



CITY OF ROOSEVELT PARK CITY COUNCIL MEETING

AGENDA

January 20, 2025

6:15 p.m.

1. Council Work Session
2. Call to Order and Roll Call
3. Pledge of Allegiance
4. Invocation by Councilmember Johnson
5. Public Comment on Agenda Items

6. Approval of Consent Agenda
 - a. Regular Agenda
 - b. Minutes of January 6, 2025- Regular City Council Meeting
 - c. List of Bills

7. Unfinished Business
8. New Business
 - a. Councilmember Johnson Request
 - b. Resolution of Appreciation-Letters to Santa Volunteers
 - c. Mona Shores 2025 Summer Tax Collection Agreement-Council Approval

9. Public Comment

Please state your name and home address
Please limit comments to 3 minutes per individual presentation
(City Council Rules of Procedure: 10/7/2011)

10. Comments from the Mayor and City Council
11. Reports from City Manager, City Attorney & Department Heads
12. Adjournment

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City of Roosevelt Park

A Proud Community

To: Honorable Mayor and City Council
From: Jared Olson, City Manager
Date: January 15, 2024
Subject: **Monday, January 20, 2025**– CITY COUNCIL MEETING

The following is information pertaining to items on the agenda for your meeting:
COUNCIL WORK SESSION:

1. **Councilmember Work Session Request**-Attached is a written request for items to be placed on the work session agenda by Councilmember Johnson.
2. **Active Agenda Items**

COUNCIL MEETING:

- a. **Councilmember Voting Agenda Request** – Included in the work session attachment is a written request for items to be placed on the active voting agenda by Councilmember Johnson.
- b. **Resolution 25-01- Resolution of Appreciation**- Over the last several years, the students at Mona Shores High School have taken over and now spearhead the Roosevelt Park Letters to Santa Program. The City Council is asked to recognize the efforts put forth by Mrs. Carrie Helmer and her students after a successful and beyond memorable 2024 Letters to Santa Program.
- c. **MSPS 2025 Summer Tax Collection Agreement- Council Approval**- As has occurred annually for the last several decades, Mona Shores Public Schools as forwarded an approved resolution to allow the summer tax collection by the City of Roosevelt Park for the year 2025.

If you have questions, please contact me.



**CITY OF ROOSEVELT PARK
CITY COUNCIL
MEETING MINUTES
January 6, 2025**

This meeting was called to order by Mayor Langlois at 6:15 p.m.

PRESENT: Council Members: Mayor Pro Tem Sutton, Stacey Burmeister, Diane Goodman, Noah Crossno, Matt Johnson, Donald Nilson

STAFF: City Manager Jared Olson, City Attorney Brennen Gorman, Police Chief Shawn Bride
City DPW Supervisor Ben VanHoeven

ABSENT: none

UNFINISHED BUSINESS

- None

WORK SESSION

Council discussed Agenda Items:

- Councilmember work session request
- 2025/26 Non-Motorized Trail System Engineering Proposal
- Summit Ave Phase 1 Funding Acceptance- Federal Grant Funds
- Summit Ave Phase 1 Engineering Proposal
- 2024 OPEB – Full Valuation
- Personnel and Finance Committee - Set meeting time and date
- Public Works Committee - Set meeting time and date
- Public Safety Committee - Set meeting time and date
- Roosevelt Park Day Committee – Set meeting time and date
- List of Bills

Special Guests:

- None

Mayor Aaron Langlois called the Council meeting to order at 7:09 p.m.

2025-001 **ROLL CALL**
City Clerk Ann Wisniewski called roll call.

2025-002 **INVOCATION**
Council Member Crossno provided the Invocation.

2025-003 **PUBLIC COMMENT ON AGENDA ITEMS**
None

2025-004

CONSENT AGENDA

A motion was made by Council Member Crossno to approve the consent agenda as written. This motion was supported by Council Member Burmeister.

Roll Call: 6 Ayes, 1 Nays (Johnson). Motion Passes

2025-005

UNFINISHED BUSINESS

None

2025-006

NEW BUSINESS

8A. 2025/26 Non-motorized Trail System – Engineering Proposal

Council Member Goodman moved to approve the bid as presented from Moore and Bruggink for a total cost of \$80,000. This motion was supported by Council Member Crossno.

Roll Call: 7 Ayes, 0 Nays. Motion Passes

8B. Summit Ave Phase 1 – Resolution of Acceptance – Federal Grant Funds

Council Member Nilson moved to approve Resolution 25-01 accepting the funds of at Least \$349,000 through the MDOT TIP program and commit at least a 20% match as required by the grant program. This motion was supported by Council Member Goodman.

Roll Call: 7 Ayes, 0 Nays. Motion Passes

8C. Summit Ave Phase 1 – Engineering Proposal

Council Member Burmeister moved to approve the proposal from Moore and Bruggink for the upcoming 2026 W Summit reconstruction as recommended by the Roosevelt Park Superintendent of Public Works at a cost not to exceed \$97,500. This motion was supported by Council Member Crossno.

Roll Call: 7 Ayes, 0 Nays. Motion Passes

8D. Other Post-Employment Benefits (OPEB) Valuation

Council Member Crossno moved to accept the OPEB Actuarial Valuation report for the Year ending 11/30/2024 from Watkins Ross. This motion was supported by Council Member Nilson.

Roll Call: 7 Ayes, 0 Nays. Motion Passes

8E. Personnel and Finance Committee – Set Meeting

Mayor Langlois moved to set the next meeting of the Personnel and Finance Committee For Tuesday January 21, 2025, at 4:00 pm. This motion was supported by Council Member Goodman.

8F. Public Works Committee – Set Meeting

Mayor Langlois moved to set the next meeting of the Public Works Committee For Thursday January 23, 2025, at 4:00 pm. This motion was supported by Council Member Johnson.

Roll Call: 7 Ayes, 0 Nays. Motion Passes

8G. Public Safety Committee – Set Meeting

Council member Johnson moved to set the next meeting of the Public Safety Committee For January 30, 2025, at 4:00 pm. This motion was supported by Council Member Nilson.

Roll Call: 7 Ayes, 0 Nays. Motion Passes

8H. Roosevelt Park Day Committee – Set Meeting

Council Member Burmeister moved to set the next meeting of the Roosevelt Park Day Committee for February 6, 2025, at 4:00 pm. This motion was supported by Council Member Goodman.

Roll Call: 7 Ayes, 0 Nays. Motion Passes

2025-007

COUNCIL COMMENTS

Council members shared comments.

2025-008

DEPARTMENT HEAD REPORTS

Department heads shared comments.

2025-009

PUBLIC COMMENTS

None

2025-010

ADJOURNMENT

Mayor Langlois moved to adjourn the meeting at 7:43 p.m. This motion was supported by Council Member Burmeister and carried unanimously.

Ann Wisniewski, City Clerk

**CITY OF ROOSEVELT PARK**

A Proud Community
 900 OAK RIDGE ROAD
 ROOSEVELT PARK, MI 49441
 (231) 755-3721

COUNCIL LIST

CHECK NUMBER	VENDOR NAME	DESCRIPTION	Invoice #	INVOICE AMT
5174 (E)	ACCIDENT FUND	WORKERS COMP INSURANCE	1001750707	1,321.50
			Check Total	1,321.50
5175 (E)	ADVANCE AUTO PARTS	CLAY ABSORBENT	538250082471	26.98
			Check Total	26.98
5176 (E)	BANK OF AMERICA BUSINESS CARD	WATER DISTRIBUTION OPERATOR HANDBOOK	111784237306	104.90
		BATTERIES - VEHICLE KEYS	113699811583	8.99
		MS OFFICE	E0400USG51	52.47
		AV BALLOT ENVELOPES	236883	217.30
		MASTER CARDS	236879	38.96
		AV BALLOT RETURN ENVELOPES	236885	204.44
			Check Total	627.06
5177 (E)	BANK OF AMERICA BUSINESS CARD	MAYOR/MANAGERS MEETING	010725	309.93
			Check Total	309.93
5178 (E)	BLUE CARE NETWORK OF MI	RETIREE HEALTH CARE	250070005332	2,449.09
			Check Total	2,449.09
5179 (E)	BLUE CROSS BLUE SHIELD OF MICH	RETIREE HEALTH CARE	198588412	2,534.92
			Check Total	2,534.92
5180 (E)	CONSUMERS ENERGY	2802 GLENSIDE BLVD	204568467467	66.58
		2686 GLENSIDE BLVD	204568467466	128.08
			Check Total	194.66
5181 (E)	CONSUMERS ENERGY	1000 0015 1900 2848 ASHLAND	207147843690	156.41
			Check Total	156.41
5182 (E)	CONSUMERS ENERGY	1000 0015 2536 - 896 W BROADWAY	207147843702	76.57
			Check Total	76.57
5183 (E)	CONSUMERS ENERGY	1000 0015 6057 936 OAKRIDGE GUL 2	206259088095	2,045.82
			Check Total	2,045.82
5184 (E)	CONSUMERS ENERGY	1000 0017 0686 3106 ROOSEVELT RD	206259088096	19.32
			Check Total	19.32
5185 (E)	CONSUMERS ENERGY	1000 0038 5011 TRAFFIC LIGHTS	206614859374	242.58
			Check Total	242.58
5186 (E)	CONSUMERS ENERGY	1000 0460 5042 3105 ROOSEVELT	205814237176	43.90
			Check Total	43.90
5187 (E)	CONSUMERS ENERGY	1000 0460 5166 3106 ROOSEVELT	205814237177	134.13
			Check Total	134.13
5188 (E)	CONSUMERS ENERGY	1000 0597 2995 1168 CORNELL	205102362191	32.81
			Check Total	32.81
5189 (E)	CONSUMERS ENERGY	1000 0616 4881 1580 GARRISON	205280334197	449.62

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COUNCIL LIST

Thursday, January 16, 2025

CHECK NUMBER	VENDOR NAME	DESCRIPTION	Invoice #	INVOICE AMT
			Check Total	449.62
5190 (E)	CONSUMERS ENERGY	1000 0616 6274 3064 GLENSIDE	205280334198	29.33
			Check Total	29.33
5191 (E)	CONSUMERS ENERGY	1000 0622 0758 1344 GREENWICH RD	205280334199	29.01
			Check Total	29.01
5192 (E)	CONSUMERS ENERGY	1000 0678 0280 898 W BROADWAY	204123517299	104.81
			Check Total	104.81
5193 (E)	CONSUMERS ENERGY	1000 0777 1684 880 OAKRIDGE	202254731981	545.55
			Check Total	545.55
5194 (E)	CONSUMERS ENERGY	1000 0832 5373 3278 GERMAINE	201453797004	39.30
			Check Total	39.30
5195 (E)	CONSUMERS ENERGY	1000 0864 3968 1267 LAMBERT	204212511675	36.63
			Check Total	36.63
5196 (E)	CONSUMERS ENERGY	1000 0849 1167 3163 MAPLE GROVE	204212511676	28.85
			Check Total	28.85
5197 (E)	CONSUMERS ENERGY	1000 0864 2272 1140 SHERWOOD	203233637148	29.15
			Check Total	29.15
5198 (E)	CONSUMERS ENERGY	1030 2926 0835 49441 LED LIGHT RD	201186879936	1,949.29
			Check Total	1,949.29
5199 (E)	DTE ENERGY	GAS 900 OAKRIDGE RD	011025	672.38
			Check Total	672.38
5200 (E)	DTE ENERGY	GAS 1572 GARRISON	011025	555.11
			Check Total	555.11
5201 (E)	DTE ENERGY	GAS 3106 ROOSEVELT RD	011025	372.71
			Check Total	372.71
5202 (E)	FRONTIER	DPW GARAGE INTERNET	010225	44.99
			Check Total	44.99
5203 (E)	HOME DEPOT CREDIT SERVICES	SAW BLADES, PICNIC TABLE SUPPLIES, MAILB	011325	642.31
			Check Total	642.31
5204 (A)	D & J SEWER CLEANERS	WATER SERVICE REPLACEMENT - 884 W SUMMIT	8550	1,450.00
			Check Total	1,450.00
5205 (A)	DIBBLE, KATE	KLEENEX/OFFICE SUPPLIES REIMBURSEMENT	011215	16.69
			Check Total	16.69
5206 (A)	EMERGENCY SERVICES LLC	MONTHLY LABOR - FEB	22128	840.00
		OIL CHANGE, TRANSFER CASE	UNIT 3	62.88
			Check Total	902.88



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CHECK NUMBER	VENDOR NAME	DESCRIPTION	Invoice #	INVOICE AMT
5207 (A)	FLEX ADMINISTRATORS, INC.	FLEXIBLE SPENDING ADMINISTRATION	1293135	43.50
			Check Total	43.50
5208 (A)	MUSKEGON CENTRAL DISPATCH 911	IT SUPPORT - JAN	2500002373	447.43
		CENTRAL DISPATCH FEES - FEB	2500002387	4,016.92
			Check Total	4,464.35
5209 (A)	MUSKEGON CHARTER TOWNSHIP	CODE ENFORCEMENT - NOV	2500016285	924.83
		CODE ENFORCEMENT - DEC	2500016259	924.83
			Check Total	1,849.66
5210 (A)	PARMENTER LAW	GENERAL LEGAL	287159	2,309.50
		PROSECUTIONS	287160	326.50
			Check Total	2,636.00
5211 (A)	PREIN & NEWHOF, P.C	BROADWAY/MAPLE GROVE ENGINEERING BID REV	86403	328.00
			Check Total	328.00
5212 (A)	PRO CLEAN SOLUTIONS	BUILDING CLEANING	ROO010125	300.00
			Check Total	300.00
5213 (A)	REPUBLIC SERVICES # 240	WASTE REMOVAL - DEC	0240-	16,001.25
			Check Total	16,001.25
5214 (A)	STRONG INDUSTRIAL SUPPLY	FLOW BLADES	1534553	325.04
			Check Total	325.04
5215 (A)	WEST MICHIGAN UNIFORM	DPW UNIFORM CLEANING	5885332	50.00
		DPW UNIFORM CLEANING	5887082	50.00
			Check Total	100.00
38483	CITY SEWER AND DRAIN	SEWER LINE CLEANING - SENIOR MILLAGE 304	16238	325.00
			Check Total	325.00
38484	COMPASS MINERALS	ROAD SALT	1425048	3,228.35
			Check Total	3,228.35
38485	DETROIT LEGAL NEWS	BOARD VACANCIES	1836097	54.00
			Check Total	54.00
38486	EXTREME GRAFFIX	2024 TAHOE GRAPHICS	INV-59107	1,160.00
			Check Total	1,160.00
38487	JR ACCOUNTING	BANK REC AUDIT	2270	150.00
			Check Total	150.00
38488	MICHIGAN MUNICIPAL LEAGUE UNEMPLOYM	4TH QTR UNEMPLOYMENT	123124	3.33
			Check Total	3.33
38489	RAMOS TOWING	DUMP TRUCK TOWING	R13443	242.50
			Check Total	242.50
38490	THE FINISHING TOUCH			



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Thursday, January 16, 2025

CHECK NUMBER	VENDOR NAME	DESCRIPTION	Invoice #	INVOICE AMT
		FACADE GRANT REIMBURSEMENT	FACADE2025	2,870.00
			Check Total	2,870.00
38491	WATKINS ROSS & CO			
		OPEB REPORTING	96520	3,900.00
			Check Total	3,900.00
38492	WEST SHORE MEDICAL			
		FACADE GRANT REIMBURSEMENT	FACADE2025	14,140.00
			Check Total	14,140.00
			Report Total	70,235.27



Agenda Item __WS_____

**CITY OF ROOSEVELT PARK
CITY COUNCIL
WORK SESSION
January 20, 2025**

Item: Councilmember Request	Date: January 20, 2025
Summary: Attached is a written request from City Councilmember Johnson to have an item of discussion placed on the work session agenda.	
Signature:	Title: City Manager

Kathryn Z. Dibble

From: Kathryn Z. Dibble
Sent: Thursday, January 16, 2025 10:04 AM
To: Kathryn Z. Dibble
Subject: FW: Agenda Items
Attachments: Absent Voter Ballot Processing Manual - Closing .pdf; Recount Calculation Sheet Muskegon Water Resources Commissioner.pdf; RP AVCB Certification of Election Inspectors.pdf

Begin forwarded message:

From: "Matt Z. Johnson" <MJohnson@rooseveltpark.org>
Date: January 14, 2025 at 4:33:33 PM EST
To: "Jared D. Olson" <JOlson@rooseveltpark.org>
Subject: Agenda Items

Hi Jared,

Attached are items for our next City Council meeting agenda.

For discussion in the work session, with attachments:

1. The pages from the Secretary of State's Manual for Election workers which include the checklist for closing the absentee ballot counting. (The complete manual is here <https://www.michigan.gov/sos/-/media/Project/Websites/sos/01mcalpine/Absent-Voter-Ballot-Processing.pdf?rev=23dc5cc9aa864b6195f26bc0d7277607&hash=3F769DC1BE31B9F3B9B3DB49D92F65AA>)
2. The results of the recent recount for Water Resources Commissioner
3. A photo of the "Certification of Election Inspectors" from the City of Roosevelt Park AVCB, taken at the recount, which is missing all required information including serial numbers and signatures.

For the new business voting agenda:

1. The City of Roosevelt Park instructs our Deputy Clerk to provide to the City Council for its next meeting: copies of the “Certification of Election Inspectors” for every precinct in every election from August 2020 to the present. The City instructs the City Clerk to comply with the Deputy Clerk’s responsibility to collect these for the Council.
2. The City of Roosevelt Park calls the following individuals to our next City Council meeting: Democrat-affiliated Election Inspector: _____, Republican-affiliated Election Inspector:_____. It is also expected that the City Clerk and Deputy Clerk will attend our next meeting meeting.
3. The City of Roosevelt Park approves the following letter to be sent within four business days:

To: The Muskegon County Board of Canvassers, Muskegon County Clerk

From: The City of Roosevelt Park

Dear Board of County Canvassers,

In the course of the recount for the Water Resources Commissioner race in December it came to our attention that the AVCB materials for the City of Roosevelt Park were found not to be recountable. We understand this to be due to the “Certification of Election Inspectors” being incomplete.

We are currently addressing this failure of process from our City. We would also like to share this concern with you, since the incomplete “Certification of Election Inspectors” is something that should have been identified and addressed by the Board of County Canvassers at the time of its meetings leading up to certification of the election results.

This breakdown indicates that in the future more robust processes are necessary—both in our City and in the proceedings of the Board of County Canvassers—to ensure that the required election certifications are completed.

Sincerely,

Mayor of the City of Roosevelt Park

on behalf of the City Council

cc: Muskegon County Commission



Election Officials Manual

Chapter 8: Absent Voter Ballot Processing

October 2024

discretion of the clerk, the stub may be either discarded or retained for later review.

After the election inspector completes these steps, the absent voter ballot in its secrecy sleeve is sent for tabulation.

Tabulating absent voter ballots

To begin the tabulation process, an election inspector who was not involved in the ballot processing should move the absent voter ballots with stubs detached to a different location within the absent voter ballot processing facility or the polling place. This maintains ballot secrecy by ensuring that the election inspector who processed the ballot cannot see how a particular ballot was voted.

The election inspector should then remove the anonymized ballot from its secrecy sleeve and feed the ballot into the tabulator. If the ballot is accepted by the tabulator, the ballot's tabulation is complete.

If a ballot is rejected by the tabulator, the election inspector should visually inspect the ballot to determine the reason the ballot was rejected. If the reason for the ballot's rejection can be cured—for example, because the ballot was damaged—the ballot should be placed in the tabulator auxiliary bin to be duplicated later using the normal duplication procedures.

Duplication cannot occur in an in-person polling place until after the close of polls, but duplication can occur in an absent voter ballot counting facility at any time.

After the close of polls at 8 p.m., election inspectors should confirm with the clerk that no additional absent voter ballots will be delivered for processing. Once election inspectors have confirmed that no further absent voter ballots will be delivered, that all absent voter ballots have been processed and tabulated, and that all necessary ballot duplication has occurred and those duplicate ballots have been tabulated, election inspectors may begin closing the AVCB or polling place.

No election results may be generated prior to 8 p.m. on Election Day, even for jurisdictions using early tabulation.

Closing procedures

Election inspectors processing absent voter ballots at the polling place should follow the regular closing procedures explained in this section.



Election inspectors serving at AVCBs should follow the closing instructions specific to AVCBs.

Once all ballots have been tabulated and all ballots requiring duplication have been duplicated and tabulated, the election inspectors should compare the total number of ballots tabulated, as displayed on the tabulator's public counter, to the total number of absent voter ballots delivered to the board for processing. These totals should agree.

If the total number of ballots tabulated and total number of absent voter ballots received for processing do not agree, the election inspectors should attempt to identify the reason for the discrepancy. Possible explanations for a discrepancy may be noted in the *Remarks* page of the pollbook, and may include that an absent voter ballot envelope that did not contain a ballot was opened at the AVCB. If the discrepancy cannot be reconciled after reviewing the *Remarks* page, the election inspectors should physically count all tabulated ballots. If the number of ballots differs from the number displayed on the tabulator's public counter, the ballots must be retabulated. The election inspectors should contact their clerk for instructions on how to conduct a retabulation.

Once the election inspectors have determined that the total number of tabulated ballots displayed on the tabulator's public counter and the total number of absent voter ballots delivered for processing agree, or the election inspectors have identified the specific reason for any discrepancies and noted those reasons in the *Remarks* page of the pollbook, the election inspectors must prepare the *Statement of Votes* and *Ballot Summary*. The *Statement of Votes* and *Ballot Summary* for each AVCB should be completed in the same manner each document would be completed for an in-person precinct on Election Day. A minimum of three copies of each document are required. Often, the pollbook is designed so that completing each document once creates an original and two copies, satisfying the three-copy requirement.

Next, the election inspectors should complete the *Certificate of Election Inspectors* included in the pollbook. The election inspectors must fill in the following four blanks in the pollbook:

- The number of voters who were issued absent voter ballots (according to this pollbook): _____
- The number of absent voter ballot return envelopes received by the board: _____



- The number of invalid absent voter ballot return envelopes that the clerk did not deliver to board (according to this pollbook):

- The number of absent voters who did not return their absent voter ballot to the clerk (according to this pollbook): _____

The election inspectors should then complete any remaining required entry in the pollbook.

After the pollbook is complete, the election inspectors should seal all ballots into an approved ballot container and record the seal number in the pollbook, on all three copies of the *Statement of Votes*, and on the *Ballot Container Certificate*. Two election inspectors who have expressed a preference for different political parties must attest to the sealing. If ballots for more than one AVCB are placed into the ballot container, election inspectors should sort and bundle each AVCB's ballots separately within the container. The absent voter ballot envelopes and the absent voter ballot applications should be placed in the Absent Voter Envelope.

The pollbook and other materials prepared at the AVCB will be reviewed by a receiving board. If a mistake is found at the receiving board that requires the ballot container to be opened and resealed, the replacement seal number must be recorded on all documents where the original seal number was recorded. Once the pollbook and other materials are verified by the receiving board, the ballot container may not be opened unless authorized by the board of county canvassers.

IV. Absent voter ballots received on Election Day

All accepted absent voter ballots received by the clerk through 8 p.m. on Election Day must be delivered to the location where absent voter ballots are being processed. If absent voter ballots are being processed using AVCBs, the election inspectors at the AVCB should record the date on which the absent voter ballot was returned in the QVF absent voter list or refer to the addendum AV List provided by the clerk. If absent voter ballots are being processed in the polling place, the election inspectors at the polling place should record the absent voter ballot in the EPB or refer to the addendum AV List provided by the clerk .



CONTEST: WATER RESOURCES COMMISSIONER
 COUNTY: MUSKEGON

RECOUNT CALCULATION SHEET

Jurisdiction	Pct.	Stephanie Barrett			Lahring			Completed	Not Recountable (NR)
		Original	Recount	Net	Original	Recount	Net		
Canvass TOTAL		16706			14473				
Recount TOTAL			16706			14474			
Difference				0			1		
TOTAL VOTES		16706	16706	0	14473	14474		12	0

TOTAL CHANGE

0

0

Enter x below when completed

Enter x below if not recountable

Jurisdiction	Pct.	Original	Recount	Net	Original	Recount	Net	Completed	Not Recountable (NR)
City of Montague	1	312	312	0	472	472	0	x	
	AVCB	361	360	-1	219	219	0	x	
City of North Muskegon	1	512	512	0	534	534	0	x	
	AVCB	642	641	-1	463	463	0	x	
City of Norton Shores	1	655	655	0	788	788	0	x	
	1 AVCB	1075	1075	0	547	547	0	x	
	2 AVCB	590	590	0	421	421	0	x	
	3	300	300	0	361	361	0	x	
	3 AVCB	294	294	0	114	114	0	x	
	4 AVCB	797	797	0	542	542	0	x	
	5 AVCB	388	388	0	282	282	0	x	x
	6 AVCB	497	497	0	320	320	0	x	
	7 AVCB	550	550	0	367	367	0	x	
City of Roosevelt Park	1	622	622	0	519	520	1	x	
	AVCB	560	560	0	243	243	0	x	x
City of Whitehall	1	366	367	1	486	486	0	x	
	AVCB	422	422	0	315	315	0	x	
Dalton Township	1	151	151	0	330	330	0	x	
	3	247	247	0	579	579	0	x	
Egelston Township	1	641	641	0	838	838	0	x	
	2	671	672	1	959	959	0	x	
Fruitport Charter Township	1 AVCB	347	347	0	377	377	0	x	
	2 AVCB	364	364	0	300	300	0	x	
	3 AVCB	435	435	0	329	327	-2	x	
	4 AVCB	542	542	0	433	435	2	x	
	5 AVCB	370	370	0	357	357	0	x	
Laketon Township	1 AVCB	674	673	-1	458	458	0	x	
	2 AVCB	475	475	0	320	320	0	x	
Muskegon Charter Township	1	390	390	0	476	476	0	x	
	AVCB	538	538	0	270	270	0	x	x
	2	446	447	1	728	728	0	x	
	AVCB	627	627	0	302	302	0	x	x
	3 AVCB	453	453	0	227	227	0	x	x
	4 AVCB	392	392	0	197	197	0	x	x
		16706	16706	0	14473	14474	1	28 34	6

City of Roosevelt Park

1

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CERTIFICATE OF ELECTION INSPECTORS

WE CERTIFY TO THE FOLLOWING:
AT THE CLOSE OF THE AVCB (Except as explained on the Remarks page of this Poll book)

- Checked the serial number(s) of the ballot(s) issued to each voter against the serial number(s) of the ballot(s) received from each voter.
- Removed, from each ballot, the detachable stub which bears the ballot serial number.
- Recorded all challenges, if any, and properly identified any challenged ballots.
- Counted and recorded all valid write-in votes.
- Accurately duplicated the ballots that required duplication.
- Tabulated all valid ballots.

We, the undersigned members of the Board of Election Inspectors, certify that all used and unused ballots, voter assist terminal (VAT) ballots, Spoiled and Original ballot envelopes, but not the provisional ballot storage envelope, were properly sealed into an approved **BALLOT STORAGE CONTAINER** by affixing seal(s):

If using multiple storage containers, enter precinct number(s) that are stored in each container.

Original Storage Container	Second Storage Container if needed	Third Storage Container if needed	Fourth Storage Container if needed	Fifth Storage Container if needed	If ballot container requires two (2) seals	PCT # 's
No.	No.	No.	No.	No.	No.	No.
No.	No.	No.	No.	No.	No.	No.
No.	No.	No.	No.	No.	No.	No.
No.	No.	No.	No.	No.	No.	No.
No.	No.	No.	No.	No.	No.	No.

We further certify that the **Tabulator Program** (Memory card/PROM Pack) has been removed from the tabulator and was properly sealed into an approved **STORAGE CONTAINER** by affixing seal: No.

X Signature of member who sealed/verified the **BALLOT STORAGE CONTAINER** and **TABULATOR PROGRAM TRANSFER CONTAINER** (bag).

X Signature of member who sealed/verified the **BALLOT STORAGE CONTAINER** and **TABULATOR PROGRAM TRANSFER CONTAINER** (bag).

ALL INSPECTORS PRESENT AT THE CLOSE OF THE POLLS MUST SIGN BELOW
 (Any inspectors leaving prior to the close of the polls must make a notation in the REMARKS Section of this Poll Book)

Signature	Signature
1. X Chairperson	11. X
2. X	12. X
3. X	13. X
4. X	14. X
5. X	15. X
6. X	16. X
7. X	17. X
8. X	18. X
9. X	19. X
10. X	20. X

DETACH ONLY THE WHITE AND PINK COPIES AT PERFORATIONS



**CITY OF ROOSEVELT PARK
CITY COUNCIL MEETING
January 20, 2025**

Item: Councilmember Johnson Request	Date: January 20, 2025
<p>Councilmember Johnson has requested the following be placed on the active voting agenda.</p> <p><i>“For the new business voting agenda:</i></p> <ol style="list-style-type: none"> 1. <i>The City of Roosevelt Park instructs our Deputy Clerk to provide to the City Council for its next meeting: copies of the “Certification of Election Inspectors” for every precinct in every election from August 2020 to the present. The City instructs the City Clerk to comply with the Deputy Clerk’s responsibility to collect these for the Council.</i> 2. <i>The City of Roosevelt Park calls the following individuals to our next City Council meeting: Democrat-affiliated Election Inspector: _____, Republican-affiliated Election Inspector: _____ . It is also expected that the City Clerk and Deputy Clerk will attend our next meeting meeting.</i> 3. <i>The City of Roosevelt Park approves the following letter to be sent within four business days:</i> <p><i>To: The Muskegon County Board of Canvassers, Muskegon County Clerk From: The City of Roosevelt Park</i></p> <p><i>Dear Board of County Canvassers,</i> <i>In the course of the recount for the Water Resources Commissioner race in December it came to our attention that the AVCB materials for the City of Roosevelt Park were found not to be recountable. We understand this to be due to the “Certification of Election Inspectors” being incomplete.</i> <i>We are currently addressing this failure of process from our City. We would also like to share this concern with you, since the incomplete “Certification of Election Inspectors” is something that should have been identified and addressed by the Board of County Canvassers at the time of its meetings leading up to certification of the election results.</i> <i>This breakdown indicates that in the future more robust processes are necessary—both in our City and in the proceedings of the Board of County Canvassers—to ensure that the required election certifications are completed.</i> <i>Sincerely,</i></p> <p><i>Mayor of the City of Roosevelt Park on behalf of the City Council</i></p> <p><i>cc: Muskegon County Commission”</i></p>	
Financial Impact: None	
Recommendation: Discuss and act as the board sees fit.	
Signature:	Title: City Manager



**CITY OF ROOSEVELT PARK
CITY COUNCIL MEETING
January 20, 2025**

Item: Resolution of Appreciation-Mona Shores High School	Date: January 20, 2025
<p>Over the last several years, the students at Mona Shores High School have taken over and now spearhead the Roosevelt Park Letters to Santa Program.</p> <p>The students collect the children’s letters, discuss them with the team from way up north, and respond to both the children and their parents with the news from the North Pole. The students have been able to bring immense joy to all involved and a formal resolution of appreciation is appropriate to recognize their tireless commitment to continuing the program.</p> <p>Attached is a draft resolution of appreciation.</p>	
Financial Impact: None	
Recommendation: Review and approve resolution 25-02 as presented.	
Signature:	Title: City Manager



City of Roosevelt Park

A Proud Community

CITY OF ROOSEVELT PARK RESOLUTION 25-02

Resolution of Gratitude and Appreciation for Exceptional Community Support and Involvement in the Roosevelt Park Letters to Santa Program

WHEREAS, the City of Roosevelt Park, in collaboration with the administration of Mona Shores High School, has worked together to ensure the continued success and magic of the Roosevelt Park Letters to Santa Program; and

WHEREAS, for several years, Mrs. Carrie Helmer and her dedicated students have led and organized this heartwarming event, with invaluable support from the team from "way up north," whose efforts have helped bring joy to children and families throughout the community; and

WHEREAS the children and families of Roosevelt Park and its neighboring communities have experienced immeasurable joy and wonder as they received their personalized letters from the North Pole, making cherished memories for all involved; and

WHEREAS the ongoing success of events such as this, events that foster a sense of unity, joy, and tradition in our community would not be possible without the unwavering support and hard work of volunteers and service groups like the staff and students of Mona Shores High School, who exemplify the spirit of public service and selfless dedication; and

NOW, THEREFORE, BE RESOLVED that the City of Roosevelt Park, on behalf of its City Council, city staff, and the entire community, extends its deepest thanks and heartfelt appreciation to all those involved in making the Roosevelt Park Letters to Santa Program an enduring tradition. Your dedication, teamwork, and commitment have brought magic and joy to countless children and families, strengthening the bonds of our community and making this event a beloved part of our holiday season.

At a regular meeting of the Roosevelt Park City Council, held on Monday January 20, 2025, at 6:15 p.m. in the Council Chambers, 900 Oak Ridge Road. This resolution was moved to adoption by Council Member _____. The motion was supported by Council Member _____ and carried.

Ayes:

Nays:

Absent:

Ann Wisniewski, City Clerk

Aaron Langlois, Mayor



**CITY OF ROOSEVELT PARK
CITY COUNCIL MEETING
January 20, 2025**

Item: Mona Shores 2025 Summer Tax Collection		Date: January 20, 2025
Summary: The attached agreement with Mona Shores Public Schools will allow the City to collect in the summer of the next calendar year, 50% of non-homestead ad valorem tax, voter approved bond debt and sinking fund tax, at a cost of \$3.00 per parcel paid to the City. This agreement is effective for the 2025 summer tax collection process and will expire on June 30, 2026.		
Financial Impact: \$3.00 per parcel is reimbursed to the City for the collection.		
Recommendation: Move to authorize the attached agreement with Mona Shores Public Schools for 2025 summer tax collection.		
Signature:		Title: City Manager

**AGREEMENT FOR PAYMENT OF EXPENSES
FOR COLLECTION OF SUMMER TAXES**

THIS AGREEMENT made this ____ day of _____, between **MONA SHORES PUBLIC SCHOOLS** of 121 Randall Road, Norton Shores, MI 49441 (hereinafter referred to as the "District") and the **CITY OF ROOSEVELT PARK**, 900 Oak Ridge Road, Roosevelt Park, MI 49441 (hereinafter referred to as the "City") to govern a payment of expenses pursuant to Public Act 333 of 1982.

WHEREAS, the School has resolved to levy fifty percent (50%) of school property taxes, including debt service and sinking fund as authorized by voters, in the summer of each calendar year and;

WHEREAS, the School and the City agree that the City will collect in the summer of each calendar year fifty percent (50%) of the:

non-homestead ad valorem tax,
voter approved bond indebtedness, and
sinking fund tax as authorized by voters;

WHEREAS, MCL 380.1611 and 1613 allow the City to charge for reasonable expenses incurred by them for the assessment of and collecting school taxes described herein to the extent that those expenses are in addition to the normal processing expenses associated with the assessment and collecting of ad valorem taxes during the same period.

NOW THEREFORE IT IS CONVENANTED AND AGREED AS FOLLOWS:

1. That the District shall pay the City the amount of Three Dollars (\$3.00) per parcel for each and every "tax paying" parcel of land located within the School boundary, in the City, so as to defer the expenses incurred in the collection of the summer school taxes
2. That the City shall remit tax monies received every two weeks from July 1st of each calendar year, that being the date of billing, until March 1st of the following consecutive calendar year.
3. That the School shall remit payment of the fees required by this Agreement within thirty (30) days after receipt of the billing. This billing shall not be presented before September 1 of the year of the summer billing.
4. That late penalties charged by the City will be remitted to the school district as received.
5. That the School and the City agree to review the terms of this Agreement upon thirty (30) days notice of termination by either party. This agreement is effective for the 2025 summer tax collection process and expires June 30, 2026.

MONA SHORES PUBLIC SCHOOLS

By Bill O'Brien
Bill O'Brien

Its: Superintendent

CITY OF ROOSEVELT PARK

By _____

Its:

MONA SHORES PUBLIC SCHOOLS
ANNUAL SUMMER TAX RESOLUTION

A regular meeting of the Mona Shores Public Schools Board of Education was held at 121 Randall Road, Norton Shores, MI, on the 6th day of January, 2025, at 7:00 o'clock p.m.

The meeting was called to order by President Christine Burnaw.

PRESENT: Christine Burnaw, Kandace Boysen, Mary McClellan, Jeanne Cooper-Kuiper, Stan Miller, Aaron Eckert

ABSENT: Jay Keessen

The following preamble and resolution were offered by Member Christine Burnaw and supported by Member Mary McClellan. WHEREAS, this board of education by resolution of December 19, 1983, determined to impose a summer property tax levy to collect one-half of school property taxes, including debt services upon property located within the Mona Shores Public School District, beginning with 1984 and continuing from year to year until specifically revoked by this board of education.


NOW, THEREFORE BE IT RESOLVED THAT:

1. This board of education, pursuant to 1982 PA 333, hereby invokes for 2025 imposing a summer property tax levy of up to 100 percent of school property taxes, including debt service, upon property located within the Mona Shores Public School District, beginning with 2011 and continuing from year to year until specifically revoked by this board of education and requests each city and/or township in which this district is located and in which a local school district or city is concurrently imposing a summer property tax levy to collect those summer taxes.
2. The Superintendent or his/her designee is authorized and directed to forward to the governing body of each city and/or township in which this district is located and in which a local school district or city is concurrently imposing a summer property tax levy, a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis, and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2025 in the amount as specified in this resolution. Such forwarding for the resolutions and the requests to collect the summer tax levy shall be sent so that they are received by the appropriate governing bodies before July 1, 2025.
3. Pursuant to and in accordance with Section 1613 (1) of the School Code, the Superintendent or his/her designee is authorized and directed to negotiate on behalf of this district with the governing body of each city and/or township in which the district is located for the reasonable expenses for collection of the district's summer property tax levy that the city and/or township may bill under MCLA 280.1611. Any such proposed agreement shall be brought before this board for its approval or disapproval.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Christine Burnaw, Jeanne Cooper-Kuiper, Kandace Boysen, Stan Miller, Mary McClellan, Aaron Eckert

Nays: None

Resolution Passed.


Kandace Boysen, Secretary
Mona Shores Public Schools Board of Education

Annual Summer Tax Resolution

Muskegon Area Intermediate School District (the "District")

A regular meeting of the board of education of the District (the "Board") was held in the Board Room, within the boundaries of the District, on the 21st day of October, 2024, at 5:30 o'clock in the p.m. (the "Meeting").

The Meeting was called to order by Mary Schaab, President.

Present: Mary Schaab, Mike Weessies, Lisa Tyler, Wanda Lee Suits, Dwight Vines
Absent: None

The following preamble and resolution were offered by Ms. Suits and supported by Ms. Tyler:

WHEREAS, this Board previously adopted a resolution to impose a summer tax levy to collect 100% of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Pursuant to the Revised School Code, MCL 380.1 et seq., the Board invokes for 2025 its previously-adopted ongoing resolution imposing a summer tax levy of 100% of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board and requests that each city and/or township in which the District is located collect those summer taxes.

2. The Superintendent or designee is authorized and directed to forward to the governing body of each city and/or township in which the District is located a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2025 in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the appropriate governing bodies on or before December 31, 2024.

3. Pursuant to and in accordance with Revised School Code Section 1613(1), the Superintendent or designee is authorized and directed to negotiate on behalf of the District with the governing body of each city and/or township in which the District is located for the reasonable expenses for collection of the District's summer tax levy that the city and/or township may bill under Revised School Code Sections 1611 or 1612. Any such proposed agreement shall be brought before this Board for its approval or disapproval.


4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Mary Schaab, Mike Weessies, Lisa Tyler, Wanda Lee Suits, Dwight Vines
Nays: None

Resolution declared adopted.


Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Muskegon Area Intermediate School District, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the October 21, 2024 meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).


Secretary, Board of Education





October 23, 2024

To Whom It May Concern:

The MAISD Board of Education has determined to implement a 100% summer school property tax levy in 2025. This action is effective for the 2025 summer tax and is restricted by Board resolution to those municipal units in which the local school district is concurrently imposing its own summer tax. In addition, if a local district is levying a 50% summer tax, MAISD will also be levying a 50% summer tax. We expect our 2025 levy to be for 4.6382 mills, subject to the Headlee and Truth in Taxation process.

MAISD is asking local districts that are implementing a summer tax to again negotiate a combined ISD and local school tax collection fee with their townships and cities. MAISD will reimburse the local districts for our prorated share of the tax collection fees based upon the total MAISD summer tax levied millage less the enhancement millage, divided by the combined ISD plus local district total summer tax millage (including debt retirement, if applicable.)

Example: A local district has a 100% summer tax collection on 18 mills operating and 7 mills debt for a total of 25 mills. The MAISD expects to have 100% summer tax collection on 3.6633 mills (4.6382 mills less the 0.9749 enhancement mill) resulting in a total summer tax levy of 28.6633 mills. MAISD would pay $3.6633 / 28.6633$ or 12.78% of the negotiated summer tax collection fee.

It is generally agreed that there should be little or no extra cost to the city or township because the MAISD levies a summer tax along with the local school district. This method has been a fair way to avoid having cities and townships double charge schools for summer tax collection costs and to equitably distribute the charges between the MAISD and the local district.

If you have any questions or need any additional information, please contact me at 231-767-7207.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Schulentz", is written over a white rectangular area.

Mike Schulentz
Associate Superintendent for Administrative Services

kg
Enclosure