

CITY OF MUSKEGON

CITY COMMISSION MEETING

NOVEMBER 27, 2012

CITY COMMISSION CHAMBERS @ 5:30 P.M.

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, November 27, 2012.

Mayor Gawron opened the meeting with a prayer from Reverend Bill Freeman from the Harbor Unitarian Universalist Congregation after which the Commission and public recited the Pledge of Allegiance to the Flag.

ROLL CALL FOR THE REGULAR COMMISSION MEETING:

Present: Mayor Stephen Gawron, Vice Mayor Lawrence Spataro, Commissioners: Byron Turnquist, Lea Markowski, and Eric Hood; City Manager Bryon Mazade, City Attorney John Schrier, and City Clerk Ann Cummings. Excused: Commissioners Sue Wierengo and Willie German

2012-86 HONORS AND AWARDS:

A. Recognition JAAR Partnerships Participation in the "GOOD BUDDY BUCKS" Program. PUBLIC SAFETY

Chief Jeffrey Lewis presented a Resolution for Recognition of JAAR Partnerships participation in the "Good Buddy Bucks" Program

B. Recognition of Fall 2012 Citizen's Academy Graduates. PUBLIC SAFETY

Chief Jeffrey Lewis presented a Resolution for Recognition of fall 2012 Citizen's Academy Graduates.

2012-87 CONSENT AGENDA:

A. Approval of Minutes. CITY CLERK

SUMMARY OF REQUEST: To approve minutes of the November 13th City Commission Meeting.

FINANCIAL IMPACT: None.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: Approval of the minutes.

B. State of Michigan Resource Management Fees. PUBLIC WORKS/WATER FILTRATION

SUMMARY OF REQUEST: Staff is requesting Commission to authorize payment to Michigan Department of Environmental Quality \$9,994.43 for State of Michigan

Resource Management Fees.

FINANCIAL IMPACT: None.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: To authorize payment to the State of Michigan for \$9,994.43 used to cover the Michigan Public Water Supply fee.

C. Moratorium on Fees for 2013 Vacant Buildings. PLANNING & ECONOMIC DEVELOPMENT

SUMMARY OF REQUEST: Request to approve a moratorium on fees charged to owners of vacant buildings that are entering their fifth year billing cycle in 2013. Eligibility requirements for the moratorium of fees charged are proposed to remain the same as the 2012. Moratoriums would be determined based on the criteria included on the Vacant Building Registration Moratorium (this remains unchanged from last year).

FINANCIAL IMPACT: Exact amount unknown but should be minimal.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: Approval of a fee moratorium for vacant building invoices meeting the approved criteria.

D. Extension of Vinyl Siding Supplier and Installer Contract for Fiscal Year 2012. COMMUNITY & NEIGHBORHOOD SERVICES

SUMMARY OF REQUEST: To authorize the Community and Neighborhood Services Department to extend the contract through June 30, 2013 to Keene Lumber, located at 346 W. Laketon Avenue, Muskegon, MI, for the balance of 2012 fiscal year.

To authorize Community and Neighborhood Services to extend the contract through June 30, 2013 to Mark N. Tucker, LLC, 9121 Holton Road, Holton, MI, to install vinyl siding for the balance of 2012 fiscal year.

FINANCIAL IMPACT: Funding will be disbursed from the 2012 Community Development Block Grant Vinyl Siding fund.

BUDGET ACTION REQUIRED: FY 2012 Balance remaining \$45, 749.

STAFF RECOMMENDATION: To approve the request.

COMMITTEE RECOMMENDATION: The funding for the Vinyl Siding Program was approved by the Commission during the 2011-2012 allocation period, which would end November 2012; our request is to extend this agreement until June 30, 2013.

E. To Impose a Ten-Year Limit on Applying for Priority Housing Repairs and Approve Clerical Changes to Citizen Participation Plan. COMMUNITY & NEIGHBORHOOD SERVICES

SUMMARY OF REQUEST: To authorize Community and Neighborhood Services to impose a ten-year limit on applying for a Priority Housing Repair project and Vinyl Siding being a one-time activity. In addition, approve the clerical changes to

the Citizen Participation Plan per CDC approval.

FINANCIAL IMPACT: This will stretch our CDBG Funding for the Priority Housing Repair program to include families with housing needs.

BUDGET ACTION REQUIRED: None at this time.

STAFF RECOMMENDATION: To approve the request.

COMMITTEE RECOMMENDATION: The proposal has already been approved by the Citizen's District Council at their November 8, 2012 meeting.

F. Rezoning Request for the Property Located at 137 E. Laketon Avenue.
PLANNING & ECONOMIC DEVELOPMENT

SUMMARY OF REQUEST: Request to rezone the property at 137 E. Laketon Avenue from B-2, Convenience and Comparison Business District to B-4, General Business District, by Jack Kennedy.

FINANCIAL IMPACT: None.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: Approval of the rezoning.

COMMITTEE RECOMMENDATION: The Planning Commission unanimously recommended approval of the request at their November 15th meeting.

Motion by Commissioner Turnquist, second by Vice Mayor Spataro to accept the Consent Agenda as presented.

ROLL VOTE: Ayes: Hood, Gawron, Spataro, Turnquist, and Markowski

Nays: None

Excused: German and Wierengo

MOTION PASSES

2012-88 NEW BUSINESS:

A. Temporary Employment Services Provider RFP. AFFIRMATIVE ACTION

SUMMARY OF REQUEST: Approval to allow staff to negotiate the 2013-2015 temporary employment services provider contract with the lowest responsible bidder, Elwood Staffing Services, contingent upon working out agreement terms acceptable to the City Manager and City Attorney.

RFP solicitation resulted in four proposals, due on October 30, 2012 at 2:00 p.m. Proposals were received from:

- P.I.E. Management, LLC; 120 N. Washington Square, Suite 805, Lansing, MI 48933
- Elwood Staffing Services, 230 North River, Suite B, Holland, MI 49424
- Phoenix Personnel, 1910 E. Apple Avenue, Muskegon, MI 49442
- Trillium Staffing Solutions, 1478 E. Ellis Road, Norton Shores, MI 49444

A committee consisting of managers and users reviewed proposals, listened to

presentations, and interviewed the following two lowest bids:

P.I.E. Management, LLC. While the low bidder, P.I.E. Management, LLC has no presence in West Michigan, and lacks the experience filling many of the needed positions listed in the RFP. The company did not provide adequate verification that their insurance company would not deny any of the positions at the rates he quoted, and did not follow up with staff regarding said questions.

Elwood Staffing Services (formerly Beacon Staffing) has been the City's temporary services provider for the past four years. The company has established an excellent working relationship with City staff and has provided exceptional service throughout their contract in terms of flexibility, responsiveness, hiring, orientation process, reporting, and commitment to equal employment opportunity. Elwood remains fully prepared to handle all of the City's temporary employment staffing needs except the optional position of part-time police officer.

FINANCIAL IMPACT: The 2013 projected temporary staffing services cost is approximately \$875,000.

BUDGET ACTION REQUIRED: The 2013 budget allowed for the financial resources.

STAFF RECOMMENDATION: Staff recommends and requests approval to negotiate the 2013-2015 temporary employment staffing services contract with the lowest responsible bidder, Elwood Staffing Services, contingent upon working out agreement terms acceptable to the City Manager and City Attorney.

COMMITTEE RECOMMENDATION: The committee unanimously recommends granting approval to negotiate the 2013-2015 temporary employment staffing services contract with Elwood Staffing Services.

Motion by Vice Mayor Spataro, second by Commissioner Hood to approve staff to negotiate the 2013-2015 temporary employment staffing services contract with Elwood Staffing Services, contingent upon working out agreement terms acceptable to the City Manager and City Attorney.

ROLL VOTE: Ayes: Spataro, Turnquist, Markowski, Gawron, and Hood

Nays: None

Excused: German and Wierengo

MOTION PASSES

B. Former Central Fire Station – Purchase Agreement Between the City of Muskegon and Parkland Muskegon. PLANNING & ECONOMIC DEVELOPMENT

SUMMARY OF REQUEST: Jon Rooks of Parkland Muskegon would like to purchase the former Central Fire Station at 75 W. Walton from the City of Muskegon. Mr. Rooks plans to make at least \$100,000 in improvements to the facility within the first 24 months of ownership. He agrees to move his corporate headquarters into the building by June 1, 2013. In addition, he will be leasing out commercial space for other

users within the facility.

FINANCIAL IMPACT: Although the purchase price for the building is minimal, the building and its occupants will generate taxes for the City in the future.

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: To approve the Purchase Agreement between the City of Muskegon and Parkland Muskegon and authorize the Mayor and Clerk to sign all necessary documents, including closing documents at the time of sale.

Motion by Vice Mayor Spataro, second by Commissioner Turnquist to approve the Purchase Agreement between the City of Muskegon and Parkland Muskegon and authorize the Mayor and Clerk to sign all necessary documents, including closing documents ant the time of sale.

ROLL VOTE: Ayes: Turnquist, Markowski, Gawron, Hood, and Spataro

Nays: None

Excused: German and Wierengo

MOTION PASSES

2012-89 ANY OTHER BUSINESS:

Motion by Commissioner Turnquist second by Commissioner Hood to continue Senior Transit through June 30, 2013.

Discussion ensued.

Motion by Vice Mayor Spataro, second by Commissioner Markowski to table discussion until the December 10, 2012 Worksession.

ROLL VOTE: Ayes: Turnquist, Markowski, Gawron, Hood, and Spataro

Nays: None

Excused: German and Wierengo

MOTION PASSES

PUBLIC PARTICIPATION: Public comments were received.

ADJOURNMENT: The City Commission Meeting adjourned at 7:17pm.

Respectfully submitted

Ann Marie Cummings, MMC
City Clerk