

# CITY OF MUSKEGON

## CITY COMMISSION WORKSESSION

**May 11, 2026 @ 5:30 PM**

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

- CALL TO ORDER:**
- NEW BUSINESS:**
  - A. Energy Performance Contract Public Works**
  - B. Corridor Improvement Checklist Planning**
  - C. Budget Revenue Presentation Manager's Office**
- PUBLIC COMMENT:**
- 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](http://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](mailto:clerk@shorelinecity.com)



# Agenda Item Review Form

## Muskegon City Commission

<b>Commission Meeting Date:</b> May 11, 2026	<b>Title:</b> Energy Performance Contract							
<b>Submitted by:</b> Dan VanderHeide, Public Works Director	<b>Department:</b> Public Works							
<b>Brief Summary:</b> Staff will present the results of the development phase of the Energy Performance Contract, including final scope and pricing.								
<b>Detailed Summary &amp; Background:</b> In October of last year, the City entered into a Project Development Agreement with Johnson Controls, Inc. (JCI), which itself was a precursor to an Energy Performance Contract (EPC). The goals of the EPC include improvements to the DPW facility and energy-saving improvements to that facility and others throughout the City. JCI has spent the last 6 months or so working with staff to narrow the scope of the work and prepare financials associated with the contract.  Staff and JCI will present more details on the EPC agreement, scope and financials at the meeting.								
<b>Goal/Action Item:</b> 2027 GOAL 4: FINANCIAL INFRASTRUCTURE - Maximized efficient use of existing infrastructure								
<b>Is this a repeat item?:</b> <b>Explain what change has been made to justify bringing it back to Commission:</b>								
<b>Amount Requested:</b> N/A (For Discussion Only)	<b>Budgeted Item:</b> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 25%;">Yes</td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;">No</td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;">N/A</td> <td style="width: 25%;"><input checked="" type="checkbox"/></td> <td style="width: 25%;"><input type="checkbox"/></td> </tr> </table>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>Fund(s) or Account(s):</b> N/A (For Discussion Only)	<b>Budget Amendment Needed:</b> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 25%;">Yes</td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;">No</td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;">N/A</td> <td style="width: 25%;"><input checked="" type="checkbox"/></td> <td style="width: 25%;"><input type="checkbox"/></td> </tr> </table>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>Recommended Motion:</b> N/A (For Discussion Only)								
<b>Approvals:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Immediate Division Head</td> <td style="width: 10%;"><input type="checkbox"/></td> <td style="width: 20%;"></td> </tr> <tr> <td>Information Technology</td> <td><input type="checkbox"/></td> <td></td> </tr> </table>	Immediate Division Head	<input type="checkbox"/>		Information Technology	<input type="checkbox"/>		<b><u>Name the Policy/Ordinance Followed:</u></b>  	
Immediate Division Head	<input type="checkbox"/>							
Information Technology	<input type="checkbox"/>							

Other Division Heads			
Communication			
Legal Review			



# Agenda Item Review Form

## Muskegon City Commission

<b>Commission Meeting Date:</b> May 11, 2026	<b>Title:</b> Corridor Improvement Checklist															
<b>Submitted by:</b> Mike Franzak, Planning Director	<b>Department:</b> Planning															
<b>Brief Summary:</b> Staff has created a Business Corridor Improvement Checklist that will assist commercial corridors with making improvements without the need of a formal corridor improvement plan. Staff would like to share the document with Commission before ordering folders to incorporate the information.																
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<b>Goal/Action Item:</b> 2027 Goal 2: Economic Development Housing and Business																
<b>Is this a repeat item?:</b> <b>Explain what change has been made to justify bringing it back to Commission:</b>																
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# Corridor Improvement CHECKLIST

## What is a Business Corridor?

A business corridor is a street or area with a concentration of businesses that serve as an economic and social hub for a community. These corridors provide jobs, goods, and services, and are often revitalized through physical improvements, support for existing and new businesses, and community-focused programming.

## Goal

To improve the quality of Muskegon's business corridors through planning, design, and economic incentives in a partnership between business owners and the Development Services Team.

## Input Meeting

The Development Services Team will host an Input Meeting where business owners will be able to discuss improvements they would like to see in their business corridor. These ideas will be used to formulate a plan to make these improvements become a reality.

## Instructions

Every business that participates should review the Corridor Improvement Checklist, which outlines the core tenants of a strong business corridor. Check the box at the top of each page if your business corridor meets the specific tenant. A thriving business corridor should be able to check each of the boxes within the checklist. You can also make notes of improvements you would like to see within the business corridor. Bring these notes to the Input Meeting and prepare for a discussion. Please make sure to encourage other businesses within the corridor to attend the Input Meeting. The more participation, the better the outcome.

## Outcome

Using information gathered at the Input Meeting, the Development Services Team will create an action plan that will be shared with the businesses. This action plan will detail a path forward to create the desired improvements to the corridor.



## ACTIVE Business Association



This corridor has an active Business Association that meets regularly to network, coordinate events, and suggest improvements.

A Business Association brings together businesses within the same corridor to build connections, advocate for shared interests, coordinate events, attract investment, and improve infrastructure. These efforts ultimately boost economic development and establish a shared vision for the corridor with a unified vision (think street design, zoning rules, and street amenities).

Some associations go a step further by incorporating as a Corridor Improvement Authority (CIA) or Business Improvement District (BID) to access additional funding tools. (See “Funding Options” on page 9)

### How can we help?

The Development Services Team can assist with forming a formal Business Association, including help with:

- Articles of incorporation
- Sample procedures & templates
- Structural & operational guidance

### What can you do?

- Attend an upcoming business association meeting—or start one if none exists.
- Reach out to neighboring business owners & form an informal group.
- Identify a few shared goals (Ex: Cleaner sidewalks, events, marketing).
- Offer to host a meeting or coffee with other businesses in the corridor.
- Nominate a few people to coordinate communication & planning.

#### Comments/Notes

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# PROPER Zoning Designation



The corridor has appropriate zoning for its intended uses and development pattern.

What are the zoning rules regulating your district? Are they helping or hurting it? Older commercial zones may have different priorities than what is desired today. Updated zoning options offer more flexibility, better support for mixed uses, allow for greater density, and additional housing options near to support business corridors.

If a Business Association exists, it should work with the Development Services Team to review zoning and submit recommended changes to the Planning Commission. If not, city staff can coordinate a public meeting with business owners to gather input.

### How can we help?

- Free zoning assessment
- Public input coordination
- Recommend path for any amendments

### Things to Consider

- Can I expand my building or business under current zoning?
- Would a different zoning designation allow more options?
- Would increased housing options benefit the corridor?
- What are my signage options?

### What can you do?

- Review your current zoning designation—does it match your future plans?
- Walk your corridor and observe whether current uses align with what’s allowed.
- Talk to nearby business owners about challenges with setbacks, signage, or expansions.
- Prepare a list of barriers you face with your property (Ex: can’t build an addition, limited signage).
- Start a conversation with the Development Services Team to learn more about alternative zoning options.

### Comments/Notes

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## SUPPORTIVE Streets & Sidewalks



The street and sidewalk structure supports the needs of people visiting and working along it.

Are cars speeding through the district? Do people feel safe crossing the street? Many corridors were designed to move vehicles quickly, often at the expense of safety and comfort.

Wider, walkable sidewalks promote outdoor seating, events, and foot traffic—bringing more energy into the district.

### How can we help?

- Free street & sidewalk assessment
- Public input coordination
- Recommend improvements and proper process
- Sidewalk repairs

### What can you do?

- Observe how people move around your business—where do they walk, cross, or get stuck?
- Note areas with cracked sidewalks, poor lighting, or unsafe street crossings.
- Talk with customers or neighbors about how comfortable the area feels.
- Collect photos of areas that need improvement & share them with your Business Association or the city.

#### Comments/Notes

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## DESIRED Street Amenities



The corridor has sufficient landscaping and amenities.

Does your corridor have a strong identity? Does it make people want to explore more than one business location? Street amenities like benches, bike racks, street trees, banners, and lighting help create a unique identity and increase the amount of time people spend in the district. Improvements to paths and sidewalks can help increase access to surrounding neighborhoods.

### How can we help?

- Free public amenities assessment
- Public input coordination
- Recommendations & potential professional renderings

### What can you do?

- Take a walking tour of your corridor and list what's missing (benches, bike racks, trash cans, street trees).
- Talk to customers—would they stay longer if there were more places to sit, or other features to make them comfortable?
- Brainstorm ideas for public art, banners, or lighting that reflect your corridor's identity.
- Partner with neighboring businesses to co-sponsor a planter or public art project.
- Note where extra sidewalk space could be used for outdoor dining to enhance the area.

### Comments/Notes

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# **FUNCTIONAL Parking**

Customers can easily locate parking that meets their needs.

Parking is important, but building more isn't always the solution. In some cases, plenty of parking exists, but drivers cannot easily find it or the spaces are occupied by cars parked for the entire day. The planning department has developed strategies to implement and encourage efficient use of parking, while keeping spaces closer to businesses available for customers.

### **How can we help?**

- Review corridor-specific parking strategies
- Recommend appropriate parking solutions

### **What can you do?**

- Ask customers where they typically park—and if it's easy or frustrating.
- Evaluate your parking—are there signs? Are spaces visible? Is turnover high enough?
- Partner with neighboring businesses to share overflow parking or coordinate signage.
- Encourage employees to park further away to free up close and convenient spaces for customers.

**Comments/Notes**

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## WELL-MAINTAINED Properties



Properties in and around the corridor are visually appealing and in good condition.

Blighted or deteriorated properties discourage foot traffic and send the wrong message to potential customers. Both commercial and residential buildings should reflect the character and vitality of the area.

### How can we help?

Depending on available funding, assistance may include:

- Senior & low-income home repairs (roofing, siding)
- Lead paint removal
- Infill housing or building conversions
- Commercial facade improvement grants

### What can you do?

- Walk your block and look with a fresh set of eyes: What needs paint, repair, or landscaping?
- Add planters, a bench, or art near your storefront to boost curb appeal.
- Talk to neighboring property owners about coordinating/collaborating seasonal cleanups or facade updates.
- Report blight or unsafe properties to the city.
- If you rent or lease your space, talk with your landlord about possible improvements.

### Comments/Notes

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## BUSINESS Expansion Assistance



Businesses are aware of expansion incentives.

Expansion incentives are often available in the form of tax abatements or grants—but eligibility criteria must be met. If incentives don't currently exist, steps can be taken to pursue them.

### How can we help?

- Evaluate eligibility for tax abatements or grants
- Provide technical assistance & guidance through the process

### What can you do?

- Review your long-term business goals—do you plan to expand, renovate, or relocate?
- Start a “dream list” of improvements you’d like to make in 1–5 years.
- Reach out early to explore available incentives, even if you’re not ready to act now.
- Talk to nearby business owners who have expanded—learn what worked and what didn’t.
- Consider how your expansion might contribute to corridor revitalization as a whole.

### Comments/Notes

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# Funding OPTIONS



The Business Association has funding to operate and support improvements.

Associations are often self-funded and either collect dues or organize fundraising events. Others operate with no budget at all. For major improvements, forming a **Business Improvement District** or **Corridor Improvement Authority** allows a group to leverage new tax dollars or assessments for enhancements.

### Funding could go to projects like:

- Decorative lighting
- Banners
- Landscaping
- Benches
- Trash receptacles
- Street/sidewalk upgrades
- Sidewalk snow removal

### How can we help?

- Help identify the right funding mechanism
- Guide the association through the setup process

### What can you do?

- Inventory your current funding—do you collect dues? Fund raise? Apply for grants?
- Work with members to set a simple annual budget.
- Brainstorm low-cost fundraising ideas (e.g., a sidewalk sale, holiday event).
- Explore the pros and cons of forming a Business Improvement District or Corridor Improvement Authority.
- Identify one small improvement to fund together this year.

### Comments/Notes

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