

CITY OF MUSKEGON

CITY COMMISSION MEETING

OCTOBER 11, 2011

CITY COMMISSION CHAMBERS @ 5:30 P.M.

AGENDA

- ❑ CALL TO ORDER:
- ❑ PRAYER:
- ❑ PLEDGE OF ALLEGIANCE:
- ❑ ROLL CALL:
- ❑ HONORS AND AWARDS:
- ❑ INTRODUCTIONS/PRESENTATION:
- ❑ CONSENT AGENDA:
 - A. Approval of Minutes. CITY CLERK
 - B. Approval of Contractor for Construction of House at 1543 Hoyt.
COMMUNITY & NEIGHBORHOOD SERVICES
 - C. West Michigan Metropolitan Transportation Plan (WestPlan) Dues, FY 2012 (October 1, 2011 – September 30, 2012). CITY MANAGER
 - D. Liquor License Request from Muskegon Liquors, Inc., 860 W. Sherman.
CITY CLERK
 - E. Consideration of Bids for the Reconstruction of Dale Avenue, Peck to Clinton. ENGINEERING
 - F. 2011 Parking Fine Adjustments. FINANCE
 - G. Five-Year Contract for Copiers/Printers. FINANCE
 - H. Selection of Vinyl Siding Supplier for Fiscal Year 2011 – 2012.
COMMUNITY & NEIGHBORHOOD SERVICES
 - I. Selection of Vinyl Siding Installer for Fiscal Year 2011 – 2012.
COMMUNITY & NEIGHBORHOOD SERVICES
- ❑ PUBLIC HEARINGS:
 - A. Request for an Industrial Facilities Exemption Certificate for Fleet Engineers. PLANNING & ECONOMIC DEVELOPMENT
- ❑ COMMUNICATIONS:

- ❑ CITY MANAGER'S REPORT:
- ❑ UNFINISHED BUSINESS:
- ❑ NEW BUSINESS:

A. Youth Basketball League and Open Gym Proposal – Muskegon Public Schools. PLANNING & ECONOMIC DEVELOPMENT

- ❑ ANY OTHER BUSINESS:
- ❑ PUBLIC PARTICIPATION:

- *Reminder: Individuals who would like to address the City Commission shall do the following:*
- Fill out a request to speak form attached to the agenda or located in the back of the room.
- Submit the form to the City Clerk.
- Be recognized by the Chair.
- Step forward to the microphone.
- State name and address.
- Limit of 3 minutes to address the Commission.
- (Speaker representing a group may be allowed 10 minutes if previously registered with City Clerk.)

- ❑ CLOSED SESSION: To Discuss Pending Litigation.

- ❑ ADJOURNMENT:

ADA POLICY: THE CITY OF MUSKEGON WILL PROVIDE NECESSARY AUXILIARY AIDS AND SERVICES TO INDIVIDUALS WHO WANT TO ATTEND THE MEETING UPON TWENTY FOUR HOUR NOTICE TO THE CITY OF MUSKEGON. PLEASE CONTACT ANN MARIE CUMMINGS, CITY CLERK, 933 TERRACE STREET, MUSKEGON, MI 49440 OR BY CALLING (231) 724-6705 OR TTY/TDD: DIAL 7-1-1 AND REQUEST A REPRESENTATIVE TO DIAL (231) 724-6705.

Date: October 11, 2011
To: Honorable Mayor and City Commissioners
From: Ann Marie Cummings, City Clerk
RE: Approval of Minutes

SUMMARY OF REQUEST: To approve minutes of the City Commission Meeting that was held on Tuesday, September 27, 2011.

FINANCIAL IMPACT: None.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: Approval of the minutes.

CITY OF MUSKEGON

CITY COMMISSION MEETING

SEPTEMBER 27, 2011

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, Michigan at 5:30 p.m., Tuesday, September 27, 2011.

Mayor Warmington opened the meeting with a prayer from Mr. George Monroe from Evanston Avenue Baptist Church after which the Commission and public recited the Pledge of Allegiance to the Flag.

ROLL CALL FOR THE REGULAR COMMISSION MEETING:

Present: Mayor Stephen Warmington, Commissioners Chris Carter, Clara Shepherd, Lawrence Spataro, and Steve Wisneski, City Manager Bryon Mazade, City Attorney John Schrier, and City Clerk Ann Marie Cummings.

Commissioner Sue Wierengo arrived at 5:35 p.m.

Absent: Vice Mayor Stephen Gawron (excused)

2011-67 CONSENT AGENDA:

A. Approval of Minutes. CITY CLERK

SUMMARY OF REQUEST: To approve minutes of the September 12th Commission Worksession Meeting and the September 13th City Commission Meeting.

FINANCIAL IMPACT: None.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: Approval of the minutes.

Motion by Commissioner Carter, second by Commissioner Spataro to approve Item A of the Consent Agenda.

ROLL VOTE: Ayes: Shepherd, Spataro, Warmington, Wisneski, and Carter

Nays: None

MOTION PASSES

2011-68 ITEM REMOVED FROM THE CONSENT AGENDA:

B. City-MDOT Agreement for the Resurfacing of Terrace Street from Apple to Western. ENGINEERING

SUMMARY OF REQUEST: Approve the contract with MDOT for the resurfacing of Terrace Street from Apple (M-46) to Western Ave. and approve the resolution authorizing the Mayor and City Clerk to sign the contract.

FINANCIAL IMPACT: MDOT's participation is limited to the approved federal funds of \$160,000. The estimated total construction cost is \$224,200 plus an additional 15% of engineering.

BUDGET ACTION REQUIRED: None as this project was budgeted for in the 2011/2012 CIP.

STAFF RECOMMENDATION: Approve the contract and resolution authorizing the Mayor and Clerk to sign both.

Motion by Commissioner Spataro, second by Commissioner Shepherd to approve the City-MDOT Agreement for the resurfacing of Terrace Street from Apple to Western.

ROLL VOTE: Ayes: Shepherd, Spataro, Warmington, Wierengo, Wisneski, and Carter

Nays: None

MOTION PASSES

2011-69 PUBLIC HEARINGS:

A. Request to Establish an Obsolete Property District for 41 E. Apple Avenue. PLANNING & ECONOMIC DEVELOPMENT

SUMMARY OF REQUEST: Pursuant to Public Act 146 of the Michigan Public Acts of 2000, J&J Bail Bonds, 41 E. Apple Avenue, has requested the establishment of an Obsolete Property District. Total capital investment for this project is estimated at \$91,495.

FINANCIAL IMPACT: If an Obsolete Property Certificate is issued, the property taxes would be frozen for the duration of the certificate.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: Staff recommends approval.

The Public Hearing opened to hear and consider any comments from the public. Comments were heard from Ernest Bents who works with J&J Bail Bonds, 41 E. Apple and Dave Wendtland, 1399 Nelson.

Motion by Commissioner Carter, second by Commissioner Shepherd to close the Public Hearing and approve the request to establish an Obsolete Property District for 41 E. Apple Avenue.

ROLL VOTE: Ayes: Spataro, Warmington, Wierengo, Wisneski, Carter, and Shepherd

Nays: None

MOTION PASSES

B. Request to Issue an Obsolete Property Certificate for J&J Bail Bonds, 41 E. Apple. PLANNING & ECONOMIC DEVELOPMENT

SUMMARY OF REQUEST: Pursuant to Public Act 146 of the Michigan Public Acts of 2000, J&J Bail Bonds, 41 E. Apple Avenue, has requested the issuance of an Obsolete Property Certificate for the property located at 41 E. Apple Avenue. Total Capital investment for this project is estimated at \$91,495 and they plan to create 5 to 7 new jobs. Because of the amount of investment, the applicant is eligible for an 8 year certificate.

FINANCIAL IMPACT: If an Obsolete Property Certificate is issued, the property taxes would be frozen for the duration of the certificate.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: Staff recommends approval.

The Public Hearing opened to hear and consider any comments from the public. Comments were heard from Ernest Bents who works with J&J Bail Bonds, 41 E. Apple.

Motion by Commissioner Carter, second by Commissioner Wierengo to close the Public Hearing and approve the request to issue an Obsolete Property Certificate for J&J Bail Bonds, 41 E. Apple.

ROLL VOTE: Ayes: Warmington, Wierengo, Wisneski, Carter, Shepherd, and Spataro

Nays: None

MOTION PASSES

**C. Request for an Industrial Facilities Exemption Certificate for Fleet Engineers, Inc. PLANNING & ECONOMIC DEVELOPMENT
(REMOVED PER REQUEST OF STAFF)**

2011-70 UNFINISHED BUSINESS:

A. TABLED FROM JULY 26: Concurrence with the Housing Board of Appeals Notice and Order to Demolish 407 Marquette Avenue. CITY MANAGER

SUMMARY OF REQUEST: This is to request that the City Commission concur with the findings of the Housing Board of Appeals that the structure located at 407 Marquette Avenue is unsafe, substandard, a public nuisance and that it be demolished within 30 days. It is further requested that administration be directed to obtain bids for the demolition of the structure and that the Mayor and City Clerk be authorized and directed to execute a contract for demolition with the lowest responsible bidder.

FINANCIAL IMPACT: CDBG Funds.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: To concur with the Housing Board of Appeals' decision to demolish.

Motion by Commissioner Spataro, second by Commissioner Carter to concur with the Housing Board of Appeals Notice and Order to demolish 407 Marquette Avenue.

ROLL VOTE: Ayes: Wierengo, Wisneski, Carter, Spataro, and Warmington

Nays: Shepherd

MOTION PASSES

2011-71 NEW BUSINESS:

A. Resolution for Continuation of City Personal Income Tax Incentive within City Renaissance Zones. PLANNING & ECONOMIC DEVELOPMENT

SUMMARY OF REQUEST: PA 38 of 2011 (May 2011) repealed Section 206.31 of the Income Tax Act of 1967 which allowed individuals who were residents of a Renaissance Zone to exempt their income from the 4.35% tax. Those living within a Renaissance Zone must begin paying State Personal Income Tax on January 1, 2012. The resolution authorizes the City to continue providing the City personal income tax benefit within Renaissance Zones, for the life of each Zone.

FINANCIAL IMPACT: No new impact since it is a continuation of a benefit already in place.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: To approve the resolution and authorize the Mayor and Clerk to sign.

Motion by Commissioner Spataro, second by Commissioner Shepherd to adopt the resolution for continuation of City Personal Income Tax Incentives within City Renaissance Zones.

ROLL VOTE: Ayes: Wisneski, Carter, Shepherd, Spataro, Warmington, and Wierengo

Nays: None

MOTION PASSES

B. Concurrence with the Housing Board of Appeals Notice and Order to Demolish the Following: CITY MANAGER

163 Amity Avenue

122 E. Southern Avenue

1877 Smith Street (Garage)

SUMMARY OF REQUEST: This is to request that the City Commission concur with the findings of the Housing Board of Appeals that the structures are unsafe, substandard, a public nuisance and that they be demolished within 30 days. It is further requested that administration be directed to obtain bids for the demolition of the structures and that the Mayor and City Clerk be authorized and directed to execute a contract for demolition with the lowest responsible bidder.

FINANCIAL IMPACT: CDBG Funds.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: To concur with the Housing Board of Appeals' decision to demolish.

Motion by Commissioner Spataro, second by Commissioner Carter to concur with the Housing Board of Appeals Notice and Order to demolish 163 Amity, 122 E. Southern, and 1877 Smith (garage).

ROLL VOTE: Ayes: Carter, Shepherd, Spataro, Warmington, Wierengo, and Wisneski

Nays: None

MOTION PASSES

PUBLIC PARTICIPATION: Public comments received.

ADJOURNMENT: The City Commission Meeting adjourned at 6:05 p.m.

Respectfully submitted,

Ann Marie Cummings, MMC
City Clerk

Commission Meeting Date: October 11, 2011

Date: September 23, 2011

To: Honorable Mayor & City Commission

From: Community and Neighborhood Services Department

**RE: Approval of Contractor for Construction of House at
1543 Hoyt**

SUMMARY OF REQUEST: To approve the contract with Jerry Kramer, 123 Fruitport Road, Spring Lake, for the construction of the new home to be located at 1543 Hoyt for the cost of \$117,075.

This new construction is being financed with Neighborhood Stabilization funds from the Michigan State Housing Development Authority. After the new construction is completed, the home will be marketed to sell to an eligible homebuyer with an annual income less than 120 percent of the area median income. The City obtained and demolished the original house at 1543 Hoyt with Neighborhood Stabilization Program funds.

The City received six bids as listed on the attached spreadsheet.

FINANCIAL IMPACT: complete funding for the project will be covered from the Neighborhood Stabilization Program funds.

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: To approve for the Community and Neighborhood Services office to develop a contract with Jerry Kramer and direct the Mayor and Clerk to sign the contract.

COMMITTEE RECOMMENDATION: None needed. The Citizen's District Council is aware of the Neighborhood Stabilization Program.

NSP NEW CONSTRUCTION BID RESULTS 8/30/11

Name	Address	1543 Hoyt
JD Fisher Builders Jeff Fisher	123 N 8th Ave Fruitport, MI 49415 231-720-9393	\$111,750
JEA Construction John Anderson	2434 Annette Muskegon, MI 49442 231-760-2117	\$121,889
Jerry Kramer	123 Fruitport Rd Spring Lake, MI 49456 616-846-9559	\$117,075
Marks Construction & Renovations John Marks	1386 Glen Ave Muskegon, MI 49441 231-740-1109	\$182,105
Mossy Oak Builders Mike Pavlovic	3101 Hall Rd Muskegon, MI 49442 231-578-6286	\$104,300
Tim Weberg	6263 Dalson Rd Twin Lake, MI 49457 231-206-1014	\$113,435

AGENDA ITEM NO. _____
CITY COMMISSION MEETING _____

TO: Honorable Mayor and City Commissioners

FROM: Bryon L. Mazade, City Manager

DATE: October 3, 2011

RE: West Michigan Metropolitan Transportation Plan (WestPlan) Dues,
FY2012 (October 1, 2011 – September 30, 2012)

SUMMARY OF REQUEST:

To approve the City of Muskegon's portion of the WestPlan dues, payable to West Michigan Shoreline Regional Development Commission. This agency determines projects and distributes federal transportation funds.

FINANCIAL IMPACT:

\$16,040.

BUDGET ACTION REQUIRED:

None.

STAFF RECOMMENDATION:

To approve this request.

COMMITTEE RECOMMENDATION:

None.



INVOICE

P.O. Box 387
Muskegon, MI 49443-0387
Phone: 231-722-7878 Fax: 231-722-9362

DATE: October 1, 2011
INVOICE # 5676
FOR: MPO Dues FY 2012

Bill To:
Bryon Mazade, Manager
City of Muskegon
PO Box 536
Muskegon, MI 49443

PAYABLE UPON RECEIPT

DESCRIPTION	AMOUNT
MPO Dues - West Michigan Metropolitan Transportation Program (WestPlan) For Fiscal Year 2012 (October 1, 2011 - September 30, 2012)	<u>\$16,040.00</u>
CR: 6415.0415.1 \$13,910 6415.0415.3 \$2,130	
TOTAL	\$16,040.00

Make all checks payable to **West Michigan Shoreline Regional Development Commission**
If you have any questions concerning this invoice, contact Susan Stine-Johnson, 231-722-7878x12,
sstinejohnson@wmsrdc.org

RECEIVED

OCT 03 2011

MUSKEGON
CITY MANAGER'S OFFICE

Date: October 11, 2011
To: Honorable Mayor and City Commissioners
From: Ann Marie Cummings, City Clerk
RE: Liquor License Request
Muskegon Liquors, Inc.
860 W. Sherman

SUMMARY OF REQUEST: The Liquor Control Commission is seeking local recommendation on a request from Muskegon Liquors, Inc. to transfer ownership of 2011 SDD and SDM Licensed Business located at 860 W. Sherman from Lighthouse Beverages, L.L.C.

FINANCIAL IMPACT: None.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: All departments are recommending approval.



Department of Licensing and Regulatory Affairs
MICHIGAN LIQUOR CONTROL COMMISSION (MLCC)
7150 Harris Drive, P.O. Box 30005
Lansing, Michigan 48909-7505

LOCAL GOVERNMENT 15-DAY NOTICE

[Authorized by R 436.1105 (2d) and (3)]

August 30, 2011

MUSKEGON CITY COUNCIL
ATTENTION CLERK
933 TERRACE STREET
PO BOX 536
MUSKEGON, MI 49443-0536

Request ID #: 623282

The Michigan Liquor Control Commission has received an application from MUSKEGON LIQUORS, INC. TO TRANSFER OWNERSHIP OF 2011 SDD AND SDM LICENSED BUSINESS, LOCATED AT 860 W SHERMAN, MUSKEGON, MI 49441, MUSKEGON COUNTY, FROM LIGHTHOUSE BEVERAGES, L.L.C.

Home address and telephone number:

SAMEI PATAQ, 162 MEADOW DRIVE, MUSKEGON, MI 49444 H(231)798-8190/CELL(248)227-2318
SAMUEL PATAQ, 511 RANCH DRIVE, MUSKEGON, MI 49441 H(231)798-4132/CELL(231)578-3865

CONTACT: ATTORNEY JAMES R. STARIHA, PO BOX 365, FERRYSBURG, MI 49409-0365 (231)670-0867

Specially Designated Merchant (SDM) licenses permit the sale of beer and wine for consumption off the premises only. Specially Designated Distributor (SDD) licenses permit the sale of alcoholic liquor, other than beer and wine under 21 per cent alcohol by volume, for consumption off the premises only.

For your information, part of the investigation of the application is conducted by the local law enforcement agency and investigative forms will be released to them either in person or by mail.

Although local governing body approval is not required by the Michigan Liquor Control Code, Rules and Related Laws for off-premise licenses, the local governing body, or its designee, may notify the Commission at the above address within 15 days of receipt of this letter if the applicant location will not be in compliance with all appropriate state and local building, plumbing, zoning, fire, sanitation and health laws and ordinances, or if the applicant is considered ineligible due to other factors.

All conditions of non-compliance must be outlined in detail, indicating the applicable laws and ordinances. A copy of the law and/or ordinance may be submitted with the notification.

If you have any questions, please contact Unit 3 of the Retail Licensing Division at (517) 636-0204.

sfs



Muskegon Police Department

Andrew D. Olson
Acting Chief of Police

980 Jefferson
Muskegon, Michigan
49443-0536

www.muskegonpolice.com

Phone: 231-724-6750
FAX: 231-722-5140

September 30, 2011

To: City Commission through the City Manager
From: 
Andrew D. Olson, Acting Chief of Police
Re: Liquor License Investigation – 860 W. Sherman
Transfer of 2011 SDD and SDM Licensed Business

The Muskegon Police Department has received a request from the Michigan Liquor Control Commission for an investigation from applicant Muskegon Liquors, Inc Muskegon, MI. 49441.

Muskegon Liquors, Inc is requesting to transfer ownership of 2011 SDD and SDM licensed business from Lighthouse Beverages, located at 860 W. Sherman, Muskegon MI 49441. Muskegon Liquors, Inc is comprised of Samei Pataq and Samuel Pataq. Both applicants have experience in the alcohol serving industry. Locally, they own Sam's Drink All and L&G Family Market.

A check of Muskegon Police Department records and criminal history showed no reason to deny this request.

ADO/kd

Date: October 11, 2011

To: Honorable Mayor and City Commissioners

From: Engineering

RE: Consideration of Bids for the Reconstruction
Of DALE AVE., PECK TO CLINTON (H-1675)

SUMMARY OF REQUEST:

Award the above referenced project to McCormick Sand Inc. out of Twin Lake, MI. McCormick Sand Inc. submitted the lowest responsible bid of \$ 72,911.50 (See attached bid tabulation, Bid No. 1).

FINANCIAL IMPACT:

The construction cost of \$72,911.50 plus engineering cost which is estimated at an additional 15%.

BUDGET ACTION REQUIRED:

None.

STAFF RECOMMENDATION:

Award the contract to McCormick Sand Inc.

COMMITTEE RECOMMENDATION:

**H-1675
DALE AVE.,
PECK TO CLINTON
BID TABULATIONS**

CONTRACTOR ADDRESS CITY/ST/ZIP				ENGINEER'S ESTIMATE		Accurate Excavators LLC. 2821 Central Rd. Muskegon, MI 49445 BID #1		Accurate Excavators LLC. 2821 Central Rd. Muskegon, MI 49445 BID #2	
LINE	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	Mobilization, Max. 10%	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
2	Dr Structure, Rem, Modified	6	Ea	\$ 300.00	\$ 1,800.00	\$ 125.00	\$ 750.00	\$ 125.00	\$ 750.00
3	Sidewalk, Rem	173	Syd	\$ 5.00	\$ 865.00	\$ 5.00	\$ 865.00	\$ 5.00	\$ 865.00
4	Pavt, Rem, Modified	1299	Syd	\$ 3.50	\$ 4,546.50	\$ 4.25	\$ 5,520.75	\$ 4.25	\$ 5,520.75
5	Machine Grading, Modified	3.3	Sta	\$ 1,500.00	\$ 4,950.00	\$ 750.00	\$ 2,475.00	\$ 750.00	\$ 2,475.00
6	Erosion Control, Inlet Protection, Fabric Drop	5	Ea	\$ 100.00	\$ 500.00	\$ 100.00	\$ 500.00	\$ 100.00	\$ 500.00
7	Aggregate Base, 6 inch	1081	Syd	\$ 5.00	\$ 5,405.00	\$ 4.75	\$ 5,134.75	\$ 4.75	\$ 5,134.75
8	Maintenance Gravel, LM	50	Cyd	\$ 25.00	\$ 1,250.00	\$ 25.00	\$ 1,250.00	\$ 25.00	\$ 1,250.00
9	Sanitary Sewer, PVC SDR 35, 6 inch, Tr det B	102	Ft	\$ 25.00	\$ 2,550.00	\$ 16.00	\$ 1,632.00	\$ 16.00	\$ 1,632.00
10	Sanitary Sewer, PVC SDR 35, 8 inch, Tr Det B	209	Ft	\$ 40.00	\$ 8,360.00	\$ 20.00	\$ 4,180.00	\$ 20.00	\$ 4,180.00
11	Sanitary Sewer Wye, PVC SDR 35, 8 inch X 6 inch	3	Ea	\$ 200.00	\$ 600.00	\$ 250.00	\$ 750.00	\$ 250.00	\$ 750.00
12	Sewer Tap, 8 inch	1	Ea	\$ 200.00	\$ 200.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
13	Dr Structure, Tap, 12 inch	2	Ea	\$ 250.00	\$ 500.00	\$ 400.00	\$ 800.00	\$ 400.00	\$ 800.00
14	Dr Structure Cover, Modified	2950	Lb	\$ 1.50	\$ 4,425.00	\$ 1.00	\$ 2,950.00	\$ 1.00	\$ 2,950.00
15	Manhole Special Detail	2	Ea	\$ 1,500.00	\$ 3,000.00	\$ 1,400.00	\$ 2,800.00	\$ 1,400.00	\$ 2,800.00
16	HMA, 3C	130	Ton	\$ 70.00	\$ 9,100.00	\$ 68.50	\$ 8,905.00	\$ 68.50	\$ 8,905.00
17	HMA, 4C	130	Ton	\$ 72.00	\$ 9,360.00	\$ 77.00	\$ 10,010.00	\$ 77.00	\$ 10,010.00
18	Driveway, Nonreinf Conc, 6 Inch, Modified	96.5	Syd	\$ 30.00	\$ 2,895.00	\$ 32.00	\$ 3,088.00	\$ 32.00	\$ 3,088.00
19	Curb and Gutter, Conc, Det F4, Modified	730	Ft	\$ 10.00	\$ 7,300.00	\$ 20.00	\$ 14,600.00	\$ 20.00	\$ 14,600.00
20	Sidewalk, Conc, 4 inch	762	Sft	\$ 2.50	\$ 1,905.00	\$ 2.50	\$ 1,905.00	\$ 2.50	\$ 1,905.00
21	Sidewalk, Conc, 6 inch	45	Sft	\$ 3.00	\$ 135.00	\$ 3.50	\$ 157.50	\$ 3.50	\$ 157.50
22	Sidewalk Ramp	719	Sft	\$ 5.00	\$ 3,595.00	\$ 4.00	\$ 2,876.00	\$ 4.00	\$ 2,876.00
23	Detectable Warning Surface	49	Ft	\$ 40.00	\$ 1,960.00	\$ 32.00	\$ 1,568.00	\$ 32.00	\$ 1,568.00
24	Barricade, Type III, High Intensity, Lighted, Furn	3	Ea	\$ 25.00	\$ 75.00	\$ 77.00	\$ 231.00	\$ 77.00	\$ 231.00
25	Barricade, Type III, High Intensity, Lighted, Oper	3	Ea	\$ 25.00	\$ 75.00	\$ 11.00	\$ 33.00	\$ 11.00	\$ 33.00
26	Plastic Drum, High Intensity, Furn	16	Ea	\$ 25.00	\$ 400.00	\$ 17.00	\$ 272.00	\$ 17.00	\$ 272.00
27	Plastic Drum, High Intensity, Oper	16	Ea	\$ 3.00	\$ 48.00	\$ 1.10	\$ 17.60	\$ 1.10	\$ 17.60
28	Sign, Type B, Temp, Furn	112.5	Sft	\$ 6.00	\$ 675.00	\$ 2.75	\$ 309.38	\$ 2.75	\$ 309.38
29	Sign, Type B, Temp, Oper	112.5	Sft	\$ 2.00	\$ 225.00	\$ 1.10	\$ 123.75	\$ 1.10	\$ 123.75
30	Topsoil Surface, Furn, 4 inch	697	Syd	\$ 2.50	\$ 1,742.50	\$ 2.50	\$ 1,742.50	\$ 2.50	\$ 1,742.50
31	Hydroseeding	697	Syd	\$ 0.50	\$ 348.50	\$ 0.85	\$ 592.45	\$ 0.85	\$ 592.45
32	Water Service, 1 inch, Copper Type K	168	Ft	\$ 25.00	\$ 4,200.00	\$ 13.00	\$ 2,184.00	\$ 13.00	\$ 2,184.00
33	Corporation Stop, 1 inch	3	Ea	\$ 250.00	\$ 750.00	\$ 230.00	\$ 690.00	\$ 230.00	\$ 690.00
34	Curb Stop & Box, 1 inch	3	Ea	\$ 300.00	\$ 900.00	\$ 230.00	\$ 690.00	\$ 230.00	\$ 690.00
35	Sewer Tap, 8 inch	1	Ea	\$ 200.00	\$ 200.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
36	Sewer, CL C76 V, 12 inch	135	Ft	\$ 40.00	\$ 5,400.00	\$ 25.00	\$ 3,375.00	\$ 25.00	\$ 3,375.00
37	Sewer, Remove, Less than 24 inch	29	Ft	\$ 7.00	\$ 203.00	\$ 10.00	\$ 290.00	\$ 10.00	\$ 290.00
	Estimate Total				\$ 95,443.50		\$ 91,767.68		\$ 91,767.68

Date: October 11, 2011

To: Honorable Mayor and City Commissioners

From: Finance Director

RE: 2011 Parking Fine Adjustments

SUMMARY OF REQUEST: Parking violation fines were last adjusted in 2006. Staff proposes increasing base fines (for Level I, II, III parking violations) by \$2.50 to bring us in line with other communities in the area and move all fines to whole dollar amounts.

FINANCIAL IMPACT: Staff anticipates the revised parking fine structure will generate \$15,000 in revenue

BUDGET ACTION REQUIRED: None at this time.

STAFF RECOMMENDATION: Approval of the recommended increases in parking fines effective immediately.

COMMITTEE RECOMMENDATION: None.

Parking Ticket Fee Comparisons Muskegon Police Department

Current:					
\$7.50	\$12.50	\$12.50	\$17.50	\$105	\$27.50
Proposed:					
\$10.00	\$15.00	\$15.00	\$20.00	n/c	\$30.00
Angle	2-6am	Other Violation	Double Pkng	Handicap	Fire lane
Back in space	Alley Parking	Pkng-Obstruct trfc lane	Fire Hydrants		
Bus Zone	Blocking driveway	No Pkng Here to Drive	PMP Park		
Loading Zone	Crosswalk	No Pkng 7am-4pm	Other city parks		
Overtime	No Pkng Anytime	No Pkng 8am-4pm	Other Viol CP		
Parking facing trfc	No Pkng Here to Corner	No Pkng Student Drp/Pkup	11-5am Pkng		
Passenger Zone	Sidewalk		Pkng-outside lines		
To Far from Curb	Terrace Pkng				

Fines double after 7 days, triple after 14 days and last late fee added after 30days.

Kentwood Police Department

\$20.00	\$25.00	\$50.00	\$100.00
2-6am parkng	Traffic Lane	Fire lane	Handicap
Pkng facing trfc		Fire Hydrant	
Other violations			
48 hour parking			
No parking posted			
Crosswalk			
To close driveway			

The above fines are charged if paid within the first 10 days, after ten days they are doubled.

Grand Haven Police Department

\$5.00	\$25.00	\$25.00	\$25.00	\$50.00
Overtime	2-6am parking	Where Prohibited	Over 48 hrs	Handicap
	Facing Trfc	Vehicle w/out trlr	Tow Away	
	Loading zone	To far frm curb	Parallel Pkng	
	Keys in vehicle	Obstructing trfc	Sidewalk	
	Improper pkng		Crosswalk	

Overtime parking tickets not paid within 10days go up to \$10.00

Holland Police Department

\$10.00	\$15.00	\$50.00	\$25.00
Night Time parking year round	Sidewalk	Handicap	Boat Ramp

\$10.00 fines go to \$15.00 after 7 days & \$25.00 after 30 days. \$15.00 fines go to \$20 after 7 days & \$25 after 30 days.

CITY OF MUSKEGON
MUSKEGON COUNTY, MICHIGAN
ORDINANCE NO. _____

An ordinance to amend Chapter 92, Article II, Section 92-93 of the Code of Ordinances of the City of Muskegon, Michigan to amend section 8.29 of the Uniform Traffic Code for Cities, Townships, and Villages.

THE CITY COMMISSION OF THE CITY OF MUSKEGON HEREBY ORDAINS:

Section 8.29 of the Uniform Traffic Code for Cities, Townships, and Villages is hereby amended as follows:

Section 8.29. Parking violations bureau; minimum parking fines.

- (1) Pursuant to the provisions of State Law MCL 600.8395, there is hereby established within the city a parking violations bureau to accept pleas of responsible in motor vehicle parking violation cases and to collect and retain fines and costs as prescribed by ordinance.
- (2) Upon pleading responsible or being found responsible by a court, the fines for parking violations shall be as follows:

(2.1) Level 1 parking violations, under the following sections of the uniform traffic code:

Code Section	Offense
8.1	Failing to park at the curb in the proper direction (facing traffic)
8.2	Parking in one-way street where prohibited
8.3	Violation of angle parking signs or backed into space
8.4	Violation of loading permit
8.5	Obstruction of traffic by parking
8.18	Loading zone
8.18	Passenger zone
8.21	Parking overtime

The penalties for level 1 parking violations are as follows:

If paid within 7 days	If paid after 7 days but before 14 days	If paid after 14 days but before 30 days	If paid after 30 days
\$10.00	\$20.00	\$30.00	\$60.00

(2.2) Level 2 parking violations, under the following sections of the uniform traffic code:

Code Section	Offense
8.5	Parking so as to obstruct traffic
8.10(a)	Parking on sidewalk
8.10(b)	Blocking driveways
8.10(c)	Within an intersection
8.10(e)	In a crosswalk
8.10(f)	Within 20 feet of a crosswalk or within 15 feet of property lines at intersection
8.10(g)	Too close to a flashing beacon, stop sign, yield sign, traffic control signal, or other traffic sign
8.10(h)	In a safety zone
8.10(i)	Too close to railroad
8.10(j)	Too close to fire station entrance
8.10(k)	Parking along side or opposite of street excavation
8.10(m)	Parking on a bridge or in a tunnel
8.10(n)	Parking within 200 feet of an accident
8.10(o)	Parking in front of a theater
8.10(p)	Blocking emergency exits
8.10(q)	Blocking fire escape
8.10(r)	Posted prohibited parking; parking violation of any posted signs
8.10(t)	Within 500 feet of a fire or fire apparatus (except volunteers and vehicles legally parked before the fire)
8.10(u)	Parking on terrace or parkway
8.13	Alley parking
8.31	2:00 a.m.–6:00 a.m. parking

The penalties for level 2 parking violations are as follows:

If paid within 7 days	If paid after 7 days but before 14 days	If paid after 14 days but before 30 days	If paid after 30 days
\$15.00	\$30.00	\$45.00	\$70.00

(2.3) Level 3 parking violations, under the following sections of the uniform traffic code:

Code Section	Offense
8.10(d)	Too close to a fire hydrant
8.10(l)	Double parking
8.10(v)	Parking in a public park after 11:00 p.m. and before 7:00 a.m.

The penalties for level 3 parking violations are as follows:

If paid within 7 days	If paid after 7 days but before 14 days	If paid after 14 days but before 30 days	If paid after 30 days
\$20.00	\$40.00	\$60.00	\$80.00

(2.4) Level 4 parking violations, under the following sections of the uniform traffic code:

Code Section	Offense
8.10(d)	Parking at Boat Launch Without Permit From March 1 thru November 30

The penalties for level 4 parking violations are as follows:

If paid within 7 days	If paid after 7 days but before 14 days	If paid after 14 days but before 30 days	If paid after 30 days
\$55.00	\$65.00	\$75.00	\$85.00

Any other violation of the parking provisions which are not listed in the above schedules shall be considered level 2 parking violations and shall carry the penalties set forth above for level 2 violations, except that:

- 1) unlawful parking in a space reserved for persons with disabilities as defined in applicable state law (section 8.10(s)) shall carry a minimum of \$105.00, which shall increase to \$210.00 after the first seven days after the violation and \$315.00 after 14 days and,
- 2) unlawful parking in a fire lane shall carry a minimum of \$30.00, which shall increase to \$60.00 after the first seven days after the violation and \$90.00 after 14 days and \$120.00 after 30 days.

This ordinance adopted:

Ayes: _____

Nays: _____

Adoption Date:

Effective Date:

First Reading:

Second Reading:

CITY OF MUSKEGON

By: _____

Ann Marie Cummings, MMC, City Clerk

Commission Meeting Date: October 11, 2011 - Parking Ordinance Amendment for penalty changes for parking violations.

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 11th day of October, 2011, 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: _____, 2011.

Ann Marie Cummings, MMC,
City Clerk, City of Muskegon

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

Date: October 11, 2011

To: Honorable Mayor and City Commissioners

From: Finance Director

RE: Five-Year Contract for Copiers/Printers

SUMMARY OF REQUEST: The City's current contract for copiers/printers expires in December. Staff recently conducted a review process to identify the company best suited to meet the City's document management needs for the next five-years. This process included in-depth interviews with six companies conducted by a panel of City staff. Companies were ranked by the panel prior to the opening of price proposals. Rather than simply focusing on replacing the current equipment fleet at the lowest cost, we focused instead on finding the company that could provide the *best overall value* to the City in terms of analyzing our needs and recommending cost-effective and flexible document management solutions for our rapidly changing organization.

Following is a summary of the results of this process, including comparative pricing for replacement of the current equipment fleet. Staff is recommending that **Applied Imaging** be selected and that staff be authorized to work with them to modify and optimize the copier and printer equipment placed at the City.

Company	Presentation Ranking	Per Copy		Est. Annual Cost		Total
		B&W	Color	B&W	Color	
				1,100,000	100,000	
Applied Imaging	1*	\$ 0.03540	\$ 0.05900	\$ 38,940	\$ 5,900	\$44,840
Adams Remco	2**	\$ 0.02950	\$ 0.08600	\$ 32,450	\$ 8,600	\$ 41,050
Canon	3***	\$ 0.03403	\$ 0.04900	\$ 37,433	\$ 4,900	\$ 42,333
Office Machines	Not in Top 3	\$ 0.05000	\$ 0.06000	\$ 55,000	\$ 6,000	\$ 61,000
CopyTech	Not in Top 3	\$ 0.03659	\$ 0.05000	\$ 40,249	\$ 5,000	\$ 45,249
MOS	Not in Top 3	\$ 0.02890	\$ 0.05500	\$ 31,790	\$ 5,500	\$ 37,290
* 5 - 1st place votes; 2 - 2nd place votes; 2 - 3rd place votes						
** 2 - 1st place votes; 4 - 2nd place votes; 1 - 3rd place votes						
*** 2 - 1st place votes; 2 - 2nd place votes; 3 - 3rd place votes						

FINANCIAL IMPACT: Staff anticipates the new contract will save \$40,000 per year over current costs. In large part this is due to lower copy/printing volumes and reduced equipment needs as staff has downsized and technology has made document scanning/distribution more pervasive.

BUDGET ACTION REQUIRED: None.

STAFF RECOMMENDATION: Authorize staff to enter into a five-year agreement with Applied Imaging

Commission Meeting Date: October 11, 2011

Date: October 4, 2011

To: Honorable Mayor and City Commission

From: Community and Neighborhood Services Department

**Re: Selection of Vinyl Siding Supplier for
Fiscal Year 2011 – 2012**

SUMMARY OF REQUEST: To approve the Community and Neighborhood Services department's selection of the Vinyl Siding Supplier for 2011 – 2012 fiscal year. After reviewing all bids, the department selected the bid from Keene Lumber, located at 346 W. Laketon Avenue, Muskegon, MI, for the price of \$48.00 (forty-eight dollars) per building square for white and \$51.50 (fifty-one dollars and fifty cents) per square for color.

The City received four bids as listed on the attached spreadsheet.

FINANCIAL IMPACT: Funding will be disbursed from the 2011 – 2012 Community Development Block Grant Vinyl Siding fund.

BUDGET ACTION REQUIRED: None at this time.

STAFF RECOMMENDATION: To approve request.

COMMITTEE RECOMMENDATION: The funding for the Vinyl Siding Program was approved by the Commission during the 2011 – 2012 allocation period last June.

2011 - 2012 CDBG - Vinyl Siding Suppliers

Bid Results

Item	Home Acres Bldg	Keene	Lowe's	Weber	Average	Low	High
Per Square (White)	\$61.95	\$48.00	\$78.57	\$63.80	\$63.08	\$48.00	\$78.57
Per Square (Color)	\$62.95	\$51.50	\$79.88	\$63.80	\$64.53	\$51.50	\$79.88
J-Channel (White)	\$4.00	\$4.05	\$5.18	\$4.28	\$4.38	\$4.00	\$5.18
J-Channel (Color)	\$4.00	\$4.05	\$5.18	\$4.28	\$4.38	\$4.00	\$5.18
F-Channel (White)	\$6.88	\$6.15	\$7.25	\$5.99	\$6.57	\$5.99	\$7.25
F-Channel (Color)	\$6.88	\$6.15	\$7.21	\$5.99	\$6.56	\$5.99	\$7.21
Undersill (PC) (White)	\$3.85	\$3.55	\$5.69	\$5.11	\$4.55	\$3.55	\$5.69
Undersill (PC) (White)	\$3.85	\$3.55	\$5.69	\$5.11	\$4.55	\$3.55	\$5.69
O/S Corner (PC) White	\$12.12	\$10.75	\$18.15	\$14.45	\$13.87	\$10.75	\$18.15
O/S Corner (PC) White	\$12.12	\$10.75	\$18.15	\$14.45	\$13.87	\$10.75	\$18.15
J-Block (White)	\$5.83	\$6.45	\$8.93	\$8.99	\$7.55	\$5.83	\$8.99
J-Block (Color)	\$5.83	\$6.45	\$8.93	\$8.99	\$7.55	\$5.83	\$8.99
Recessed J-Block (White)	\$6.23	\$6.45	\$9.62	\$9.59	\$7.97	\$6.23	\$9.62
Recessed J-Block (Color)	\$6.23	\$6.45	\$9.62	\$9.59	\$7.97	\$6.23	\$9.62
J-Vent (White)	\$9.70	\$10.65	\$14.31	\$15.70	\$12.59	\$9.70	\$15.70
J-Vent (Color)	\$9.70	\$10.65	\$14.31	\$15.70	\$12.59	\$9.70	\$15.70
Intake Louver (White)	\$16.83	\$18.50	\$14.40	\$15.99	\$16.43	\$14.40	\$18.50
intake Louver (Color)	\$16.83	\$18.50	\$14.40	\$15.99	\$16.43	\$14.40	\$18.50
10' Starter Strip (Alum)	\$2.72	\$2.25	N/A	\$2.95	\$2.64	\$2.25	\$2.95
10' Starter Strip (Alum)	\$3.00	\$3.95	N/A	\$2.95	\$3.30	\$2.95	\$3.95
Soffit 0.19/Solid (White)	\$12.90	\$13.15	\$18.40	\$13.51	\$14.49	\$12.90	\$18.40
Soffit 0.19/Solid (Color)	\$12.90	\$13.15	\$18.40	\$13.51	\$14.49	\$12.90	\$18.40
Soffit 0.19/Vented (White)	\$12.90	\$13.15	\$18.40	\$13.51	\$14.49	\$12.90	\$18.40
Soffit 0.19/Vented (Color)	\$12.90	\$13.15	\$18.40	\$13.51	\$14.49	\$12.90	\$18.40
Fascia .024/4' (White)	\$8.55	\$6.95	\$11.94	\$9.29	\$9.18	\$6.95	\$11.94
Fascia .024/4' (Color)	\$8.55	\$6.95	\$11.94	\$9.29	\$9.18	\$6.95	\$11.94
Fascia .024/6' (White)	\$9.36	\$9.30	\$13.87	\$9.99	\$10.63	\$9.30	\$13.87
Fascia .024/6' (Color)	\$9.36	\$9.30	\$13.87	\$9.99	\$10.63	\$9.30	\$13.87
Fascia .024/8' (White)	\$13.58	\$12.06	\$18.40	\$14.39	\$14.61	\$12.06	\$18.40
Fascia .024/8' (Color)	\$13.58	\$12.00	\$18.40	\$14.39	\$14.59	\$12.00	\$18.40
Trim Coil .019 (White)	N/A	\$70.00	\$104.62	\$76.95	\$83.86	\$70.00	\$104.62
Trim Coil .019 (Color)	N/A	\$70.00	\$104.62	\$76.95	\$83.86	\$70.00	\$104.62
1 ½" #25 box	N/A	N/A	\$26.48	N/A	\$26.48	\$26.48	\$26.48
1 ½" #30 box	\$30.13	\$32.50	\$31.77	\$42.00	\$34.10	\$30.13	\$42.00
1 ¾" #25 box	N/A	N/A	\$26.48	N/A	\$26.48	\$26.48	\$26.48
1 ¾" #30 box	\$30.13	\$40.50	\$31.77	\$42.00	\$36.10	\$30.13	\$42.00
2" #25 box	N/A	N/A	\$26.48	N/A	\$26.48	\$26.48	\$26.48
2" #30 box	\$34.67	\$42.50	\$31.77	\$42.00	\$37.74	\$31.77	\$42.50
Trim Nails #1 box (White)	\$7.00	\$7.55	\$6.75	\$9.99	\$7.82	\$6.75	\$9.99
Trim Nails #1 box (Color)	\$7.00	\$7.55	\$7.69	\$9.99	\$8.06	\$7.00	\$9.99
Caulk (White)	\$5.10	\$2.75	\$6.66	\$4.99	\$4.88	\$2.75	\$6.66
Caulk (Clear)	\$5.51	\$3.25	\$6.66	\$4.99	\$5.10	\$3.25	\$6.66
Caulk (Color)	\$5.10	\$3.25	\$6.66	\$4.99	\$5.00	\$3.25	\$6.66
Backerboard (Fanfold)	\$27.00/ 2sq	\$15.25/sq	\$32.69 (4 x 50)	\$32.00/ 2sq			
Backerboard (Core board)	N/A	\$21.00/sq	N/A	N/A			
House Wrap	\$63.00 (9 x 100)	\$46.25 (9 x 100)	\$93.25 (9 x 150)	\$55.95 (9 x 100)			
Tyvar	N/A	\$106.15 (9 x 100)	N/A	N/A			
Tyvek	N/A	N/A	N/A	\$128.70 (9 x100)			

Commission Meeting Date: October 11, 2011

Date: October 4, 2011

To: Honorable Mayor and City Commission

From: Community and Neighborhood Services Department

**Re: Selection of Vinyl Siding Installer for
Fiscal Year 2011 – 2012**

SUMMARY OF REQUEST: To approve Community and Neighborhood Services to sign a contract with Mark Tucker Construction, 9121 Holton Road, Holton, MI to install vinyl siding at an agreed price of \$42.00 (forty-two dollars) per building square for the Vinyl Siding Program's 2011 – 2012 fiscal year. Last year's price was \$50.00 per building square

The City received three bids as listed on the attached spreadsheet.

FINANCIAL IMPACT: Funding will be disbursed from the 2011 – 2012 Community Development Block Grant Vinyl Siding fund.

BUDGET ACTION REQUIRED: None at this time.

STAFF RECOMMENDATION: To approve request.

COMMITTEE RECOMMENDATION: The funding for the Vinyl Siding Program was approved by the Commission during the 2011 – 2012 allocation period last June.

2011 - 2012 CDBG - Vinyl Siding Installers Bid Results

	4 Star Builders	Cutting Edge	Mark Tucker	Average	Low	High
Siding/Estimate	\$45.00	\$45.00	\$42.00	\$44.00	\$42.00	\$45.00
Fascia	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
Soffit	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
Door Wrap	\$22.00	\$20.00	\$20.00	\$20.67	\$20.00	\$22.00
Windows Wrap	\$22.00	\$20.00	\$20.00	\$20.67	\$20.00	\$22.00
Wood	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
Treated Wood/Cedar	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
Fan Fold	\$8.00	\$8.00	\$9.00	\$8.33	\$8.00	\$9.00
Tyvek	\$10.00	\$8.00	\$7.00	\$8.33	\$7.00	\$10.00
Tyvek Cap	\$1.00	\$0.75	\$1.00	\$0.92	\$0.75	\$1.00

Commission Meeting Date: October 11, 2011

Date: October 6, 2011
To: Honorable Mayor and City Commissioners
From: Planning & Economic Development
RE: Public Hearing - Request for an Industrial Facilities Exemption Certificate – Fleet Engineers

SUMMARY OF REQUEST:

Pursuant to Public Act 198 of 1974, as amended, Fleet Engineers, 1981 Port City Blvd, has requested the issuance of an Industrial Facilities Tax Exemption Certificate. The company plans on making investments of \$1,416,550 in personal property improvements and \$650,500 in real property improvements. Under the City's IFT policy, they are eligible for a twelve (12) year abatement on real property and a seven (7) year abatement on personal property.

FINANCIAL IMPACT:

The City will capture certain additional property taxes generated by the expansion (see attached Summary Sheet).

BUDGET ACTION REQUIRED:

None

STAFF RECOMMENDATION:

Approval of the attached resolution granting an Industrial Facilities Exemption Certificate for a term of twelve (12) years on real property and seven (7) years on personal property.

COMMITTEE RECOMMENDATION:

None

Resolution No. _____

MUSKEGON CITY COMMISSION

**RESOLUTION APPROVING APPLICATION FOR ISSUANCE
OF INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE
*FLEET ENGINEERS***

WHEREAS, pursuant to P.A. 198 of 1974 as amended, after duly noticed public hearing held on July 26, 1983, this Commission by resolution established an Industrial Development District as requested by the City of Muskegon for Port City Industrial Park, including the property leased by Fleet Engineers, 1981 Port City Blvd, Muskegon, Michigan 49442; and

WHEREAS, Fleet Engineers has filed an application for the issuance of an Industrial Facilities Tax Exemption Certificate with respect to a building expansion and new machinery and equipment to be installed within said Industrial Development District ; and

WHEREAS, before acting on said application the Muskegon City Commission held a public hearing on October 11, 2011, at the Muskegon City Hall in Muskegon, Michigan at 5:30 p.m. at which hearing the applicant, the assessor and representatives of the affected taxing units were given written notice and were afforded an opportunity to be heard on said application; and

WHEREAS, the installation of machinery and equipment is calculated to and will have the reasonable likelihood to retain, create, or prevent the loss of employment in Muskegon, Michigan; and

WHEREAS, the aggregate SEV of real property exempt from ad valorem taxes within the City of Muskegon, will not exceed 5% of an amount equal to the sum of the SEV of the unit, plus the SEV of personal and real property thus exempted.

NOW, THEREFORE, BE IT RESOLVED by the Muskegon City Commission of the City of Muskegon, Michigan that:

- 1) The Muskegon City Commission finds and determines that the Certificate considered together with the aggregate amount of certificates previously granted and currently in force under Act No. 198 of the Public Act of 1974 as amended and Act No. 255 of the Public Acts of 1978 as amended shall not have the effect of substantially impeding the operation of the City of Muskegon or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in the City of Muskegon.
- 2) The application of Fleet Engineers, for the issuance of an Industrial Facilities Tax Exemption Certificate with respect to the building expansion and installation of new machinery and equipment on the following described parcel of real property situated within the City of Muskegon to wit:

CITY OF MUSKEGON PORT CITY INDUSTRIAL CENTER LOT 16 & S 117.72 FT LOT
17 & S 295 FT OF E 1/2 LOT 23

- 3) The Industrial Facilities Tax Exemption Certificate is issued and shall be and remain in force and effect for a period of _____ years on personal property and _____ years on real property.

Adopted this 11th Day of October, 2011.

Ayes:

Nays:

Absent:

BY: _____
Stephen J. Warmington
Mayor

ATTEST: _____
Ann Cummings
Clerk

CERTIFICATION

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Muskegon City Commission, County of Muskegon, Michigan, at a regular meeting held on October 11, 2011.

Ann Cummings
Clerk

RECEIVED

SEP 20 2011

Michigan Department of Treasury
1012 (Rev. 5-07)

Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

CITY OF MUSKEGON
PLANNING DEPARTMENT

INSTRUCTIONS: File the original and two copies of this form and the required attachments (three complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires two complete sets (one original and one copy). One copy is retained by the clerk. If you have any questions regarding the completion of this form or would like to request an informational packet, call (517) 373-3272.

To be completed by Clerk of Local Government Unit	
Signature of Clerk	Date received by Local Unit
STC Use Only	
Application Number	Date Received by STC

APPLICANT INFORMATION

All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) Fleet Engineers, Inc.		1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 3714	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 1981 Port City Blvd., Muskegon, MI 49442		1d. City/Township/Village (indicate which) Muskegon	1e. County Muskegon
2. Type of Approval Requested <input checked="" type="checkbox"/> New (Sec. 2(4)) <input type="checkbox"/> Transfer (1 copy only) <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(1)) <input type="checkbox"/> Research and Development (Sec. 2(9))		3a. School District where facility is located Orchard View	3b. School Code 61190
4. Amount of years requested for exemption (1-12 Years) 12			

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

70' X 150' building addition connected to current structure at 1981 Port City Blvd. Injection Molding machine & Support Equipment including overhead crane, silos, chiller and other equipment per attached addendum.

6a. Cost of land and building improvements (excluding cost of land) * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	▶ <u>\$650,500</u> Real Property Costs
6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total	▶ <u>\$1,416,550</u> Personal Property Costs
6c. Total Project Costs * Round Costs to Nearest Dollar	▶ <u>\$2,067,150</u> Total of Real & Personal Costs

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

	<u>Begin Date (M/D/Y)</u>	<u>End Date (M/D/Y)</u>		
Real Property Improvements	▶ <u>09/28/2011</u>	<u>09/27/2012</u>	▶ <input type="checkbox"/> Owned	<input checked="" type="checkbox"/> Leased
Personal Property Improvements	▶ <u>09/28/2011</u>	<u>09/27/2011</u>	▶ <input checked="" type="checkbox"/> Owned	<input type="checkbox"/> Leased

8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. Yes No

9. No. of existing jobs at this facility that will be retained as a result of this project. Fleet Engineers (76) LEE Industries (10)	10. No. of new jobs at this facility expected to create within 2 years of completion. 4
--	---

11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land)	
b. TV of Personal Property (excluding inventory)	
c. Total TV	

12a. Check the type of District the facility is located in:

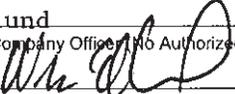
Industrial Development District Plant Rehabilitation District

12b. Date district was established by local government unit (contact local unit)	12c. Is this application for a speculative building (Sec. 3(8))? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
--	---

APPLICANT CERTIFICATION

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name Wes Eklund	13b. Phone Number 231-777-2537	13c. Fax Number 231-773-5500	13d. E-mail Address weklund@fleetengineers.com
14a. Name of Contact Person Wes Eklund	14b. Phone Number 231-777-2537	14c. Fax Number 231-773-5500	14d. E-mail Address
15a. Name of Company Officer (No Authorized Agents) Wes Eklund			
15b. Signature of Company Officer (No Authorized Agents) 			15c. Date 08-31-2011
15d. Mailing Address (Street, City, State, ZIP) 1800 E. Keating Ave., Muskegon, MI 49442		15e. Phone Number 231-777-2537	15f. E-mail Address

LOCAL GOVERNMENT ACTION & CERTIFICATION

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

<p>16. Action taken by local government unit</p> <p><input type="checkbox"/> Abatement Approved for _____ Years (1-12) After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Denied (Include Resolution Denying)</p>	<p>16b. The State Tax Commission Requires the following documents be filed for an administratively complete application:</p> <p>Indicate N/A if Not Applicable</p> <p><input type="checkbox"/> 1. Original Application plus attachments, and one complete copy</p> <p><input type="checkbox"/> 2. Resolution establishing district</p> <p><input type="checkbox"/> 3. Resolution approving/denying application.</p> <p><input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant)</p> <p><input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant)</p> <p><input type="checkbox"/> 6. Building Permit for real improvements if project has already begun</p> <p><input type="checkbox"/> 7. Equipment List with dates of beginning of installation</p> <p><input type="checkbox"/> 8. Form 3222 (if applicable)</p> <p><input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)</p>
<p>16a. Documents Required to be on file with the Local Unit</p> <p>Indicate N/A if Not Applicable</p> <p><input type="checkbox"/> 1. Notice to the public prior to hearing establishing a district.</p> <p><input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing.</p> <p><input type="checkbox"/> 3. List of taxing authorities notified for district and application action.</p> <p><input type="checkbox"/> 4. Lease Agreement showing applicants tax liability.</p>	
17. Name of Local Government Body	18. Date of Resolution Approving/Denying this Application

Attached hereto is an original and one copy of the application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP)	19e. Phone Number	19f. Fax Number

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

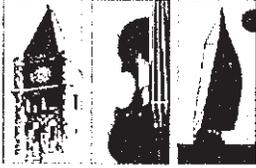
Local Unit: Mail one original and one copy of the completed application and all required attachments to:

State Tax Commission
Michigan Department of Treasury
P.O. Box 30471
Lansing, MI 48909-7971

STC USE ONLY			
LUCI Code	Begin Date	End Date	End Date2

ITEM	EST COST	Comments							
1 Injection Mold Building addition 1981 Port City	\$522,000	building addition adjacent to existing							
2 Sprinklering 1981 Port City Blvd. complete	\$47,600	existing and new complete							
3 Silo & Chiller pads, drainage, site work, fencing	\$55,900								
4 site work between 1883 Laketon & 1800 Keating	\$25,000	includes fence, OH doors, asphalt							
SUBTOTAL - REAL PROPERTY	\$650,500								
1 3000 Ton Injection Molding Machine	\$650,000	includes upgrade to control							
2 chiller & blower	\$10,000	new cell configuration - BB							
3 machine electrical wiring & service	\$8,000	depends on building							
4 Machine rigging	\$172,000	pick up, truck and install in place							
5 40 Ton Overhead Crane with 15 ton	\$122,000	required to set all tools							Was \$125000
6 Crane & building prep for crane & Rigging	\$59,650	need to quote once a building is designed							Was \$50000
7 Air compressor and piping for same	\$45,000	supplies air to building, machines							
8 Valve gate unit Hydraulic 8 Zone	\$15,000								
9 cooling tower system & piping & electrical	\$50,000	cools machine, mold							
10 Robot, conveyor & cage for robot, service, install	\$78,000	extracts part from platen, mold							
11 Hot runner unit 24 zone	\$20,000								
12 machine platform & Scaffold	\$5,000								
13 Dryer & hopper	\$20,000	material requires some drying							
14 hopper loaders 3 req.	\$15,000	part of blending process							
15 blender	\$10,000								
16 hopper and drawer magnet for machine	\$3,000								
17 mold heater 2 req.	\$10,000								
18 mixing nozzle (Typhoon style) #TSM33N-DBO	\$3,500								
19 mold clamps 20 req.	\$4,000								
20 light curtain / safety mat for machine	\$3,500	OSHA required							
21 extension nozzle 24"	\$1,000								
22 Misc. hydraulic and water lines & fittings	\$6,000								
23 Tower chemical system	\$6,000								
24 silos for material - 3 required	\$30,000	Holds raw granulated plastic							
25 Pads for machine to sit on (steel)	\$2,500								
26 Machine prep (heater bands, pumps, ect.)	\$7,500								
27 3 Minivans	\$60,000								
SUBTOTAL - PERSONAL PROPERTY	\$1,416,650								
	\$0								
Complete Act 198 Investment Total:	\$2,067,150	Does not include additional existing building, land purchase							

MUSKEGON



West Michigan's Shoreline City

City of Muskegon Industrial Development District Summary Sheet

Company Summary:

Fleet Engineers, Inc., 1800 E. Keating Ave., Muskegon, MI is making improvements to its building as well as upgrading personal property. Due to investments in both personal and real property, the company is eligible for a six (6) year exemption for personal property and a 12 year exemption for real property.

Employment Information:

Racial Characteristics:

White	68 (88%)
Minority	9 (12%)
Total	77

Gender Characteristics:

Male	59 (77%)
Female	18 (23%)
Total	77

Total No. of Anticipated New Jobs: 4

Investment Information:

Real Property:	\$650,500
Personal Property	\$1,410,000
Total:	\$2,060,500

Property Tax Information: (Annual)

	<u>All Jurisdictions</u>	<u>City Only</u>
Total New Taxes Generated	\$41,983	\$11,411
Value of Abatement	\$20,991	\$5,706
Total New Taxes Collected	\$20,991	\$5706

Income Tax Information: (Annual)

Total Additional Income Tax Generated: **\$699**

Company Requirements:

Adopted Affirmative Action Policy	✓ Yes	No
Meeting w/ City Affirmative Action Director	✓ Yes	No
Signed Tax Abatement Contract	✓ Yes	No
Taxes Paid In Full	✓ Yes	No
Appropriate Zoning	✓ Yes	No


Mike Franzak
Planner III


Dwana Thompson
Affirmative Action Director

CITY OF MUSKEGON

CONTRACT FOR TAX ABATEMENT

Act 198 Public Acts of 1974

AGREEMENT between CITY OF MUSKEGON, a municipal corporation of 933 Terrace Street, Muskegon, Michigan 49441, ("City") and Fleet Engineers("Company").

Recitals:

- A. The Company has applied to City for the establishment of an industrial development district or industrial rehabilitation district pursuant to the provisions of Act 198 of the Public Acts of 1974, as amended, which act requires a contract between the City and the Company to be agreed and submitted with the Company's subsequent anticipated application for an industrial facilities exemption certificate.
- B. That in addition to the statutory requirement, the City has determined that it is in the best interests of the taxpayers, property owners and residents of the City that this Agreement be approved and executed prior to the establishment of the requested district, and the City deems this Contract, together with the conditions set forth in the said Act to constitute a necessary element in the City's determination whether or not to create the district.
- C. The Company intends to install the project set forth in its application ("project") which it believes qualifies for the process of establishing the district and the application for industrial facilities exemption certificate.
- D. The City, provided this Agreement is executed, will determine whether to create the district based upon the potential for the production of permanent jobs, the continuation or increase of economic activity, planning and zoning considerations and the City's general plan and intentions regarding economic development. In addition to the City policy considerations and predictions that the Company's proposed district and certificate benefit the community in those ways, the City has further determined that the contractual commitments made by the Company to thereby assist the community shall be binding on the Company and necessary to continue the tax exemption made possible by the certificate.

NOW THEREFORE THE PARTIES AGREE:

1. **COMPANY AGREEMENT.** The Company irrevocably commits to the investment, job retention and job creation promises made in its application, a copy of which is attached hereto and incorporated herein. In particular the Company agrees:

1.1 That 100% of the jobs shall be filled and in existence with full-time employees by a date no later than two (2) years from the date of the granting of the certificate by the State Tax Commission.

1.2 The Company shall meet the affirmative action goal included in the application or in any documents supplied by the City and utilized by the Company, including any additional representations made to the City Commission on or before the date two (2) years after the granting of the certificate by the State Tax Commission. It shall maintain the said levels of employment diversity during the period of the certificate.

1.3 The Company, by the end of two (2) years from the date of the grant of the certificate by the State Tax Commission shall have completed the investment of \$2,060,500 in the equipment and improvements as shown in the application.

1.4 That the improvements and equipment to receive the tax abatement treatment shall be completed on or before the date two (2) years from the date of granting of the certificate by the State Tax Commission.

1.5 The Company shall pay its specific taxes required by the act in a timely manner, and shall not delay payments so as to incur any penalties or interest.

1.6 The Company shall fully cooperate with the City representatives in supplying all requested and required documentation regarding jobs, investment, the meeting of all goals and the timely installation and utilization of equipment and improvements. The City shall be entitled to inspect at reasonable hours the Company's premises where the said improvements and equipment have been installed and where the said jobs are performed.

1.7 The Company shall maintain, during the entire period for which the tax abatement is granted, the level of jobs, affirmative action goals, production and utilization of the improvements and equipment at the site where the district has been created and for which the tax exemption has been granted.

1.8 The Company shall not cause or fail to cure the release of any hazardous substance, or the violation of any environmental law on its premises in the City. It shall report any releases to the appropriate governmental authority in a timely and complete manner, and provide copies of said report documentation to the City. It shall comply with all orders and actions of any governmental agency having authority.

1.9 The Company shall maintain the equipment and improvements so as to minimize physical or functional obsolescence.

1.10 The Company shall continue to operate its business location in the City, containing the same number of and type of jobs, for the term of the certificate.

2. **AGREEMENT BY THE CITY.** Provided this contract has been executed and further provided all applications to create the district and achieve the industrial facility exemption certificate have been properly filed, the City shall, in a timely manner, determine in a public meeting to create the district and receive, process, and approve thereafter the Company's application for an industrial facilities exemption certificate. The City may consider this contract in a meeting separate from and prior to the meeting in which the City considers the creation of the district and approval of the application for certificate. Further, the City shall require the submission of this contract signed by the Company together with its applications, before creating the district.

3. **EVENTS OF DEFAULT.** The following actions or failures to comply shall be considered events of default by the Company:

3.1 Failure to meet any of the commitments set forth above.

3.2 The closing of the Company's facilities in the City. Closing shall mean for purpose of this Agreement, the removal, without transfer to another site within the City of substantially all of the production facilities, and the elimination of substantially all the jobs created or retained thereby, which are set forth in the Company's application.

3.3 Failure to afford to the City the documentation and reporting required.

3.4 The failure to create or retain jobs, meet affirmative action goals or expend the funds on equipment and improvements as represented in the application within the times required hereby.

3.5 The bankruptcy or insolvency of the Company.

3.6 The failure to pay any and all taxes and assessments levied on the Company's property or any other taxes, local, state or federal, including but not limited to City income taxes and the withholding of said City income taxes from employees as required by the City Income Tax Ordinance.

3.7 The performance or omission of any act which would lead to revocation under MCLA 207.565, being §15 of the Act.

3.8 The violation of any provisions, promises, commitments, considerations or covenants of this Agreement.

4. **REMEDIES ON DEFAULT.** In the event of any of the above defaults the City shall have the following remedies which it may invoke without notice, except as may be reasonably required by the Company's rights to due process:

4.1 In the event of closing as determined after investigation of the facts and a public hearing, the Company shall be immediately liable for penalties to be paid forthwith to the city as determined as follows:

4.1.1 The Company shall pay to the City for prorata distribution to the taxing units experiencing the abatement, an amount equal to the difference between the industrial facilities tax which it has paid, and the total property taxes to the relevant taxing units which it would have paid, given its installations of improvements and equipment, during the years for which the certificate was in effect.

4.1.2 Immediate Revocation. The Company hereby consents to revocation to the IFT certificate before the State Tax Commission, without hearing, and the City shall submit a copy of this Agreement to the State Tax Commission in connection with its revocation procedure, giving notice that the default has occurred and immediate revocation should occur.

4.2 In the event the improvements and equipment have not been installed before the two (2) year period, in addition to the revocation procedures before the State Tax Commission, the abatement should immediately be reduced by the City proportionately, and any installations which have not been finished at the end of said two (2) year period shall not be eligible for the abatement thereafter and shall be placed on the regular tax roll.

4.3 Failure to Expend the Funds Represented. In the event, (whether or not the installations have been completed), the Company has not expended the funds it has represented on its application that it would invest for the installation of equipment, the abatement shall be reduced prorata, and any remaining value of equipment shall be placed on the regular tax roll.

4.4 Job Creation and Retention. In the event the promised number of jobs have not been created or retained at the end of the two (2) years after the grant of the certificate by the State Tax Commission, the abatement shall be proportionately reduced.

4.5 Affirmative Action Goals. In the event, after one (1) year from the grant of the certificate by the State Tax Commission, the affirmative action goals of the City for additional jobs have not been met on a prorata basis, the abatement shall be revoked.

4.6 For other violations of this Agreement or for actions or omissions by the Company amounting to grounds for revocation by statute, the City shall recommend to the State Tax Commission immediate revocation of the certificate.

4.7 Special Assessment. For any amount due to be paid to the City, under this Section 4, the Company consents that the City shall have a personal action against the Company for the said amount, and in addition, cumulatively, and not by election, the City shall have a special assessment lien on all the property of the Company personal and real, located in the City, for the collection of the amounts due as and in the manner of property taxes and in such case the collection of the said special assessment shall be accomplished by addition by the City to the Company's property tax statement regularly rendered.

5. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the State of Michigan applicable to contracts made and to be performed within the State of Michigan.

6. Counterparts. This Agreement may be executed in one or more counterparts. Notwithstanding such execution all such counterparts shall constitute one and the same Agreement.

7. Benefit. This Agreement shall be binding upon and inure to the benefit of the respective parties, their successors and personal representatives.

8. Effective Date. This Agreement shall be effective on the date the State of Michigan Tax Commission grants the company at Industrial Facilities Exemption Certificate.

CITY OF MUSKEGON

By _____
Steve Warmington, Mayor

Date _____

and _____
Ann Cummings, Clerk

Date _____

By  _____
Its PRESIDENT

Date 09/20/2011

Commission Meeting Date: October 11, 2011

Date: October 4, 2011
To: Honorable Mayor & City Commission
From: Planning & Economic Development Department
RE: Youth Basketball League and Open Gym
Proposal- Muskegon Public Schools

SUMMARY OF REQUEST: The City of Muskegon contracted with the Muskegon Public Schools ("Schools") for the 2010-2011 school year to provide management of the Youth Basketball League and Open Gym & Swim (formerly supervised by the City Leisure Services Department). The program was successful (see attached report) and the Schools would like to manage the program for the 2011-2012 school year. In fact, they are prepared to start the program this October. The Commission is requested to approve the attached proposal and authorize staff to enter into an agreement with the Schools for oversight of the basketball program and the Open Gym program.

FINANCIAL IMPACT: The actual program cost was greater than expected in 2010-2011, particularly due to the costs of keeping the pool available for Open Swim (due to State requirements for a pool custodian, cleaning locker rooms, and lifeguards). However, the Schools can maintain the 2010-2011 costs of \$18,500, if there is no Open Swim.

BUDGET ACTION REQUIRED: Funds are available through the Leisure Services budget.

STAFF RECOMMENDATION: To approve the "Youth Basketball League and Open Gym Proposal" and authorize staff to enter into a formal agreement with the Schools.



September 19, 2011

Youth Basketball League Proposal

From: Muskegon Public Schools

To: The City of Muskegon

Muskegon Community Education is continually looking for new ways to “reach out and change lives” in our community. Collaborating with the City of Muskegon to offer safe, positive after school recreational opportunities for our students offers that opportunity. Last year's Youth Basketball and Open Gym and Swim program established a successful foundation to sustain this collaborative effort. Based on a review of expenses our current proposal is as follows:

- 1) The MPS Youth Support Services Office located @ MCEC, Room 214 would administer the following programs: Open Gym, and the Youth Basketball League. These programs would run between October 2011 and March 2012.
- 2) The City of Muskegon would contribute \$18,500 towards this partnership. The money would be used for the following: program administration and supervision, custodial services, supplies/materials and support personnel (i.e. referees).

Program Descriptions:

Youth Basketball League

- 1) Boy's and girl's basketball seasons would run consecutively for a six-week regular game schedule and a two-week tournament schedule to conclude the season.
- 2) Student registration fee would remain at \$25 per student to include: game t-shirt and trophies tournament champion team. (Shorts can be purchased for an additional \$7.)
- 3) Muskegon Community Education will accept responsibility for all administrative and supervisory obligations for the Youth Basketball League program.

Open Gym

- 1) Open Gym will be offered for three hours every Saturday for an eight-week period of time.
- 2) Muskegon Community Education will accept responsibility for all administrative and supervisory obligations for the Open Gym program.

Muskegon Public Schools looks forward to further conversation regarding this proposal. It is in the interest of both agencies that we offer quality programming to our community without duplicating services.

City of Muskegon Final Report
Narrative & Financial Section

Program: Muskegon Public Schools Youth Basketball League and Open Gym & Swim

Date of Evaluation: August 9, 2011

Legal name of Organization: Muskegon Public Schools

Contact Person: Joanna Christophersen Phone Number: 231-720-2536

Address: 571 E Apple Ave, Muskegon, MI 49442

E-Mail Address: jchristo@mpsk12.net

Youth Basketball and Open Gym and Swim

During the months that Muskegon Public Schools partnered with the City of Muskegon to offer Youth Basketball and Open Gym and Swim the following data was collected:

Youth Basketball Program:

Income Level

A total of 193 youth participated in this program as a resident of the City of Muskegon, 81% of those youth qualified for the free lunch program, which would categorize them as low-income. The remainder of the participants fell in to one the following categories: 11% qualified for reduced pay lunch (low/moderate income,) 6% qualified for full pay lunch (moderate income) and the remaining 2% we did not have sufficient access to data to determine their income category.

Race/Diversity

The diversity of our participants was made up of 76% African American, 14% Hispanic, 8% Caucasian and 2% other.

Outcomes

Basketball is a very 'high investment' activity in our community. Hard data in outcomes is hard to track, but as the director of 10 extended learning opportunities for at-risk youth I would like to share one interesting outcome. I deliberately attempt to contact parents on a continual basis regarding the academic progress of their student. Very rarely am I fortunate enough to speak with parents more than once per day as a result of that

effort. During the basketball program, it was a requirement that students maintain acceptable academic performance, consistent attendance at school as well as acceptable behavior during the school day.

Since these expectations determined the 'playing time' of their students, parents were very invested in the progress of their students in these areas. I began counting the number of parent conversations that I had on a daily basis and one day my count was up to 31. One parent actually attended school with her son for three days to help get a handle on his behavior and academic situation. This may not seem significant to you, but as an educator trying to get the parents to support their children in their life-long learning process, I consider it worth noting.

Muskegon Public Schools would like to consider maintaining this partnership in the future. Several changes are necessary if it is agreed that the partnership continues. Due to a late agreement and approval process, the basketball sessions were reduced and played back to back to complete the seasons before spring break. Seasons should start in the fall to provide more time for youth development and skill building along side of the competition.

Having been new to the area of youth basketball, we also underestimated the cost of operating such a program. In the future, administrative support and on-site supervision will need to be increased which will cost more money. Due to substantial budget cuts, Muskegon Public Schools will not be able to absorb the additional expenses in the future. Fundraising and additional support from the City of Muskegon are two options we are hoping will provide the opportunity to continue this partnership.

Budget Summary for Youth Basketball

Expenses:

Staffing	\$4,585
Administrative Support	\$3,650
Building Useage	\$2,700
Supplies	\$4,326
Officials	\$3,456
Total	\$18,717

Revenue:

Muskegon Youth Registration Fees	\$5,597
Outside District Registration	\$2,350
Admission to Tournaments	\$ 180

Total Revenue	\$8,127
Total Cost	\$10,590

Open Gym and Swim

Muskegon Public Schools offered the Open Gym and Swim program to the community from February through April for a total of 10 weeks. This program ran for three hours on Saturdays and Sundays. Participants could use the gym at Muskegon High School or the pool during this time. Through the 10 weeks the program was offered a total of 212 unduplicated individuals participated in this program. On average, 93 individuals participated in this program on a weekly basis.

This program was intended to offer a safe, positive opportunity for recreation and sport to the residents of Muskegon as an alternative to high-risk activity. Sign in sheets documented that 98% of the participants that provided an address lived in the City of Muskegon, of those residents- 76% stated they were eligible for free or reduced lunch. Unfortunately, the sign-in process was not monitored closely enough by staff to ensure that participants were providing all information. Approximately 46% of participants provided only a name and signature releasing liability.

Budget Summary for Open Gym and Swim

Expenses:

Staffing	\$5,585
Administrative Support	\$2,350
Building Useage	\$5,850
Supplies	\$ 345
Total	\$14,130

Revenue:

Participation Fees	\$1,278
Total Revenue	\$1,278
Total Cost	\$12,852
Over all Program Cost	\$23,442
City of Muskegon Contribution	\$18,500

Over all final expense to MPS

\$ 4,942