Letter of Understanding

City of Muskegon DPW and Muskegon downtown Business Improvement District

This is a Letter of Understanding between the Muskegon downtown Business Improvement District (BID) and city of Muskegon Department of Public Works (city) concerning the snowplowing of downtown sidewalks for the winter seasons from **Nov. 15, 2017 to April 15, 2020**. City and BID officials will work together to provide superior snow removal services the most efficient, cost-effective way.

For each snow season Nov. 15 to April 15, the BID will pay the city a total of **$48,750 ($9,750 per month)** as a retainer to provide the outlined services below for Monday through Saturday. Sunday sidewalk services **for the three years** will be requested on an "as needed" basis and billed by the city for time and materials.

Monthly costs and invoices will be sent to Downtown Muskegon Now as managers of the BID and paid by the city Finance Department with BID funds to the DPW. Muskegon DPW will provide DMN a monthly accounting of the downtown sidewalk activity and expenses, reports that will be shared with BID board members.

Sidewalk snowplowing, salting (as needed) and snow pile removal (as needed) will be provided by the city when fresh snow accumulations are **2 inches or greater** measured at Third Street and West Western Avenue each morning. The goal with overnight snowfalls is to clear the sidewalks by **8 a.m.** the next morning starting along Western Avenue, if possible. The goal on Saturdays is to have the sidewalks on the main streets of Western, Clay, Morris and Third cleared by **8 a.m.** or as needed. Sidewalk snowplowing services provided by the city on Sundays and holidays will result in higher charges due to overtime and will be triggered by downtown needs. Sidewalk snow clearing is more limited on Saturdays-Sundays and holidays as outlined below.

The area of sidewalk snow removal services is shown on the attached maps.

Sidewalk Snow Removal for weekdays (Monday-Friday map)

- W. Western Ave. between 7th Street and **Spring Street**
- W. Clay Ave. between 3rd St. and **Spring Street**.
- Webster Ave from 3rd St. to **Pine St.**
- Morris St between 3rd St. and Terrace St.
- **Apple Avenue from First Street to Jefferson Street.**
- **Muskegon Avenue from First Street to Pine Street**
- 7th Street from W. Western Ave. to W. Clay
- **6th Street from W. Western Ave. to W. Clay Ave.**
- 4th Street between W. Western Ave. & W. Clay Ave

- 3rd Street from the parking lot behind the Hume Building (at Morris) to Merrill Ave.
- 2nd Street between Morris Ave & Webster Ave.
- 1st Street between Morris Ave & W. Apple. Ave.
- Jefferson St. between W. Western Ave & **Walton Ave.**
- Terrace St. between Shoreline Dr. & W. Muskegon Ave.
- Pine St. between W. Western Ave. & **W. Muskegon Ave**.
- Spring Street between W. Western Ave. and W. Clay Ave.

Sidewalk Street Crossings
- All efforts should be made to keep sidewalk entrances to streets clear

3rd & W. Western Traffic Circle
- The cross walks in the traffic circle at 3rd and Western should also be cleared

Sidewalk snow removal for Saturdays-Sundays and holidays (weekend map)

- W. Western Ave. from Terrace to 7th St., both sides of the street.
- Morris Avenue, Terrace St. to Third St., both sides of the street.
- Clay Ave. from Third St. to Terrace St., both sides of the street.
- Third St. from Morris Ave. to Merrill Ave., both sides of the street.

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- All efforts should be made to keep sidewalk entrances to streets clear

3rd & W. Western Traffic Circle
- The cross walks in the traffic circle at 3rd and Western should also be cleared

Salting and snow pile removals

- Salting of sidewalks and crosswalk entrances will be done when they are treacherous and weather conditions for salting are favorable.
- Snow pile removal will be done when needed in coordination with piles from street plowing.

City DPW and the BID have the right to review this letter of understanding at the end of each season.

Issues concerning the daily sidewalk snow plowing services will be handled jointly by Dave Alexander, executive director of Downtown Muskegon Now on behalf of the BID or BID board members residing downtown on weekends and holidays and city Public Works Director or a designee.

On behalf of the city Department of Public Works:

_____ Date: 11.3.17

Frank Peterson, Muskegon city manager

On behalf of the downtown Muskegon Business Improvement District:

_____ Date: 11/7/17

Doug Pollock, BID board chairman

All Color-coded sidewalks are in need of snow removal

Blue Lines = Sidewalks/crosswalks weekday from 2017-2020

Yellow Lines = Sidewalks/crosswalks weekdays and weekends from 2017-2020

Red Lines = Sidewalks/crosswalks weekdays added for 2017-2020

Notes:

- Sidewalk plowing on Third St. between Western and Clay should connect to plowing done by Baker College in front on the CiM
- Crosswalks should be open to the street, and the cross walks within the Traffic Circle at 3rd & Western should also be maintained and kept open.

2" trigger each day

Please note, the maps have overlap between the two pages - the map is intended to be a reference tool.

Port City Princess Cruises
Mart Dock - Boat Storage
Grand Valley State University: Annis Water...
Heritage Landing
Administration
Greyhound
Unruly Brewing Company
The Boar's Belly
Hennessy's Irish Pub & Restaurant
Holiday Inn Muskegon-Harbor
Baker College Culinary
The Frauenthal Center for the Performing Arts
LC Walker Arena And Event Center
Muskegon Museum of Art
Hackley Public Library
Pigeon Hill Brewing Company
Lakeshore Museum Center
Hackley Park
Amazon Apartments
Mike's Inn
Tipsy Toad
Hackley & Hume Historic Site
Clay Avenue Cellars
Mia & Grace
Orphanage
United Church
W Western Ave
W Apple Ave
W Muskegon Ave
W Webster Ave
W Clay Ave
Houston Ave
Monroe Ave
Merrill Ave
Western Ave
Shoreline Dr
1st St
2nd St
3rd St
4th St
5th St
6th St
7th St
Google
Map data ©201

Shoreline Dr
Shoreline Dr
Shoreline Dr
Shoreline Dr
Shoreline Dr
Shoreline Dr
Shoreline
Terrace Point Dr
1st St
PNC Bank
Terrace St
Hot Rod Harley-Davidson
Witt Buick
Her & His Uniforms
First General Credit Union
Muskegon Farmers Market
US Post Office
W Clay Ave
Seaway
US Social Security Administration
Mobile Ave
Bakker Marine
Greyhound
Carmen's Cafe
Hennessy's Irish Pub & Restaurant
3rd St
Unruly Brewing Company
The Boar's Belly
Burger King
Holiday Inn Muskegon-Harbor
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4th St
W Clay Ave
Hackley Public Library
W Webster Ave
2nd St
W Apple Ave
W Apple Ave
Lakeshore Museum Center
Hackley Park
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