



Internal Memo

March 5, 2020

TO: Mayor and City Council

FROM: Mark C. Meyers, City Administrator 

SUBJECT: March 2020 Information Update

1. Board of Review – Please be reminded that the Board of Review will be held March 9, 10, and 11, 2020 from 9 am – 12 pm and 2 pm – 5 pm each day with evening hours from 7 pm – 9 pm on March 9 and 11. Please contact Finance Director Mike Huston with any questions regarding the Board of Review.
2. Leaf Sites Opening – Wood Road and Randall Road leaf sites are scheduled to open for the season on Saturday, March 28, 2020. Hours of operation remain 11 am – 7 pm daily. On May 31, 2020 the Randall Road site will close for the season and the Wood Road site will keep the same hours on weekends only. Also, it should be noted that staff has been working with Muskegon County officials to potentially move the Randall Road site south onto Airport property. This would eliminate odors for users of ball field #3 and also improve the aesthetics of the area.
3. Police Fundraiser for Kids Food Basket – The Police Department is currently raising funds and collecting food for the Kids Food Basket program. Donations will be accepted at the Police Department until March 30, 2020. Please see the attached flyer for more details.
4. Spring Clean-up Day – Please mark your calendars for Saturday, May 2, 2020 when the City will hold its annual Spring Clean-up Day at the Public Works Facility. More information to come.
5. Pedestrian Crossings at Rail Road Tracks – Attached is a memo from City Engineer Jim Murphy regarding planned pedestrian crossings on Pontaluna Road and Mt. Garfield Road. These crossings were planned due to recently constructed sidewalks. However, the bureaucratic and expensive requirements of the railroad continue to change and our staff is recommending that the sidewalks be diverted to the road shoulders instead of constructing formal crossings.

6. Fire Department Training House – Attached are photos illustrating the progress being made on the Training House being constructed in the cold storage building of the former Public Works garage. The facility is coming along well utilizing the skills of firefighters to do an in-house build versus contracting work out which was far more expensive. The upcoming Capital Improvement Budget will include an appropriation to finish the build with installation of a smoke system, video camera system and other items.

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Attachments

EVERY CHILD
DESERVES
HEALTHY
FOOD



1 in 5 kids are affected by hunger in West Michigan. Kids' Food Basket is a community solution to childhood hunger. We provide nutritious, ready-to-eat meals to thousands of kids at dozens of schools in Grand Rapids, Muskegon and Holland. Providing proper nutrition to thousands of kids each weekday requires a lot of food and support from people like you. By donating an item from our Wish List, you are ensuring kids get the nutrition they need to succeed in school and in life.

OUR WISHLIST

- Dried fruit
- Fruit cups or pouches
- Snack size zipper bags
- Toasted oat cereal
- Pretzel twists
- Goldfish or Cheez-Its

Off-brands are more than welcome!

Kids' Food Basket avoids serving items with peanuts or tree nuts in the ingredient list. If you have further questions regarding items we accept, please contact one of the three locations below.



GRAND RAPIDS

1300 Plymouth NE,
Grand Rapids, MI 49505
(616) 235 4532
Drop-off 9-11 AM or 2-5 PM

MUSKEGON

1011 2nd Street
Muskegon, MI 49440
(231) 747 8575
Call to coordinate drop-off

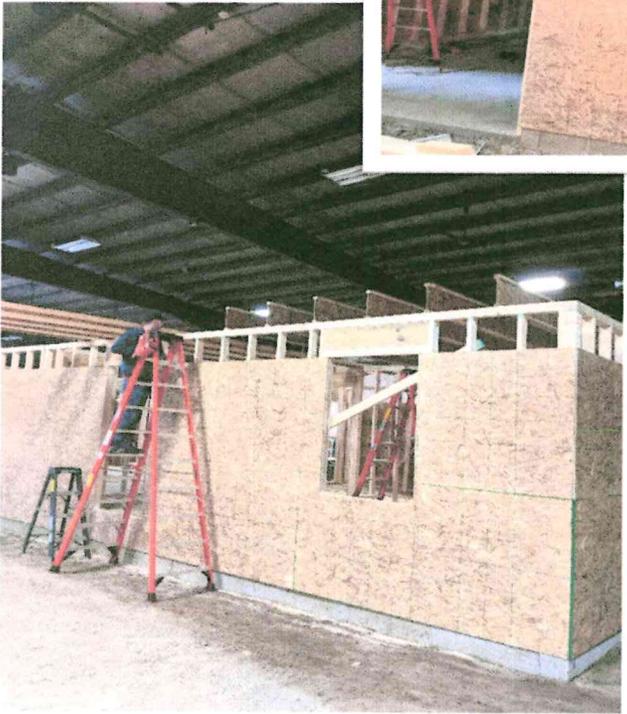
HOLLAND

389 James Street
Holland, MI 49424
(616) 796 8471
Call to coordinate drop-off



Fire Department

Training House





Internal Memo

March 4, 2020

TO: Mark C. Meyers, City Administrator
Gerald A. Bartoszek, DPW Director

FROM: James R. Murphy, City Engineer 

RE: Sidewalk Railroad Crossings for Mount Garfield and Pontaluna Roads, 2019 Sidewalk Project

As a follow up to our conversations regarding above referenced sidewalk railroad grade crossings, it is my recommendation to not enter into an agreement at this time with the railroad and accordingly not install the grade crossings as part of the 2019 Sidewalk Project for the following reasons:

- After starting a conversation with the Genesee & Wyoming Railroad (GWRR) regarding the above crossings in December 2018, Council gave its approval in April 2019 for the City to enter into an agreement with the GWRR for construction and maintenance of the sidewalk in the railroad right-of-way (ROW). The Construction and Maintenance Agreement was signed with the GWRR in July 2019, but the process came to a pause when we contact them regarding the required Right of Entry. The GWRR needed to internally clarify how to respond to our request. This wasn't resolved until January 29, 2020 with CSX, who leases the line to GWRR, instructing them to enter a license agreement with the City as opposed to granting us an easement. This requires additional permitting, review and fees. In short, after a year's time, we still don't have permission to construct the sidewalk in the railroad ROW.
- The GWRR is requesting additional fees for the two crossings. For each location there will be an application fee of \$1,000 (total of \$2,000) and an annual base rental fee of \$300 for each crossing (\$600/annual). This rental fee can be increased or revoked at any time by the railroad. The previously submitted engineering review fee and right-of-entry fee will cover both locations. This does not include the \$900 annual cost of providing insurance to cover the railroad for the crossings.
- Since the Railroad's initial review and quote of \$24,627 in March 2019 for their portion of the work on the installation of the sidewalk grade crossings, the GWRR has increased that cost to \$42,528 (an increase of \$17,901).

As an alternative to the crossing, I would recommend that the City install concrete sidewalks from the end of the walkways (outside of the GWRR ROW) to the existing roadway edge at these two locations. This work may be done by City crews. Pontaluna Road has a widened paved shoulder in place to accommodate non-motorized traffic. While this is not an ideal situation, it is only for

a short distance and will save the City a substantial amount of money now and over the years to come.

I ask for your concurrence on this approach.

JRM