recorded with the Register of Deeds. Alley vacations must be recorded within 30 days of the resolution passing. The owner of the new house being constructed at 1360 Nelson Street is having trouble getting home insurance because of this error. There is no alley in the area anymore and the lots on Nelson Street now abuts Harbour Towne.

FINANCIAL IMPACT: None.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: Staff recommends vacation of the alley.

COMMITTEE RECOMMENDATION: The Planning Commission unanimously recommended in favor to vacate the alley at their December 13, 2018 Meeting.

F. Remembrance Drive Resolution Engineering

SUMMARY OF REQUEST: Approve the resolution authorizing Remembrance Drive to be added into the City of Muskegon Act 51 Street network as a major street and authorize the Mayor and City Clerk to sign the Resolution.

FINANCIAL IMPACT: None.

BUDGET ACTION REQUIRED: None.

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

G. 2019 User Fee Update Finance

SUMMARY OF REQUEST: City departments have reviewed and updated their user fees and these have been incorporated into the Master Fee Resolution for your consideration.

The new fees and fee changes that are being proposed are highlighted and significant changes include the following:

- CNS has added some program fees;
- Large boat basin fees have been adjusted;
- Lowered picnic shelter rental fees;
- Cemetery fees have been adjusted;

- Rental registration and re-inspection fees have been adjusted.

FINANCIAL IMPACT: Revenue generated for fee supported activities.

BUDGET ACTION REQUIRED: None at this time. Adoption of the Master Fee Resolution will help the city attain its budget revenue estimates.

STAFF RECOMMENDATION: Approval of the Master Fee Resolution.

H. <u>Community Relations Committee Appointment Recommendations</u> City Clerk

SUMMARY OF REQUEST: To accept reappointments, appointments, and resignations for various community relations committees, boards, authorities, and commissions, as follows:

- Board of Review – Reappoint: Jane Clingman-Scott (Citizen), Bryon Mazade (Citizen), and Ralph Burr (Citizen)
- Citizen Police Review Board – Reappoint: Teresa Emory (Neighborhood Association Rep.), Ann Craig (Neighborhood Association Rep.), and William Muhammad (Member of Minority Based Org.) Appoint: Robert Roundtree (Citizen At Large) and Faye Redmond (Citizen At Large)
- Civil Service – Appoint: Larry Spataro (Citizen)
- CDBG/CDC – Reappoint: Eleanor Canter (Citizen At Large) and Veania Coleman (Citizen At Large)
- Construction Code Board of Appeals – Reappoint: Lane Bensten (Mechanical), Wade VandenBosch (Constructions Manager), and Michael Eslick (Public Health)
- Downtown Development Authority – Reappoint: Jay Wallace (Interest in District) and Martha Bottomley (Citizen) Appoint: Doug Pollock (Citizen), Brad Hastings (Interest in District), and Francena DePung (Interest in the District)
- Election Commission – Reappoint: Wanda Matsey (Citizen)
- Equal Opportunity Committee – Reappoint: Betty Cheeks (Citizen At Large) and Charlotte Johnson (Citizen At Large) Appoint: Destinee Keener (Citizen at Large)
- Historic District Commission – Reappoint: Andrea Riegler (Registered Architect) and Karen Panozzo (Resides or Has Interest in Historic District) Accept Resignation: Susan Kroes (Resides or Has Interest in Historic District
- Housing Code Board of Appeals – Reappoint: Ed Simmons (Citizen) and Greg Borgman (Citizen)

- Housing Commission – Reappoint: Oneata Bailey (Citizen)
- Income Tax Board of Review – Appoint: Michael Haueisen (Resident)
- Local Development Finance Authority – Reappoint: Faye Redmond (Citizen)
- Local Officers Compensation Commission – Reappoint: Greg Borgman (Citizen) Appoint: Samara McIntosh (Citizen)
- Zoning Board of Appeals – Reappoint: Steve Warmington Sr. (Resident)

FINANCIAL IMPACT: None.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: To concur with the recommendations of the Community Relations Committee and approve the reappointments and appointments.

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

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

Nays: None

MOTION PASSES

2019-03 ITEMS REMOVED FROM CONSENT:

B. <u>Tank Farm Site, Lakeside District and Development Proposal Resolution</u>
City Manager

SUMMARY OF REQUEST: To adopt a resolution to proceed work with the development interest, the Michigan Department of Environmental Quality, the Great Lakes Commission, the USEPA, the National Oceanic and Atmospheric Administration, members of our Congressional Delegation and other, including responsible parties, to see that this property is cleaned of contamination and restored such that the proposed development can proceed in keeping with the goals and priorities of the City of Muskegon and, further, that copies of this resolution be submitted to the aforementioned parties along with a request that the contamination from this site be removed and addressed.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: Adopt the resolution.

Motion by Commissioner Johnson, second by Commissioner Rinsema-Sybenga,

to adopt the resolution.

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

Nays: None

MOTION PASSES

D. <u>Request to Distribute Proposed Master Plan Amendments to Neighboring Communities for Review</u> Planning & Economic Development

SUMMARY OF REQUEST: The Planning Commission has requested to amend the Master Land Use Plan by including the Imagine Muskegon Lake plan as part of the plan and to modify the Future Land Use map in the 2008 Downtown & Lakeshore Redevelopment Plan. The Planning & Enabling Act allows cities to amend their Master Plan as long as neighboring jurisdictions are given a 63 day notice. After 63 days, a public hearing must be held to approve the proposed amendments.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: Approval of the request to distribute the plan.

COMMITTEE RECOMMENDATION: The Planning Commission unanimously approved to distribute the plan at their December 13, 2018 Meeting.

Motion by Commissioner Johnson, second by Commissioner Warren, to approve the request to distribute the plan.

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

Nays: None

MOTION PASSES

2019-04 NEW BUSINESS:

A. <u>Transmittal of 6/30/18 Comprehensive Annual Financial Report</u> Finance

SUMMARY OF REQUEST: The City's June 30, 2018 Comprehensive Annual Financial Report (CAFR) will be distributed to the City Commissioners via email and hard copy. The CAFR will also be available on the City's website. The CAFR includes the annual independent auditor's report as required by state law. The CAFR has been prepared in accordance with all current Governmental Accounting Standards Board (GASB) pronouncements and also includes the single audit of federal grants received by the City.

FINANCIAL IMPACT: The CAFR report summarizes the City's financial activities for the year and includes the independent auditor's unmodified opinion on the City's financial statement.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: Acceptance of the June 30, 2018 CAFR and authorization for staff to transmit the CAFR to appropriate federal, state and private agencies.

Motion by Commissioner Warren, second by Commissioner German, to accept the June 30, 2018 CAFR and authorize staff to transmit the CAFR to appropriate federal, state and private agencies.

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

Nays: None

MOTION PASSES

PUBLIC PARTICIPATION: Public Comments were received.

ADJOURNMENT: The City Commission meeting adjourned at 6:17 p.m.

Respectfully Submitted,

Ann Marie Meisch, MMC – City Clerk