



# CITY OF ROOSEVELT PARK CITY COUNCIL MEETING

## AGENDA

January 6, 2025

6:15 p.m.

1. Council Work Session
2. Call to Order and Roll Call
3. Pledge of Allegiance
4. Invocation by Councilmember Crossno
5. Public Comment on Agenda Items
  
6. Approval of Consent Agenda
  - a. Regular Agenda
  - b. Minutes of the December 16, 2024 Regular City Council Meeting
  - c. List of Bills
  
7. Unfinished Business
8. New Business
  - a. 2025/26 Non-motorized Trail System- Engineering Proposal-Council Approval
  - b. Summit Avenue Phase 1-Funding Acceptance-Federal Grant Funds
  - c. Summit Avenue Phase 1- Engineering Proposal-Council Approval
  - d. 2024 OPEB-Full Valuation-Council Acceptance
  - e. Personnel and Finance Committee- Set Meeting Time and Date
  - f. Public Works Committee- Set Meeting Time and Date
  - g. Public Safety Committee-Set Meeting Time and Date
  - h. Roosevelt Park Day Committee-Set Meeting Time and Date
  
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

American Disability Act Compliance: For access to open meetings of the City Council and any of its committees or subcommittees, the City of Roosevelt Park will provide necessary reasonable auxiliary aids and services, to individuals with disabilities who want to attend the meeting, upon twenty-four hour notice to the City of Roosevelt Park. Individuals with disabilities requiring auxiliary aids or services should contact the City of Roosevelt Park, City Clerk by writing or calling, 231-755-3721 or call the following: TDD: Dial 7-1-1 and request a representative to dial 231-755-3721.



# City of Roosevelt Park

*A Proud Community*

To: Honorable Mayor and City Council  
From: Jared Olson, City Manager  
Date: January 3, 2025  
Subject: **Monday, January 6, 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. **2025/26 Non-motorized Trail System- Engineering Proposal-Council Approval**- As we prepare to kick off the 2025 construction season, we need to begin to look at planning for the 2026 year too. One such area is the design and MDOT submittals that are needed to take advantage of the \$232,000 in federal grant funds that have been allocated to phase II of the trailway project. Attached is a memo and proposal from Moore and Bruggink to begin the project with the goal of having the MDOT letting (bid submittals) in November of 2025.
- b. **Summit Avenue Phase 1-Funding Acceptance-Federal Grant Funds**- As highlighted towards the end of the December 16<sup>th</sup> meeting, the City has been awarded \$349,000 for the 2026/27 construction of Summit Avenue from Henry Street through Westland. Formal acceptance of the award and commitment to at least a 20% (\$69,800) cost match is required.
- c. **Summit Avenue Phase 1- Engineering Proposal-Council Approval**- As we formally accept and program the next major street project, the initial engineering should begin as the MDOT pre-approvals will take nearly one year to get through.
- d. **2024 OPEB-Full Valuation-Council Acceptance**-As required annually, the city has received the completed OPEB Trust Fund valuation report which is attached for review and ultimate acceptance.
- e. **Set Personnel and Finance Committee Meeting**- The first committee meeting of the year needs to be scheduled.
- f. **Set Public Works Committee Meeting**- The first committee meeting of the year needs to be scheduled.
- g. **Set Public Safety Committee Meeting**- The first committee meeting of the year needs to be scheduled.
- h. **Set Roosevelt Park Day Committee Meeting**- As the new year is upon us, planning for the 2025 Roosevelt Park Day event should begin. It is recommended a committee meeting date and time be set to start planning.

If you have questions, please contact me.



**CITY OF ROOSEVELT PARK  
CITY COUNCIL  
MEETING MINUTES  
December 16, 2024**

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

**PRESENT:** Council Members: Stacey Burmeister, Diane Goodman, Matt Johnson, Donald Nilson

**STAFF:** City Manager Jared Olson, City Attorney Brennen Gorman, City Treasurer Kate Dibble, Police Chief Shawn Bride

**ABSENT:** Mayor Pro Tem Sutton, Noah Crossno

**UNFINISHED BUSINESS**

- None

**WORK SESSION**

**Council discussed Agenda Items:**

- Councilmember work session request
- Norton Shores Fire Department Report – Chief Bob Gagnon
- Earned Sick Leave Act of 2018 Act – Handbook Update Approval
- Board of Review Meeting Stipend – Council Approval
- MDOT Contract 24-5460 Council Approval
- Mayoral Appointments to Council Committees
- General Board and Commission Appointments
- List of Bills

**Special Guests:**

- None

**City Treasurer Kate Dibble called the Council meeting to order at 7:22 p.m.**

**2024-236 ROLL CALL**

City Treasurer Kate Dibble called roll call.

**2024-237 INVOCATION**

Mayor Langlois provided the Invocation.

**2024-238 PUBLIC COMMENT ON AGENDA ITEMS**

Bruce Hekkema 1370 W Summit Ave. Shared Comments

**2024-239 CONSENT AGENDA**

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

Roll Call: 5 Ayes, 0 Nays, 2 absent (Crossno, Sutton). Motion Passes

**2024-240**      **UNFINISHED BUSINESS**

None

**2024-241**      **NEW BUSINESS**

**9A. Norton Shores Fire Department – Third Quarter Report**

Mayor Langlois moved to approve the City of Roosevelt Park Resolution 24-13 in appreciation and recognition of exemplary service and dedication to the City of Roosevelt Park by Norton Shores Fire Chief Bob Gagnon. This motion was supported by Council Member Johnson.

Roll Call: 5 Ayes, 0 Nays, 2 absent (Crossno, Sutton). Motion Passes

**9B. Earned Sick Time Act of 2018 – Policy Adoption**

Council Member Burmeister moved to approve the changes as presented within the Roosevelt Park Employee manual in relation to the upcoming implementation of the 2018 Michigan ESTA law. This motion was supported by Council Member Goodman.

Roll Call: 5 Ayes, 0 Nays, 2 absent (Crossno, Sutton). Motion Passes

**9C. Board of Review – Stipend Implementation**

Council Member Johnson moved to approve the change in compensation for the Roosevelt Park Board of Review from an hourly wage to a stipend per meeting with CPI (consumer Price Index or 5% whichever is less, as presented. This motion was supported by Council Member Nilson.

Roll Call: 5 Ayes, 0 Nays, 2 absent (Crossno, Sutton). Motion Passes

**9D. MDOT Contract and Resolution – 2025 Maple Grove/Broadway**

Council Member Goodman moved to approve resolution 24-14 designating the city Manager and City Clerk as the official authorized to sign MDOT Contract No. 24-5460 for The 2025 Maple Grove and West Broadway Avenue projects. This motion was supported By Council Member Nilson.

Roll Call: 5 Ayes, 0 Nays, 2 absent (Crossno, Sutton). Motion Passes

**9E. Mayoral 2025 Council Committee Appointments**

Mayor Langlois appointed the following council members to the following Committee's:

Personnel & Finance: Mayor Langlois, Noah Crossno (Chair), Diane Goodman

Public Safety: Mayor Langlois, Donald Nilson, Matt Johnson (Chair)

Department of Public Works: Mayor Langlois, Stacey Burmeister, Mayor Pro-Tem Sutton (Chair).

No approval needed.

**9F. Board and Commission Appointments**

Council Member Johnson moved to reappoint community volunteers to the respective Boards and commissions as presented and authorize staff to create and post all current Openings and vacancies as presented. This motion was supported by Council Member Burmeister.

Roll Call: 5 Ayes, 0 Nays, 2 Absent (Crossno, Sutton). Motion Passes

**2024-242**      **COUNCIL COMMENTS**  
Council members shared comments.

**2024-243**      **DEPARTMENT HEAD REPORTS**  
Department heads shared comments.

**2024-244**      **PUBLIC COMMENTS**  
None

**2024-245**      **ADJOURNMENT**  
Mayor Langlois moved to adjourn the meeting at 7:53 p.m. This motion was supported by Council Member Goodman and carried unanimously.

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Kate Dibble, City Treasurer



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

# COUNCIL LIST

| CHECK NUMBER | VENDOR NAME                    | DESCRIPTION                         | Invoice #    | INVOICE AMT      |
|--------------|--------------------------------|-------------------------------------|--------------|------------------|
| 5122 (E)     | BANK OF AMERICA BUSINESS CARD  |                                     |              |                  |
|              |                                | POSTAGE STAMPS - LETTERS FROM SANTA | 121924       | 131.40           |
|              |                                | BUSINESS LICENSE CARD STOCK         | 112818545420 | 15.99            |
|              |                                | WATER LICENSE EXAM REVIEW MATERIALS | 111827261321 | 39.95            |
|              |                                | MS OFFICE                           | E0400UG163   | 52.47            |
|              |                                | 2025 MI DEAL DUES                   | 2025         | 180.00           |
|              |                                | <b>Check Total</b>                  |              | <b>419.81</b>    |
| 5123 (E)     | BANK OF AMERICA BUSINESS CARD  |                                     |              |                  |
|              |                                | CAPITAL CONFERENCE - NILSON         | 2025CAPCON   | 350.00           |
|              |                                | <b>Check Total</b>                  |              | <b>350.00</b>    |
| 5124 (E)     | BANK OF AMERICA BUSINESS CARD  |                                     |              |                  |
|              |                                | MAMC 2025 DUES                      | 2025DUES     | 106.00           |
|              |                                | <b>Check Total</b>                  |              | <b>106.00</b>    |
| 5125 (E)     | BANK OF AMERICA BUSINESS CARD  |                                     |              |                  |
|              |                                | WATER LICENSE RENEWAL - VANHOEVEN   | 241202878865 | 95.00            |
|              |                                | PICNIC TABLE LUMBER                 | 2412-604880  | 360.00           |
|              |                                | <b>Check Total</b>                  |              | <b>455.00</b>    |
| 5126 (E)     | BANK OF AMERICA BUSINESS CARD  |                                     |              |                  |
|              |                                | ANNUAL RANGE FEE                    | 18           | 750.00           |
|              |                                | 2025 DUES                           | 2025DUES     | 30.00            |
|              |                                | REFUND OF CLASS FEE                 | REFUND1124   | (75.00)          |
|              |                                | <b>Check Total</b>                  |              | <b>705.00</b>    |
| 5127 (E)     | BLUE CARE NETWORK OF MI        |                                     |              |                  |
|              |                                | RETIREE HEALTH CARE                 | 24360011808  | 2,449.09         |
|              |                                | <b>Check Total</b>                  |              | <b>2,449.09</b>  |
| 5128 (E)     | BLUE CROSS BLUE SHIELD OF MICH |                                     |              |                  |
|              |                                | RETIREE HEALTH CARE                 | 196557546    | 2,534.92         |
|              |                                | <b>Check Total</b>                  |              | <b>2,534.92</b>  |
| 5129 (E)     | CITY OF MUSKEGON-WATER DEPT    |                                     |              |                  |
|              |                                | WATER USE - ACCT # 199340001        | 120324       | 7,361.81         |
|              |                                | WATER USE - ACCT # 199340201        | 120324       | 22,363.68        |
|              |                                | SEWER ACCT # 199342601              | 120524       | 184.53           |
|              |                                | SEWER ACCT # 199342701              | 120324       | 6.19             |
|              |                                | SEWER ACCT # 199342801              | 120324       | 48.43            |
|              |                                | <b>Check Total</b>                  |              | <b>29,964.64</b> |
| 5130 (E)     | CONSUMERS ENERGY               |                                     |              |                  |
|              |                                | 2802 GLENSIDE BLVD                  | 204390460848 | 48.57            |
|              |                                | 2686 GLENSIDE BLVD                  | 204390460847 | 124.48           |
|              |                                | <b>Check Total</b>                  |              | <b>173.05</b>    |
| 5131 (E)     | CONSUMERS ENERGY               |                                     |              |                  |
|              |                                | 1000 0015 1900 2848 ASHLAND         | 207059285363 | 110.45           |
|              |                                | <b>Check Total</b>                  |              | <b>110.45</b>    |
| 5132 (E)     | CONSUMERS ENERGY               |                                     |              |                  |
|              |                                | 1000 0015 2536 - 896 W BROADWAY     | 207059285376 | 73.67            |
|              |                                | <b>Check Total</b>                  |              | <b>73.67</b>     |
| 5133 (E)     | CONSUMERS ENERGY               |                                     |              |                  |
|              |                                | 1000 0460 5042 3105 ROOSEVELT       | 203500549703 | 43.53            |
|              |                                | <b>Check Total</b>                  |              | <b>43.53</b>     |
| 5134 (E)     | CONSUMERS ENERGY               |                                     |              |                  |
|              |                                | 1000 0460 5166 3106 ROOSEVELT       | 203500549704 | 110.74           |
|              |                                | <b>Check Total</b>                  |              | <b>110.74</b>    |
| 5135 (E)     | CONSUMERS ENERGY               |                                     |              |                  |
|              |                                | 1000 0597 2995 1168 CORNELL         | 205725227760 | 32.75            |
|              |                                | <b>Check Total</b>                  |              | <b>32.75</b>     |



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| CHECK NUMBER | VENDOR NAME                | DESCRIPTION                              | Invoice #          | INVOICE AMT      |
|--------------|----------------------------|--|--------------------|------------------|
| 5136 (E)     | CONSUMERS ENERGY           | 1000 0616 4881 1580 GARRISON             | 204746390567       | 360.98           |
|              |                            |  | <b>Check Total</b> | <b>360.98</b>    |
| 5137 (E)     | CONSUMERS ENERGY           | 1000 0616 6274 3064 GLENSIDE             | 204746390568       | 29.36            |
|              |                            |  | <b>Check Total</b> | <b>29.36</b>     |
| 5138 (E)     | CONSUMERS ENERGY           | 1000 0622 0758 1344 GREENWICH RD         | 204746390569       | 29.19            |
|              |                            |  | <b>Check Total</b> | <b>29.19</b>     |
| 5139 (E)     | CONSUMERS ENERGY           | 1000 0678 0280 898 W BROADWAY            | 204479419002       | 108.08           |
|              |                            |  | <b>Check Total</b> | <b>108.08</b>    |
| 5140 (E)     | CONSUMERS ENERGY           | 1000 0777 1684 880 OAKRIDGE              | 201097878340       | 509.83           |
|              |                            |  | <b>Check Total</b> | <b>509.83</b>    |
| 5141 (E)     | CONSUMERS ENERGY           | 1000 0832 5373 3278 GERMAINE             | 205547256953       | 37.77            |
|              |                            |  | <b>Check Total</b> | <b>37.77</b>     |
| 5142 (E)     | CONSUMERS ENERGY           | 1000 0864 3968 1267 LAMBERT              | 206436865749       | 36.90            |
|              |                            |  | <b>Check Total</b> | <b>36.90</b>     |
| 5143 (E)     | CONSUMERS ENERGY           | 1000 0849 1167 3163 MAPLE GROVE          | 206436865750       | 28.91            |
|              |                            |  | <b>Check Total</b> | <b>28.91</b>     |
| 5144 (E)     | CONSUMERS ENERGY           | 1000 0864 2272 1140 SHERWOOD             | 201720721503       | 29.19            |
|              |                            |  | <b>Check Total</b> | <b>29.19</b>     |
| 5145 (E)     | DTE ENERGY                 | GAS 900 OAKRIDGE RD                      | 121124             | 526.79           |
|              |                            |  | <b>Check Total</b> | <b>526.79</b>    |
| 5146 (E)     | DTE ENERGY                 | GAS 1572 GARRISON                        | 121124             | 555.19           |
|              |                            |  | <b>Check Total</b> | <b>555.19</b>    |
| 5147 (E)     | DTE ENERGY                 | GAS 3106 ROOSEVELT RD                    | 121124             | 284.08           |
|              |                            |  | <b>Check Total</b> | <b>284.08</b>    |
| 5148 (E)     | ETNA SUPPLY COMPANY        | MISS DIG PAINT                           | S106026739.0       | 111.84           |
|              |                            | MISS DIG FLAGS                           | S106033181-        | 29.97            |
|              |                            |  | <b>Check Total</b> | <b>141.81</b>    |
| 5149 (E)     | FERGUSON SUPPLY CO.        | 5/8 X 3/4 METERS (20 COUNT)              | 0214607            | 3,737.60         |
|              |                            | 8X12 CLAMP, BALL CORP                    | 0214750            | 419.90           |
|              |                            | CURB BOX                                 | 0214771            | 6,266.60         |
|              |                            | BALL CORP, CURB STOP                     | 0214772            | 2,844.55         |
|              |                            | 6X12 CLAMP                               | 0214779            | 195.57           |
|              |                            |  | <b>Check Total</b> | <b>13,464.22</b> |
| 5150 (E)     | FRONTIER                   | DPW GARAGE INTERNET                      | 122624             | 44.99            |
|              |                            |  | <b>Check Total</b> | <b>44.99</b>     |
| 5151 (E)     | HOME DEPOT CREDIT SERVICES | EXTENSION CORDS, BATTERIES, OUTLET, PAIN | 121324             | 182.70           |
|              |                            |  | <b>Check Total</b> | <b>182.70</b>    |

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| CHECK NUMBER | VENDOR NAME                         | DESCRIPTION                              | Invoice #          | INVOICE AMT      |
|--------------|-------------------------------------|--|--------------------|------------------|
| 5152 (E)     | LEAF                                | COPY MACHINE - JAN                       | 17664832           | 148.53           |
|              |                                     |  | <b>Check Total</b> | <b>148.53</b>    |
| 5153 (E)     | LINDE GAS & EQUIPMENT               | ACETYLENE                                | 47076764           | 55.70            |
|              |                                     |  | <b>Check Total</b> | <b>55.70</b>     |
| 5154 (E)     | MET LIFE                            | LIFE INSURANCE                           | 010125             | 367.26           |
|              |                                     |  | <b>Check Total</b> | <b>367.26</b>    |
| 5155 (E)     | WEX BANK                            | GAS (DPW 415.146, PD 446.157)            | 101940796          | 2,210.00         |
|              |                                     |  | <b>Check Total</b> | <b>2,210.00</b>  |
| 5156 (A)     | ASPHALT PAVING, INC.                | TOP SOIL                                 | API-0004929        | 43.20            |
|              |                                     |  | <b>Check Total</b> | <b>43.20</b>     |
| 5157 (A)     | BRICKLEY DELONG CPA                 | FINANCIAL STATEMENT AUDIT PROGRESS BILLI | 1250050            | 3,750.00         |
|              |                                     |  | <b>Check Total</b> | <b>3,750.00</b>  |
| 5158 (A)     | D & J SEWER CLEANERS                | WATER MAIN BREAK REPAIR                  | 8542               | 4,200.00         |
|              |                                     | WATER SERVICE REPLACEMENT - 2990 DAWES,  | 8509,8512-         | 6,600.00         |
|              |                                     |  | <b>Check Total</b> | <b>10,800.00</b> |
| 5159 (A)     | EMERGENCY SERVICES LLC              | UNIT 7 - OIL                             | 22071              | 7.64             |
|              |                                     | NEW TAHOE INSTALL/OUTFITTING             | 22110              | 16,695.89        |
|              |                                     |  | <b>Check Total</b> | <b>16,703.53</b> |
| 5160 (A)     | KENT COMMUNICATIONS INC             | POSTAL COURIER SERVICE                   | 8876-163408        | 439.60           |
|              |                                     |  | <b>Check Total</b> | <b>439.60</b>    |
| 5161 (A)     | MICHIGAN MUNICIPAL LEAGUE LIABILITY | 2025 LIABILITY INSURANCE RENEWAL         | 4138207            | 51,363.00        |
|              |                                     |  | <b>Check Total</b> | <b>51,363.00</b> |
| 5162 (A)     | MORSE, AARON                        | MCOLES TRAINING - MEALS                  | TRAVEL121424       | 42.94            |
|              |                                     |  | <b>Check Total</b> | <b>42.94</b>     |
| 5163 (A)     | MUSKEGON CENTRAL DISPATCH 911       | DISPATCH FEES - JAN                      | 2400002352         | 4,016.92         |
|              |                                     |  | <b>Check Total</b> | <b>4,016.92</b>  |
| 5164 (A)     | MUSKEGON CNTY TREASURER             | WASTE WATER/BOND PMTS                    | WWUB113024         | 35,100.00        |
|              |                                     |  | <b>Check Total</b> | <b>35,100.00</b> |
| 5165 (A)     | NOVOTNY ELECTRONICS                 | FIRE ALARM MONITORING - DPW GARAGE       | 49740              | 120.00           |
|              |                                     |  | <b>Check Total</b> | <b>120.00</b>    |
| 5166 (A)     | OFFICE MACHINES CO., INC.           | COPY MACHINE                             | INV79746           | 136.76           |
|              |                                     |  | <b>Check Total</b> | <b>136.76</b>    |
| 5167 (A)     | PLANTENGA'S CLEANERS                | PD UNIFORM CLEANING                      | 24339-822          | 6.00             |
|              |                                     |  | <b>Check Total</b> | <b>6.00</b>      |
| 5168 (A)     | PRO CLEAN SOLUTIONS                 | BUILDING CLEANING - NOV                  | ROO120124          | 300.00           |
|              |                                     |  | <b>Check Total</b> | <b>300.00</b>    |





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|--------------|-------------------------------------|--|---------------------|-------------------|
| 5169 (A)     | SILVERSMITH DATA                    | GIS HOSTING/DATA                         | 419263              | 3,820.00          |
|              |                                     |  | <b>Check Total</b>  | <b>3,820.00</b>   |
| 5170 (A)     | WEST MICHIGAN DOCUMENT SHREDDING    | SHREDDING SERVICES                       | 150904              | 42.00             |
|              |                                     |  | <b>Check Total</b>  | <b>42.00</b>      |
| 5171 (A)     | WEST MICHIGAN UNIFORM               | DPW UNIFORM CLEANING                     | 5878227             | 50.00             |
|              |                                     | DPW UNIFORM CLEANING                     | 5879995             | 50.00             |
|              |                                     | DPW UNIFORM CLEANING                     | 5881787             | 50.00             |
|              |                                     | DPW UNIFORM CLEANING                     | 5883540             | 50.00             |
|              |                                     |  | <b>Check Total</b>  | <b>200.00</b>     |
| 5173 (A)     | WINDEMULLER                         | TRAFFIC SIGNAL MAINTENANCE - DEC         | 240506              | 368.40            |
|              |                                     |  | <b>Check Total</b>  | <b>368.40</b>     |
| 38474        | CITY OF MUSKEGON                    | WATERT SAMPLING                          | 24-0010527          | 40.66             |
|              |                                     |  | <b>Check Total</b>  | <b>40.66</b>      |
| 38475        | DAVIS, KATLEGO OR DEANTAE           | COMMUNITY CENTER DEPOSIT REFUND 12-28-24 | COMMCENTER          | 200.00            |
|              |                                     |  | <b>Check Total</b>  | <b>200.00</b>     |
| 38476        | JR ACCOUNTING                       | BANK REC AUDIT                           | 2270                | 150.00            |
|              |                                     |  | <b>Check Total</b>  | <b>150.00</b>     |
| 38477        | MICR GRAPHICS PRINTING              | ENVELOPES                                | 119695              | 259.00            |
|              |                                     |  | <b>Check Total</b>  | <b>259.00</b>     |
| 38478        | PAUL SCHULTZ TRUCKING AND EXCAVATIN | TOP SOIL                                 | 16638               | 115.00            |
|              |                                     | TOP SOIL                                 | 16639               | 460.00            |
|              |                                     |  | <b>Check Total</b>  | <b>575.00</b>     |
| 38479        | SUTTON, CHRISTINE                   | TREE LIGHTING EVENT REIMBURSEMENT        | XMAS2024            | 207.76            |
|              |                                     |  | <b>Check Total</b>  | <b>207.76</b>     |
| 38480        | SUTTON, MICHAEL                     | TREE LIGHTING SANTA REIMBURSEMENT        | XMAS2024            | 100.00            |
|              |                                     |  | <b>Check Total</b>  | <b>100.00</b>     |
| 38481        | TRINITY LUTHERAN CHURCH             | TREE LIGHTING CHOIR 2024                 | TREE2024            | 100.00            |
|              |                                     |  | <b>Check Total</b>  | <b>100.00</b>     |
|              |                                     |  | <b>Report Total</b> | <b>185,564.90</b> |



**CITY OF ROOSEVELT PARK  
CITY COUNCIL  
WORK SESSION  
January 6, 2025**

|   |                              |
|---|------------------------------|
| <b>Work Session: Councilmember Request</b>  | <b>Date:</b> January 6, 2025 |
| <p><b>Summary:</b> Attached is a written request from City Councilmember Johnson to have an item of discussion placed on the work session agenda. While staff traditionally allows the councilmember to cover the request, reasoning, and background on items that have been put on work session agenda per the current policy, staff feels inclined into add the below section of the Roosevelt Park City Charter which appears to be in direct conflict with this request.</p> <p style="text-align: center;"><b>Investigations</b></p> <p style="text-align: center;">Section 3.23. The Council may subpoena witnesses, administer oaths, and compel the production of books, papers, and other evidence to conduct formal investigation into the conduct of any department, office, or officer of the City and make investigations as to malfeasance, misfeasance, nonfeasance, or irregularities in municipal affairs. Failure to obey such subpoena or to produce books, papers, or other evidence as ordered under the provisions of this section shall constitute misconduct in office.</p> <p>Please note, the City Council has the authorized power to request employees/documents be produced however, it is fairly clear that it must be under board action and thus not a power delegated to any individual councilmember (in fact, the charter outlines almost zero powers of any individual councilmember, including the mayor, as the council may only enact authority as a board).</p> |                              |
| <b>Signature:</b>   | <b>Title:</b> City Manager   |

**From:** [Matt Z. Johnson](#)  
**To:** [Jared D. Olson](#)  
**Subject:** Agenda Item - AVCB Closing  
**Date:** Tuesday, December 31, 2024 4:56:39 PM

---

Hi Jared,

Would you (and Ann if she is back) please invite the two election workers (inspectors) who worked in the AV ballot room on 11/5/24 to our upcoming council meeting? I think it would be helpful to hear from them regarding the closure of the election materials that day, since the materials were found not to have been sealed properly. This would be for continued discussion during the work session so we can better understand what happened.

Best,

Matt

STATE OF  
MICHIGAN  
272820

### BALLOT CONTAINER CERTIFICATE

Date of Election: 11-5-24

Muskegon  
City, Township or Village

AB  
Ward / Precinct #

**This ballot container contains:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Voted Ballots   | <input checked="" type="checkbox"/> Spoiled Ballot Envelope  |
| <input checked="" type="checkbox"/> Unvoted Ballots | <input checked="" type="checkbox"/> Original Ballot Envelope |

We, the undersigned members of the Board of Election Inspectors, certify that the ballot container was properly sealed by affixing seal # 272820

Democrat  
Signature of member who sealed/verified the ballot container.

Republican  
Signature of member who sealed/verified the ballot container.

## Ann M. Wisniewski

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**From:** Elections <elections@co.muskegon.mi.us>  
**Sent:** Friday, November 22, 2024 7:21 AM  
**Cc:** Buie, Karen; Wiltenburg, Ivy  
**Subject:** Canvass Reports  
**Attachments:** November 5, 2024 Canvass Reports.docx

Good Morning,

Here are the canvass reports from the November 5<sup>th</sup> election.  
You all have a great weekend 😊

*Lori K Hayes*

Election Coordinator  
County Clerk's Office  
1903 Marquette Avenue, Suite A104  
Muskegon, MI 49442  
P: (231) 724-6425  
F: (231) 724-6262  
[elections@co.muskegon.mi.us](mailto:elections@co.muskegon.mi.us)  
Visit Our Website: [www.co.muskegon.mi.us/407/County-Clerk](http://www.co.muskegon.mi.us/407/County-Clerk)

### November 5, 2024 Canvass Report

City of Norton Shores, Precinct 1, chairperson oath page, nothing checked off.  
City of Norton Shores, Precinct 2, no issues.  
City of Norton Shores, Precinct 3, no issues.  
City of Norton Shores, Precinct 4, remarks noted for difference, no issues.  
City of Norton Shores, Precinct 5, chairperson oath page, nothing checked off  
City of Norton Shores, Precinct 6, no issues.  
City of Norton Shores, Precinct 7, one voter off, explained in remarks.  
City of Norton Shores, AVCB 1, one voter off, solved in remarks.  
City of Norton Shores, AVCB 2, one voter off, resolved in remarks.  
City of Norton Shores, AVCB 3, one voter off, resolved in remarks.  
City of Norton Shores, AVCB 4, no issues.  
City of Norton Shores, AVCB 5, one voter off, resolved in remarks.  
City of Norton Shores, AVCB 6, one voter off, resolved in remarks.  
City of Norton Shores, AVCB 7, no issues.  
City of Roosevelt Park, Precinct 1, need number of voters on election inspector's completion certificate.  
City of Roosevelt Park, AVCB, no issues.  
City of Whitehall, Precinct 1, no issues.  
City of Whitehall, Precinct AVCB, no issues.  
Muskegon County Consolidate EV, no issues.

## Ann M. Wisniewski

---

**From:** Elections <elections@co.muskegon.mi.us>  
**Sent:** Monday, January 6, 2025 3:06 PM  
**To:** Ann M. Wisniewski  
**Cc:** Buie, Karen; Wiltenburg, Ivy  
**Subject:** RE: recount verification

Hello Ann,

Your AV counting board ballots could not be recounted because the seal number on the ballot bag was not entered in the poll book. Due to this, the ballots could not be recounted. This was only one of 6 precincts that could not be recounted out of 34 precincts requested to be recounted.

One precinct from the City of Norton Shores could not be recounted because the number of ballots in the ballot bag did not match the number of ballots listed in the poll book, therefore those ballots could not be recounted.

Muskegon Charter Township's AV counting board, which consisted of 4 precincts, could not be recounted due to the seal number from the pre-processed ballot container, ballots processed on the Saturday before the election, not being entered in the poll book.

Not all of the precincts in Muskegon County were requested to be recounted.

I have been out of the office and have not been able to calculate the total cost of the recount. The deposit paid by the recount requester will be deducted from the total cost and then the balance due will be invoiced to the affected jurisdictions.

Let me know if you have any further questions.

Thank you,

*Lori K Hayes*

Election Coordinator

County Clerk's Office

1903 Marquette Avenue, Suite A104

Muskegon, MI 49442

P: (231) 724-6425

F: (231) 724-6262

[elections@co.muskegon.mi.us](mailto:elections@co.muskegon.mi.us)

Visit Our Website: [www.co.muskegon.mi.us/407/County-Clerk](http://www.co.muskegon.mi.us/407/County-Clerk)



**From:** Ann M. Wisniewski <AWisniewski@rooseveltpark.org>

**Sent:** Thursday, January 2, 2025 4:46 PM

**To:** Elections <elections@co.muskegon.mi.us>; Buie, Karen <BuieKa@co.muskegon.mi.us>

**Subject:** recount verification

City of Roosevelt Park

142

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. N/A
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.

Table with 3 columns: Original Storage Container, Second Storage Container If needed, Third Storage Container If needed, Fourth Storage Container If needed, Fifth Storage Container If needed. Includes fields for No. and PCT #'s.

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. 123555

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

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

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

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)

Table for inspector signatures with columns for Signature and Phone #, numbered 1 through 20.

CERTIFICATE OF ELECTION INSPECTORS



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

|   |                              |
|---|------------------------------|
| <b>Item:</b> 25/26 Non-Motorized Trail-Engineering Proposal   | <b>Date:</b> January 5, 2025 |
| <p><b>Summary:</b> As we prepare to kick off the 2025 construction season with multiple projects underway, we need to begin to look at planning for the 2026 year too. One such area is the design and MDOT submittals that are needed to take advantage of the \$232,000 in federal grant funds that have been allocated to phase II of the trailway project. Attached is a memo and proposal from Moore and Bruggink to begin the project with the goal of having the MDOT letting (bid submittals) in November of 2025 and ready for the spring of 2026 construction season.</p> <p>We have asked Moore and Bruggink to quote the engineering work for the project as they completed the 2024 Eastland/Royal project on-time and significantly under budget. This strong performance history in the local area and experiences in non-motorized pathways makes this a strong option and as they currently have no 2025 projects with the city, it ensures a strong and efficient proposal.</p> <p>Roosevelt Park is combining two separate funding grants (one in 2025 and the other in year 2026) so the goal is to have design begin in the coming weeks and the project bid out in the fall to get the best possible prices and get on a contractor's schedule.</p> |                              |
| <b>Financial Impact:</b> This cost will be allocated to FY2025 and the FY 2026 budgets.   |                              |
| <b>Recommendation:</b> I concur with the DPW superintendent's recommendation to approve the bid as presented from Moore and Bruggink for a total cost of \$80,000.  |                              |
| <b>Signature:</b>   | <b>Title:</b> City Manager   |





# City of Roosevelt Park

“A Proud Community”  
900 Oak Ridge Street  
Roosevelt Park, MI 49441

## Memo

**To:** Jared Olson  
**From:** Ben VanHoeven  
**Date:** 1-2-2025  
**Re:** Trailway and Summit Street Engineering

---

Dear Jared,

I have thoroughly reviewed the engineering proposal from Moore+Bruggink for the trailway located north of Broadway for the upcoming fiscal year and into 2026. After thorough review and consideration, I am pleased to recommend moving forward with the proposal as presented.

Given the success of our previous project with Moore+Bruggink, I am confident that they will continue to deliver excellent results. I am excited about this upcoming project and look forward to seeing it lined up and underway.

Please do not hesitate to reach out if you have any questions or need further clarification.

Thanks

Ben VanHoeven

DPW Superintendent



December 17, 2024

*Proposal – Broadway Avenue Non-Motorized Pathway*

Mr. Jared Olson  
City Manager  
City of Roosevelt Park  
900 Oak Ridge Road  
Muskegon, Michigan 49441

Dear Mr. Olson:

Moore & Bruggink, Inc., is pleased to provide a proposal for design engineering and construction engineering services for the Broadway Avenue Non-Motorized Pathway project located in the city of Roosevelt Park, Muskegon County, Michigan.

In preparing this quote, we met with you and reviewed the project limits to determine the extent of the pathway construction. From this review, we understand the scope of the project and the intent to utilize MDOT CMAQ funds for the project.

Based on this background, our services for design and construction engineering to meet MDOT Local Agency Program (LAP) requirements will include the following:

1. Site Review & Soil Borings: We will review the site and specify soil boring locations to determine the makeup of the underlying soils within the proposed path route. We will then perform the soil borings and log the results for review and design purposes. A project of this scale typically requires 5 soil borings to characterize the underlying soil composition and ground water levels.
2. Topographic Survey: Our experienced survey crew will perform a full topographic and boundary survey of the parcels where path improvements are to be made. This survey will give us a base map of the pathway and allow us to log all construction-related items. This information will serve as a base for the design of the planned path improvements.
3. Prepare Plans: Based on Work Items 1 and 2 above, we will prepare preliminary removal and improvement plans, detail sheets, and cost estimates for City and MDOT Local Agency Program review.
4. SHPO & NEPA Clearance: We will team with Barr Engineering to complete the required National Environmental Policy Act (NEPA), State Historic Preservation Office (SHPO), and Archeological reviews for the project. We will then use this information to complete the required MDOT Local Agency Environmental Clearance Form for the project.



5. Contract Quantities: We will confirm the project scope and compile pay items with quantities for the project. We will finalize a MERL engineer's estimate of project costs prior to bidding and review with the City to confirm project budgets. We will identify and discuss any areas of potential project savings with you and your staff.
6. Bid Documents: We will prepare contract documents that meet MDOT Local Agency Program requirements. These documents include progress schedules, maintenance of traffic requirements, construction special provisions, and a MERL engineer's estimate. These documents will be submitted to the MDOT Local Agency Program for advertisement and bidding.
7. Bid Services: Moore & Bruggink will respond to questions from bidders throughout the bid process and assist MDOT in issuing addendums if necessary. We will review the low bid and will prepare a final project budget for the City.
8. Preconstruction Meetings: Upon confirmation of the low bid by MDOT, we will coordinate and schedule a preconstruction meeting with the contractor, City representatives, and utility companies. The meeting will be an opportunity to verbally reinforce any special work items that are identified in design. We will also review permit requirements, communication plans, and project schedules.
9. Construction Staking: Our survey crew will field stake all proposed improvements for the contractor. This will ensure the project is constructed per plan to meet necessary budget constraints.
10. Construction Inspection: Moore & Bruggink will provide full-time construction inspection for the project as required by MDOT. We have estimated a 4-week construction period in which we will monitor all stages of construction to ensure the project is constructed per the plans and specifications. We will utilize Field Book, Field Manager (AASHTOWare), ProjectWise, and LCP Tracker to document and track the project. We will prepare biweekly pay estimates based on as-built quantities in each phase at the completion of the work. We will also prepare all necessary contract modifications.
11. Testing: Moore & Bruggink will coordinate all necessary testing with Soils & Structures as required by MDOT and the City. This will ensure all construction materials meet the specified requirements for gradation, density, and placement procedures. We will also collect material certifications and track all materials used during construction.
12. Construction Records: Based on previous MDOT projects, we anticipate one week following construction to complete the necessary MDOT paperwork and record file keeping. During this period, the inspector will obtain as-built measurements and drawings, prepare final pay recommendations and review with contractor, and verify that all punch list items are completed. We will also finalize the project files in MDOT format and attend the final MDOT inspection.

Moore & Bruggink understands the City's requirements for budgets and project financial planning. There are many project variables in establishing fees. However, we only charge



for our time required by our client needs. Based on our experience in projects such as this and based on a typical project with good communication and detailed bid packages, we are providing a not-to-exceed budget for your use as follows:

**Design Phase**

|   |               |
|---|---------------|
| – Soil Borings                            | \$1,750.00    |
| – Topographic & Boundary Survey           | \$9,500.00    |
| – SHPO & NEPA Reviews (BARR)              | \$2,750.00    |
| – Design and Bid Package Preparation      | \$16,524.00   |
| – Miscellaneous (mileage, printing, etc.) | <u>476.00</u> |

**Subtotal** **\$31,000.00**

**Construction Phase**

|   |                 |
|---|-----------------|
| – Construction Staking                    | \$2,200.00      |
| – Construction Engineering & Inspection   | \$40,813.00     |
| – Materials Testing (Soils & Structures)  | \$5,000.00      |
| – Miscellaneous (mileage, printing, etc.) | <u>\$987.00</u> |

**Subtotal** **\$49,000.00**

**Total Design & Construction Engineering Cost: \$80,000.00**

For your reference, we have attached our level of effort breakdown for design engineering, construction engineering, inspection, and testing.

We anticipate the following schedule for the project to meet MDOT LAP guidelines:

|   |                   |
|---|-------------------|
| Project Kickoff Meeting                 | January 15, 2025  |
| Complete Survey Work                    | January 31, 2025  |
| Complete SHPO/MNFI Review               | February 10, 2025 |
| Submit Grade Inspection Package to City | May 21, 2025      |
| Submit Grade Inspection Package to MDOT | June 9, 2025      |
| Grade Inspection Meeting with MDOT      | July 9, 2025      |
| Final Design Submittal to MDOT          | August 22, 2025   |
| MDOT Project Letting                    | November 7, 2025  |
| Conduct Informational Meeting           | March 26, 2026    |
| Project Construction Start              | May 5, 2026       |
| Project Construction End                | May 31, 2026      |

We estimate that the work described herein can commence within three weeks of your authorization to proceed. You can authorize this work to begin by signing our attached Proposal Authorization Form.



Mr. Jared Olson  
December 17, 2024  
Page 4

We look forward to being of service to you on this project. If you have any questions or concerns, please let me know.

Sincerely,

A handwritten signature in blue ink that reads "Ryan M. Arends".

Ryan Arends, P.E.  
Project Manager

Attachments



Client Name: City of Roosevelt Park ("Client") Date: December 17, 2024  
Client Address: 900 Oak Ridge Road, Muskegon, Michigan 49441

### **AUTHORIZATION FOR PROFESSIONAL SERVICES**

Moore & Bruggink, Inc. ("M&B"), appreciates the opportunity to provide you with professional engineering and consulting services. It is our policy to receive this Authorization for Professional Services, with acknowledgment of the terms and conditions contained herein and in the attached Proposal (Exhibit A) prior to commencing services. We propose services to be performed for you for the project known as Broadway Avenue Non-Motorized Pathway ("Project") located in Roosevelt Park, Michigan. The attached proposal is dated December 17, 2024.

### **NATURE OF ENGAGEMENT**

Moore & Bruggink, Inc. (M&B) will provide all work as stated in the attached proposal at the fee quoted therein. There may be additional work to be performed either through change orders or unforeseen circumstances for which M&B will be compensated on an hourly basis.

### **TERMS AND CONDITIONS**

**Client Responsibility.** The Client shall furnish all existing data pertinent to the Project and shall furnish any additional information when requested.

**Hourly Billing Rates.** Unless stipulated otherwise, CLIENT shall compensate M&B at hourly billing rates in effect when services are provided by M&B employees of various classifications. Rates are revised annually and you will be notified of the changes.

**Reimbursable Expenses.** Unless stipulated otherwise, Client shall compensate M&B for Reimbursable Expenses defined as those costs incurred on or directly for Client Project, including, but not limited to, government fees, necessary transportation costs (including mileage at M&B current rate for service vehicles and automobiles), meals and lodging, laboratory tests and analyses, computer services, special equipment services, postage and delivery charges, telephone and telefax charges, copying, printing and binding charges, and outside technical or professional services. Reimbursement for these expenses shall be on the basis of actual charges plus ten percent (10%) when furnished by outside sources and on the basis of usual commercial charges or separate rate schedules when furnished by M&B.

**Cost Estimates.** Cost estimates of other contractors' work will be on a basis of experience and judgment, but since it has no control over market condition or bidding procedures, M&B cannot warrant that bids or ultimate construction costs will not vary from these cost estimates.

**Professional Standards.** M&B shall be responsible to the generally-accepted standards of ordinary and reasonable skill and care usually exercised by other practicing professional engineers and surveyors at the time and location such services are rendered. No warranty, express or implied, is included or intended in its proposals, contracts, or reports.

**Termination.** Either Client or M&B may terminate this Authorization by giving ten (10) days' written notice to the other party. In such event, Client shall pay M&B in full for all work previously authorized and performed prior to the effective date of termination, plus (at the discretion of M&B) a termination charge to cover finalization of work necessary to bring ongoing work to a logical conclusion. Such charge shall not exceed thirty-three percent (33%) of all charges previously incurred. Upon receipt of such payment, M&B will return to Client all documents and information which are the property of Client.

**Subcontractor.** M&B may, in its sole discretion, engage subcontractors on behalf of Client to perform any portion of the services to be provided by M&B hereunder, and Client agrees that M&B shall not be responsible for, or in any manner guarantee, the performance of such subcontractors, nor shall M&B be liable for any negligent acts, errors, or omissions of any such subcontractor.

**Payment to M&B.** Invoices will be issued on a monthly basis or upon completion of the work product, whichever occurs sooner, payable upon receipt unless otherwise agreed. Interest of one-and-one-half percent (1.5%) per month (but not exceeding the maximum rate allowed by law) will be payable on all amounts not paid within thirty (30) days from date of invoices, payment thereafter to be applied first to accrued interest and then to the principal unpaid amount.

**Client** agrees to pay on a current basis, in addition to any proposal or contract fee understandings, all taxes including, but not limited to, sales taxes on services or related expenses which may be imposed on M&B by any government entity.

In addition to any other remedies M&B may have, M&B shall have the absolute right to cease performing any basic or additional services in the event payment has not been made on a current basis.


**Hazardous Waste.** M&B has neither created nor contributed to the creation or existence of any hazardous, radioactive, toxic irritant, pollutant, or otherwise dangerous substance or condition at any site, and its compensation hereunder is in no way commensurate with the potential risk of injury or loss that may be caused by exposure to such substances or conditions. M&B shall not be responsible for any alleged contamination, whether such contamination occurred in the past, is occurring presently, or will occur in the future, and the performance of engineering or surveying services hereunder does not imply risk-sharing on the part of M&B.

**Limitation of Liability.** To the fullest extent permitted by law, M&B's total liability to Client or Client's contractors for any cause or combination of causes, whether arising out of claims based upon contract, warranty, negligence, strict liability, or otherwise is, in the aggregate, limited to an amount no greater than the fee earned under this authorization. A higher limit of liability may be considered upon Client's written request, prior to commencement of services, and agreement to pay an additional fee.

**Ownership of Work Product.** M&B shall remain the owner of all drawings and reports, and Client shall be authorized to use the copies provided by M&B only in connection with the Project. Any use or reuse by Client or others for any purpose other than as outlined herein and in the attached Proposal shall be at Client's risk and full legal responsibility, without liability to M&B.

MOORE & BRUGGINK, INC.

Date: December 17, 2024

By:   
Alan Pennington, P.E.  
Its: President

Acceptance of Proposal and Authorization for Professional Services  
CITY OF ROOSEVELT PARK

Date: \_\_\_\_\_

By: \_\_\_\_\_  
\_\_\_\_\_  
Its: \_\_\_\_\_



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

|   |                              |
|---|------------------------------|
| <b>Resolution of Acceptance-W. Summit Street Project 2026/27</b>  | <b>Date:</b> January 6, 2025 |
| <p><b>Summary:</b> The City of Roosevelt Park is the recipient of \$349,000 in TIP Grant funds to reconstruct West Summit from Henry Street through Westland in the fiscal year 26/27. While this seems to be in the distant future, it will be here quickly and as the MDOT Process Road projects are now taking up to twelve months for approvals to even be bid out, the City Council is asked to approve the attached resolution authorizing the acceptance of the funds and its commitment to at least a 20% match (\$69,800).</p> |                              |
| <p><b>Financial Impact: Construction</b> will occur in 2026/27 however preliminary work will begin this spring to ensure the project meets all timelines needed by MDOT.</p>  |                              |
| <p><b>Recommendation:</b> 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.</p>  |                              |
| <b>Signature:</b>   | <b>Title:</b> City Manager   |





# City of Roosevelt Park

*A Proud Community*

**CITY OF ROOSEVELT PARK**  
**Resolution of Authorization and Acceptance of Federal Road Funding Grant Dollars**  
**for the Reconstruction of West Summit Avenue**  
**Resolution 25-01**

A RESOLUTION ACCEPTING \$349,000 IN FEDERAL ROAD FUNDING FOR THE 2026/27 RECONSTRUCTION OF WEST SUMMIT AVENUE AND COMMITTING TO THE REQUIRED 20% MATCH, DEMONSTRATING THE CITY'S CONTINUED DEDICATION TO STREET AND INFRASTRUCTURE UPGRADES.

WHEREAS, the City of Roosevelt Park is steadfast in its commitment to maintaining and improving the safety, functionality, and quality of its streets and infrastructure for the benefit of its residents and businesses; and

WHEREAS, the City has been awarded \$349,000 in federal road funding to support necessary improvements and upgrades to its transportation infrastructure; and as federal funding opportunities such as this grant allow the City to maximize the impact of its local funding by leveraging external resources, enabling the City to undertake more comprehensive and impactful projects; and

WHEREAS, the federal road funding program requires a 20% local funding match, equating to at least \$69,800, which the City of Roosevelt Park is prepared to allocate to fulfill this requirement; and

WHEREAS, the City Council recognizes the importance of proactive investments in infrastructure to ensure long-term benefits, enhance public safety, and support economic growth within Roosevelt Park; and as the acceptance of these funds aligns with the City's broader strategic goals to improve infrastructure while responsibly managing taxpayer dollars.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROOSEVELT PARK, MICHIGAN, THAT:

The City of Roosevelt Park formally accepts \$349,000 in federal road funding for infrastructure improvement to West Summit Avenue for Fiscal Year 2026/27 and commits to providing the required 20% local funding match of at least \$69,800 to ensure compliance with the grant requirements.

At a regular meeting of the City Council of the City of Roosevelt Park, held in the Council Chambers, City Hall, 900 Oak Ridge Road on the 6th day of January 2025 the foregoing resolution was moved for adoption by Council Member \_\_\_\_\_. The motion was supported by Council Member \_\_\_\_\_ and carried.

This resolution adopted:

AYES:

NAYES:

ABSENT:

**CITY OF ROOSEVELT PARK**  
By \_\_\_\_\_  
Ann Wisniewski, City Clerk

STATE OF MICHIGAN  
COUNTY OF MUSKEGON

I hereby certify that the foregoing is a true and complete copy of a resolution adopted at a meeting of the city council members of the City of Roosevelt Park, Michigan, held on the 6<sup>th</sup> day of January, 2025, and that the minutes of the meeting are on file in the office of the City Clerk and are available to the public. Public notice of the meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976.

---

Ann Wisniewski, City Clerk



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

|  |                              |
|--|------------------------------|
| <b>Engineering Proposal-W. Summit Street Project 2026/27</b>   | <b>Date:</b> January 6, 2025 |
| <p><b>Summary:</b> The City of Roosevelt Park is the recipient of \$349,000 in TIP Grant funds to reconstruct West Summit from Henry Street through Westland in the fiscal year 26/27. While this seems to be in the distant future, it will be here quickly and as the MDOT Process Road projects are now taking up to twelve months for approvals.</p> <p>As such staff has requested a formal engineering proposal for the project for both design and onsite construction engineering which is attached from Moore and Bruggink. We have asked Moore and Bruggink to quote the engineering work for the project as they completed the 2024 Eastland/Royal project on-time and significantly under budget. This strong performance history in the local area and experiences in non-motorized pathways makes this a strong option and as they currently have no 2025 projects with the city, it ensures a strong and efficient proposal.</p> <p>As proposed in the attachments, this timeline will enable the project to receive sufficient review time from MDOT and allow a strong bidding schedule to receive the best possible cost proposals from interested construction firms.</p> |                              |
| <p><b>Financial Impact:</b> Construction will occur in 2026/27 however preliminary work will begin this spring to ensure the project meets all the timelines needed by MDOT which is outlined.</p>   |                              |
| <p><b>Recommendation:</b> To approve the attached 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.</p>  |                              |
| <b>Signature:</b>  | <b>Title:</b> City Manager   |



# City of Roosevelt Park

“A Proud Community”  
900 Oak Ridge Street  
Roosevelt Park, MI 49441

## Memo

**To:** Jared Olson  
**From:** Ben VanHoeven  
**Date:** 1-2-2025  
**Re:** Summit Avenue Resurfacing

---

Dear Jared,

I have reviewed the engineering proposal for Summit Avenue from Henry to Roosevelt Road, and I recommend that we move forward with the proposal as presented. Proceeding with Moore+Bruggink on this project also aligns with the railway project for the same fiscal year, allowing for consistency and efficiency across both initiatives.

Moore+Bruggink has been a pleasure to work with, and their continued partnership is an asset to the city as we navigate its upcoming growth and development.

Please let me know if you have any further questions or require additional information.

Thanks

Ben VanHoeven

DPW Superintendent



December 20, 2024

*Proposal – Summit Avenue  
Resurfacing*

Mr. Jared Olson  
City Manager  
City of Roosevelt Park  
900 Oak Ridge Road  
Muskegon, Michigan 49441

Dear Mr. Olson:

Moore & Bruggink, Inc., is pleased to provide a proposal for design engineering and construction engineering services for the Summit Avenue Resurfacing project from Henry Street to Roosevelt Road, located in the city of Roosevelt Park, Muskegon County, Michigan.

In preparing this quote, we reviewed the project limits to determine the extent of the improvements required. From this review, we understand the scope of the project is to complete a single-course hot mix asphalt mill and resurfacing, with minor curb and gutter replacement and ADA sidewalk ramp upgrades on Summit Avenue. We also understand the intent to utilize Federal TIP monies to fund a portion of the project.

Based on this background, our services for design engineering and construction engineering will include the following:

1. Site Review & Soil Borings: We will review the site and specify soil boring locations to determine the makeup of the existing roadway and underlying soils within the roadway. We will then perform the soil borings and log the results for review and design purposes. A project of this scale typically requires four soil borings to characterize the existing pavement cross section, underlying soil composition, and ground water levels.
2. Log of Project Limits: We will complete a full log of the project limits, where all contract related pay items are inventoried and then drafted on GIS aerial maps to serve as the base map for all proposed improvements.
3. Prepare Plans: Based on work items 1 and 2 above, we will prepare preliminary removal and improvement plans, detail sheets, and cost estimates for City and MDOT Local Agency Program review.
4. Section 106 & NEPA Clearance: We will team with Barr Engineering to complete the required historic property review, National Environmental Policy Act (NEPA), and Archeological reviews for the project. We will then use this information to



complete the required MDOT Local Agency Environmental Clearance Form 5323 for the project.

5. Contract Quantities: We will confirm the project scope and compile pay items with quantities for the project. We will finalize a MERL engineer's estimate of project costs prior to bidding and review with the City to confirm project budgets. We will identify and discuss any areas of potential project savings with you and your staff.
6. Bid Documents: We will prepare contract documents that meet MDOT Local Agency Program requirements. These documents include progress schedules, maintenance of traffic requirements, construction special provisions, and a MERL engineer's estimate. These documents will be submitted to the MDOT Local Agency Program for advertisement and bidding.
7. Bid Services: Moore & Bruggink will respond to questions from bidders throughout the bid process and assist MDOT in issuing addendums if necessary. We will review the low bid and will prepare a final project budget for the City.
8. Preconstruction Meetings: Upon confirmation of the low bid by MDOT, we will coordinate and schedule a preconstruction meeting with the contractor, City representatives, and utility companies. The meeting will be an opportunity to verbally reinforce any special work items that are identified in design. We will also review permit requirements, communication plans, and project schedules.
9. Construction Staking: Our survey crew will field stake all proposed improvements for the contractor. This will ensure the project is constructed per plan to meet necessary budget constraints.
10. Construction Inspection: Moore & Bruggink will provide full-time construction inspection for the project as required by MDOT. We have estimated a 5-week construction period during which we will monitor all stages of construction to ensure the project is constructed per the plans and specifications. We will utilize Field Book, FieldManager (or AASHTOWare), ProjectWise, and LCP Tracker to document and track the project. We will prepare biweekly pay estimates based on as-built quantities in each phase at the completion of the work. We will also prepare all necessary contract modifications.
11. Testing: Moore & Bruggink will coordinate all necessary testing with Soils & Structures as required by MDOT and the City. This will ensure all construction materials meet the specified requirements for gradation, density, and placement procedures. We will also collect material certifications and track all materials used during construction.
12. Construction Records: Based on previous MDOT projects, we anticipate 40 hours of time following construction to complete the necessary MDOT paperwork and record file keeping. During this period, the inspector will obtain as-built measurements and drawings, prepare final pay recommendations and review with contractor, and verify that all punch list items are completed. We will also finalize the project files in MDOT format and attend the final MDOT inspection.



Moore & Bruggink understands the City’s requirements for budgets and project financial planning. There are many project variables in establishing fees. However, we only charge for our time required by our client needs. Based on our experience in projects such as this and based on a typical project with good communication and detailed bid packages, we are providing a not-to-exceed budget for your use as follows:

**Design Phase Options**

|  |                    |
|--|--------------------|
| – Soil Borings                             | \$2,200.00         |
| – NEPA Reviews (Barr)                      | \$1,500.00         |
| – Log, Design, and Bid Package Preparation | \$28,860.00        |
| – Miscellaneous (mileage, printing, etc.)  | <u>\$440.00</u>    |
| <b>Subtotal</b>                            | <b>\$33,000.00</b> |

**Construction Phase**

|   |                    |
|---|--------------------|
| – Construction Staking                    | \$2,500.00         |
| – Construction Engineering & Inspection   | \$54,900.00        |
| – Materials Testing (Soils & Structures)  | \$6,000.00         |
| – Miscellaneous (mileage, printing, etc.) | <u>\$1,100.00</u>  |
| <b>Subtotal</b>                           | <b>\$64,500.00</b> |

**Total Design & Construction Engineering Cost: \$97,500.00**

For your reference, we have attached our level of effort breakdown for design engineering, construction engineering, inspection, and testing.

We anticipate the following schedule for the project to meet MDOT LAP guidelines:

|   |                    |
|---|--------------------|
| Project Kickoff Meeting                 | January 15, 2025   |
| Complete SHPO/MNFI Review               | March 10, 2025     |
| Complete Field Log                      | March 14, 2025     |
| Submit Grade Inspection Package to City | June 16, 2025      |
| Submit Grade Inspection Package to MDOT | July 16, 2025      |
| Grade Inspection Meeting with MDOT      | August 13, 2025    |
| Final Design Submittal to MDOT          | September 19, 2025 |
| MDOT Project Letting                    | December 5, 2025   |
| Conduct Informational Meeting           | March 26, 2026     |
| Project Construction Start              | May 4, 2026        |
| Project Construction End                | June 5, 2026       |

We estimate that the work described herein can commence within three weeks of your authorization to proceed. You can authorize this work to begin by signing our attached Proposal Authorization Form.



Mr. Jared Olson  
December 20, 2024  
Page 4

We look forward to being of service to you on this project. If you have any questions or concerns, please let me know.

Sincerely,

A handwritten signature in blue ink that reads "Ryan M. Arends".

Ryan Arends, P.E.  
Project Manager

Attachment





Prepared by:  
Moore+Bruggink, Inc.  
Grand Rapids, Michigan

December 2024

**Summit Avenue Improvements**

| <u>Task</u>                                 | <u>Project Manager</u><br>Arends | <u>Design Engineer</u> | <u>CAD Tech</u> | <u>Chief Inspector</u><br>Knapp | <u>Inspector</u> | <u>Clerical</u> | <u>Total Hours</u> |
|---|----------------------------------|------------------------|-----------------|---------------------------------|------------------|-----------------|--------------------|
| <b>Road Design Phase</b>                    |                                  |                        |                 |                                 |                  |                 |                    |
| <u>Preliminary Design</u>                   |                                  |                        |                 |                                 |                  |                 |                    |
| Kickoff Meeting                             | 3                                | 3                      |                 |                                 |                  |                 | 6                  |
| Project Log and Base Plans                  | 4                                | 12                     | 24              |                                 |                  | 3               | 43                 |
| Soil Borings                                |                                  | 1                      | 1               | 3                               | 16               | 2               | 23                 |
| 5323 Form – Section 106 & NEPA Coordination | 1                                | 16                     | 1               |                                 |                  |                 | 18                 |
| 60% Plans and Specifications                | 1                                | 30                     | 24              |                                 |                  |                 | 55                 |
| Preliminary Estimate                        | 2                                | 4                      |                 |                                 |                  |                 | 6                  |
| Maintaining Traffic                         | 1                                | 4                      |                 |                                 |                  | 1               | 6                  |
| Utility Coordination                        | 1                                | 8                      |                 |                                 |                  |                 | 9                  |
| Informational Meeting                       | 3                                | 3                      |                 |                                 |                  |                 | 6                  |
| 80% Plans and Specifications                | 3                                | 24                     | 20              |                                 |                  | 4               | 51                 |
| GI Review Meeting                           | 3                                | 3                      |                 |                                 |                  |                 | 6                  |
| <u>Final Design</u>                         |                                  |                        |                 |                                 |                  |                 |                    |
| Revisions to Plans                          | 1                                | 12                     | 20              |                                 |                  |                 | 33                 |
| Revisions to Specifications                 | 1                                | 4                      |                 |                                 |                  | 3               | 8                  |
| Revisions to Estimate                       | 1                                | 3                      |                 |                                 |                  |                 | 4                  |
| Submit Final Package to MDOT                |                                  | 2                      |                 |                                 |                  | 2               | 4                  |
| <b>Subtotal Design Hrs.</b>                 | <b>25</b>                        | <b>129</b>             | <b>90</b>       | <b>3</b>                        | <b>16</b>        | <b>15</b>       | <b>278</b>         |
| Subtotal Labor Cost                         |                                  |                        |                 |                                 |                  |                 | \$31,060.00        |
| Reimbursable Expenses                       |                                  |                        |                 |                                 |                  |                 | \$440.00           |
| SHPO & NEPA (Barr)                          |                                  |                        |                 |                                 |                  |                 | \$1,500.00         |
| <b>Total Road Design Engineering Cost</b>   |                                  |                        |                 |                                 |                  |                 | <b>\$33,000.00</b> |



Prepared by:  
 Moore+Bruggink, Inc.  
 Grand Rapids, Michigan

December 2024

**Summit Avenue Improvements**

| <u>Task</u>                                     | <u>Project Engineer</u><br>Arends | <u>Chief Surveyor</u><br>Green | <u>Survey Crew</u><br>(man-hours) | <u>Chief Inspector</u><br>Knapp | <u>Office Tech</u><br>Corner | <u>Inspector</u> | <u>Tester</u> | <u>Clerical</u> | <u>Total</u>       |
|---|-----------------------------------|--------------------------------|-----------------------------------|---------------------------------|------------------------------|------------------|---------------|-----------------|--------------------|
| <b>Road Design Phase</b>                        |                                   |                                |                                   |                                 |                              |                  |               |                 |                    |
| <u>Road Construction Engineering</u>            |                                   |                                |                                   |                                 |                              |                  |               |                 |                    |
| Preconstruction Meeting                         | 3                                 |                                |                                   | 3                               |                              |                  |               | 1               | 7                  |
| Construction Inspection                         |                                   |                                |                                   | 8                               | 4                            | 250              |               |                 | 262                |
| MDOT Project Documentation                      | 4                                 |                                |                                   | 4                               | 70                           | 45               |               | 6               | 129                |
| Construction Testing                            | 1                                 |                                |                                   |                                 |                              |                  | 24            |                 | 25                 |
| Construction Staking                            | 2                                 | 2                              | 12                                |                                 |                              |                  |               | 2               | 18                 |
| Construction Engineering                        | 30                                |                                |                                   |                                 |                              |                  |               |                 | 30                 |
| <b>Subtotal Road Construction Hrs.</b>          | <b>40</b>                         | <b>2</b>                       | <b>12</b>                         | <b>15</b>                       | <b>74</b>                    | <b>295</b>       | <b>24</b>     | <b>9</b>        | <b>471</b>         |
| Subtotal Labor Cost                             |                                   |                                |                                   |                                 |                              |                  |               |                 | \$57,400.00        |
| Reimbursable Expenses                           |                                   |                                |                                   |                                 |                              |                  |               |                 | \$1,100.00         |
| Materials Testing (Soils & Structures)          |                                   |                                |                                   |                                 |                              |                  |               |                 | \$6,000.00         |
| <b>Total Road Construction Engineering Cost</b> |                                   |                                |                                   |                                 |                              |                  |               |                 | <b>\$64,500.00</b> |



**CONFIDENTIAL**

Client Name: City of Roosevelt Park ("Client") Date: December 20, 2024  
Client Address: 900 Oak Ridge Road, Muskegon, Michigan 49441

**AUTHORIZATION FOR PROFESSIONAL SERVICES**

Moore & Bruggink, Inc. ("M&B"), appreciates the opportunity to provide you with professional engineering and consulting services. It is our policy to receive this Authorization for Professional Services, with acknowledgment of the terms and conditions contained herein and in the attached Proposal (Exhibit A) prior to commencing services. We propose services to be performed for you for the project known as Summit Avenue Resurfacing ("Project") located in Roosevelt Park, Michigan. The attached proposal is dated December 20, 2024.

**NATURE OF ENGAGEMENT**

Moore & Bruggink, Inc. (M&B) will provide all work as stated in the attached proposal at the fee quoted therein. There may be additional work to be performed either through change orders or unforeseen circumstances for which M&B will be compensated on an hourly basis.

**TERMS AND CONDITIONS**

**Client Responsibility.** The Client shall furnish all existing data pertinent to the Project and shall furnish any additional information when requested.

**Hourly Billing Rates.** Unless stipulated otherwise, CLIENT shall compensate M&B at hourly billing rates in effect when services are provided by M&B employees of various classifications. Rates are revised annually and you will be notified of the changes.

**Reimbursable Expenses.** Unless stipulated otherwise, Client shall compensate M&B for Reimbursable Expenses defined as those costs incurred on or directly for Client Project, including, but not limited to, government fees, necessary transportation costs (including mileage at M&B current rate for service vehicles and automobiles), meals and lodging, laboratory tests and analyses, computer services, special equipment services, postage and delivery charges, telephone and telefax charges, copying, printing and binding charges, and outside technical or professional services. Reimbursement for these expenses shall be on the basis of actual charges plus ten percent (10%) when furnished by outside sources and on the basis of usual commercial charges or separate rate schedules when furnished by M&B.

**Cost Estimates.** Cost estimates of other contractors' work will be on a basis of experience and judgment, but since it has no control over market condition or bidding procedures, M&B cannot warrant that bids or ultimate construction costs will not vary from these cost estimates.

**Professional Standards.** M&B shall be responsible to the generally-accepted standards of ordinary and reasonable skill and care usually exercised by other practicing professional engineers and surveyors at the time and location such services are rendered. No warranty, express or implied, is included or intended in its proposals, contracts, or reports.

**Termination.** Either Client or M&B may terminate this Authorization by giving ten (10) days' written notice to the other party. In such event, Client shall pay M&B in full for all work previously authorized and performed prior to the effective date of termination, plus (at the discretion of M&B) a termination charge to cover finalization of work necessary to bring ongoing work to a logical conclusion. Such charge shall not exceed thirty-three percent (33%) of all charges previously incurred. Upon receipt of such payment, M&B will return to Client all documents and information which are the property of Client.

**Subcontractor.** M&B may, in its sole discretion, engage subcontractors on behalf of Client to perform any portion of the services to be provided by M&B hereunder, and Client agrees that M&B shall not be responsible for, or in any manner guarantee, the performance of such subcontractors, nor shall M&B be liable for any negligent acts, errors, or omissions of any such subcontractor.

**Payment to M&B.** Invoices will be issued on a monthly basis or upon completion of the work product, whichever occurs sooner, payable upon receipt unless otherwise agreed. Interest of one-and-one-half percent (1.5%) per month (but not exceeding the maximum rate allowed by law) will be payable on all amounts not paid within thirty (30) days from date of invoices, payment thereafter to be applied first to accrued interest and then to the principal unpaid amount. Any attorney's fees or other costs incurred in collecting any delinquent amount shall be paid by Client.

**Client** agrees to pay on a current basis, in addition to any proposal or contract fee understandings, all taxes including, but not limited to, sales taxes on services or related expenses which may be imposed on M&B by any government entity.

In addition to any other remedies M&B may have, M&B shall have the absolute right to cease performing any basic or additional services in the event payment has not been made on a current basis.

**Hazardous Waste.** M&B has neither created nor contributed to the creation or existence of any hazardous, radioactive, toxic irritant, pollutant, or otherwise dangerous substance or condition at any site, and its compensation hereunder is in no way commensurate with the potential risk of injury or loss that may be caused by exposure to such substances or conditions. M&B shall not be responsible for any alleged contamination, whether such contamination occurred in the past, is occurring presently, or will occur in the future, and the performance of engineering or surveying services hereunder does not imply risk-sharing on the part of M&B.

**Limitation of Liability.** To the fullest extent permitted by law, M&B's total liability to Client or Client's contractors for any cause or combination of causes, whether arising out of claims based upon contract, warranty, negligence, strict liability, or otherwise is, in the aggregate, limited to an amount no greater than the fee earned under this authorization. A higher limit of liability may be considered upon Client's written request, prior to commencement of services, and agreement to pay an additional fee.


**Indemnification.** Client agrees to defend, indemnify, and hold M&B harmless from any claim, liability, or defense cost for injury or loss sustained by any part from exposures allegedly caused by M&B's performance of services hereunder, except for injury or loss caused solely by the negligence or willful misconduct of M&B.

**Legal Expenses.** In the event of a claim by Client against M&B, at law or otherwise, for any alleged error, omission, or other act arising out of the performance of its services, and to the extent Client fails to prove such claim, then Client shall pay all costs, including attorney's fees, incurred by M&B in defending itself against the claim.

**Ownership of Work Product.** M&B shall remain the owner of all drawings and reports, and Client shall be authorized to use the copies provided by M&B only in connection with the Project. Any use or reuse by Client or others for any purpose other than as outlined herein and in the attached Proposal shall be at Client's risk and full legal responsibility, without liability to M&B.

MOORE & BRUGGINK, INC.

Date: December 20, 2024

By:   
Alan Pennington, P.E.  
Its: President

Acceptance of Proposal and Authorization for Professional Services  
CITY OF ROOSEVELT PARK

Date: \_\_\_\_\_

By: \_\_\_\_\_  
\_\_\_\_\_  
Its: \_\_\_\_\_



# CITY OF ROOSEVELT PARK CITY COUNCIL MEETING January 6, 2025

|  |                              |
|--|------------------------------|
| Other Post-employment Benefits (OPEB) Valuation Report 2024  | <b>Date:</b> January 6, 2025 |
| <p><b>Summary:</b> The City is required to have a full valuation every two years of its OPEB (retiree healthcare) funding. Watkins Ross has completed the full report for the year ending November 30, 2024, and that report is attached.</p> <p>As previewed within that report, significant changes in benefits, staffing, and retirees have altered the total level of funding and after several years of strong growth, the fund actually had a fairly poor year and the unfunded liability grew at a higher rate than the funding level did. The total unfunded liability was increased from \$743,906 in 2023 to \$922,947 in 2024 (Page 5). Staff will review other areas of importance throughout the report during the presentation of the valuation submittal.</p> |                              |
| <p><b>Financial Impact:</b> The report determines estimated long-term cost of the City's OPEB obligation</p>   |                              |
| <p><b>Recommendation:</b> To accept the OPEB Actuarial Valuation report for the year ending 11/30/2024 from Watkins Ross.</p>  |                              |
| <b>Signature:</b>  | <b>Title:</b> City Manager   |

December 20, 2024

PERSONAL & CONFIDENTIAL

Jared Olson  
City of Roosevelt Park  
900 Oak Ridge Road  
Roosevelt Park, MI 49441

RE: City of Roosevelt Park Retiree Health Plan

Dear Jared:

Transmitted via email, this is a copy of your OPEB accounting report for the fiscal year ending November 30, 2024. This information is intended to assist you in complying with Governmental Accounting Standards Board Statement No. 74 (GASB 74) Financial Reporting for Postemployment Benefit Plans Other than Pension Plans, and Statement No. 75 (GASB 75) Accounting and Financial Reporting for Postemployment Benefits Other than Pensions.

If you have any questions about this report, please call me at (616) 742-9244.

Sincerely,



Christian R. Veenstra, FCA, ASA, MAAA  
President / Enrolled Actuary

Enclosure

# City of Roosevelt Park Retiree Health Plan

## Accounting Report

for the Period Ending November 30, 2024  
under GASB Statement 74 & 75



WATKINS ROSS | 200 OTTAWA AVE N.W. | SUITE 600 | GRAND RAPIDS, MI 49503 | 616.456.9696

Report presented by:



December 2024



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## INTRODUCTION AND CERTIFICATION

The schedules included in this report have been prepared to provide the information necessary to comply with Governmental Accounting Standards Board (GASB) Statement Nos. 74 and 75. This information may, at the discretion of the management of the plan sponsor and its auditor, be used for the preparation of its financial statements. The calculations herein have been made based on our understanding of GASB 74 and 75 and may be inappropriate for other purposes.

The calculations summarized in this report involve actuarial calculations that require assumptions about future events. We believe that the assumptions used in the report are within the range of possible assumptions that are reasonable and appropriate for the purposes for which they have been used. However, other assumptions are also reasonable and appropriate, and their use would produce different results.

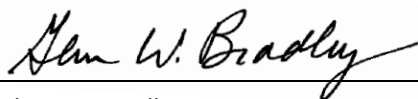
This report contains additional information and details related to plan provisions and recommended contribution calculations.

This report was prepared based on participant data and asset values as reported to us by the plan sponsor. Watkins Ross relied upon the data as submitted and has no reason to believe that any information which would have a material effect on the results of this valuation, was not considered in the preparation of the report.

The actuary certifying this report represents himself as meeting the Qualification Standards of the American Academy of Actuaries to render actuarial opinions contained in the report.

**Reviewed by:**

**Prepared & Certified by:**



Glen W. Bradley  
Senior Pension Analyst



Joseph Shackelford, ASA, MAAA  
Actuary

## COMMENTS

### **Purpose of Governmental Accounting Standards Board (GASB) Reporting**

The objective of GASB is to provide guidelines and requirements for accounting and financial reporting by state and local governments for postemployment benefits other than pensions (OPEB). This statement establishes standards for recognizing and measuring liabilities, deferred inflows and outflows of resources and methods and assumptions that are required to be used to project benefit payments and discount those payments to their actuarial present value.

### **State of Michigan Public Act 202**

Public Act 202 (PA 202) was drafted to address the underfunded status of pension and retiree healthcare plans of local governments in Michigan. Accordingly, PA 202 included transparency and funding requirements. In addition, in order that the plans' funded status be reported on a consistent basis, Uniform Assumptions were published. While all of the Uniform Assumptions have a sound and reasonable basis, some might not be appropriate for each plan and therefore may be different than what is used for funding. Additionally, some of the assumptions may differ from what is required for reporting under GASB.

### **PA 202 further requires that plans covering 100 or more Plan Members – active and inactive:**

- 1. At least every 5 years, the local unit of government (city, village, township, county, county road commission or other districts, authorities created by the state or 1 or more these entities) shall have an actuarial experience study conducted by the plan actuary for each retirement system of the local unit of government and**
- 2. At least every 8 years, the local unit of government shall do at least 1 of the following:**
  - a. Have a peer actuarial audit conducted by an actuary that is not the plan actuary**
  - b. Replace the plan actuary**

### **Actuarial Experience Study – Not applicable; The plan has fewer than 100 members**

### **Changes in Actuarial Assumptions, Plan Changes and Expected Actuarial Experience**

There was an actuarial loss (increase in liability) of \$31,929, primarily attributable to the net effect of the post-Medicare premium being 34% higher than expected more than offsetting the decrease in liability attributable to the pre-Medicare premiums being 25% lower than expected to demographics and changes in premiums. The combination of actuarial assumption changes, described in the "Assumptions and Methods for Calculation of Actuarially Determined Contribution" section of this report, generated an increase in liability of \$55,739. Additionally, there was an increase in liability of \$139,464 due to a change to the plan's benefit terms, highlighted in the Plan Provisions on page 21 of this report.

### **Peer Review and rotation of Certifying Actuary**

Current year Certifying Actuary: Joey Shackelford

Peer reviewed/change in Actuary: 11/30/2024

## PLAN DESCRIPTION

### Summary of Significant Accounting Policies

For purposes of measuring the net Other Post-Employment Benefits (OPEB) liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expenses, information about the fiduciary net position of the City of Roosevelt Park Retiree Health Plan and additions to/deductions from the City's fiduciary net position have been determined on the same basis as they are reported by the City of Roosevelt Park. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

### Plan Description

**City of Roosevelt Park Retiree Health Plan** is a single employer plan established and administered by **City of Roosevelt Park** and can be amended at its discretion.

### Benefits Provided

A summary of the benefits provided is available in the Plan Provisions section of the report.

### Summary of Plan Participants

As of November 30, 2024, Retirement Plan membership consisted of the following:

|                            |    |
|----------------------------|----|
| Active members             | 5  |
| Inactive members           | 0  |
| Retirees and beneficiaries | 7  |
| Total members              | 12 |

### Contributions

The City of Roosevelt Park Retiree Health Plan was established and is being funded under the authority of the City and under agreements with unions representing various classes of employees. The plan's funding policy is to pay benefit payments from general operating funds with no additional contributions to the OPEB Trust. There are no long-term contracts for contributions to the plan.

## ASSUMPTIONS AND METHODS

The City of Roosevelt Park’s OPEB liability was measured as of November 30, 2024.

### Actuarial Assumptions

The total OPEB liability was determined by an actuarial valuation as of November 30, 2024. The following actuarial assumptions were used in the measurement:

|                                |  |
|--------------------------------|--|
| Inflation                      | 2.50%  |
| Salary increases               | 3.00% (for purpose of allocating liability)                            |
| Investment rate of return      | 6.93% (including inflation)  |
| 20-year Aa Municipal bond rate | 4.06%  |
| Mortality                      | 2010 Public General Employees and Healthy Retirees, Headcount weighted |
| Improvement Scale              | IRS 2024 Adjusted Scale MP-2021  |

The long-term expected rate of return on retirement plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of retirement plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the retirement plan’s target asset allocation are summarized in the following table:

| Asset Class         | Target Allocation | Long-Term Expected Real Rate of Return |
|---------------------|-------------------|--|
| Global Equity       | 60.0%             | 4.50%                                  |
| Global Fixed Income | 20.0%             | 2.16%                                  |
| Private Assets      | 20.0%             | 6.50%                                  |

The sum of each target allocation times its long-term expected real rate, plus inflation, is 6.93%.

### Discount Rate

The discount rate used to measure the total OPEB liability was **4.30%**. The projection of cash flows used to determine the discount rate assumed that the City will first use assets to pay benefits and then pay benefits on a pay-as-you-go basis. Based on this assumption, the retirement plan’s fiduciary net position was projected to be sufficient to make projected future benefit payments of current plan members through 2036 – the cross-over point. For projected benefits that are covered by projected assets, the long-term expected rate was used to discount the projected benefits. From the year that benefit payments were not projected to be covered by the projected assets (the “depletion date”), projected benefits were discounted at a discount rate reflecting a 20-year AA/Aa tax-exempt municipal bond yield. A single equivalent discount rate that yields the same present value of benefits is calculated. This discount rate is used to determine the Total OPEB Liability. As of November 30, 2023 the discount rate used to value OPEB liabilities was 4.52%.

## RECONCILIATION AND RECOGNITION OF NET OPEB LIABILITY

### Changes in the Net OPEB Liability

|  | Total OPEB<br>Liability<br>(a) | Plan<br>Fiduciary<br>Net Position<br>(b) | Net OPEB<br>Liability<br>(a) - (b) |
|--|--------------------------------|--|------------------------------------|
| <b>Balance at November 30, 2023</b>                              | \$1,266,897                    | \$522,991                                | \$743,906                          |
| <b>Changes during the Year</b>                                   |                                |  |                                    |
| Service Cost   | 52,851                         |  | 52,851                             |
| Interest   | 58,662                         |  | 58,662                             |
| Experience (Gains)/Losses  | 31,929                         |  | 31,929                             |
| Change in plan terms   | 139,464                        |  | 139,464                            |
| Change in actuarial assumptions                                  | 55,739                         |  | 55,739                             |
| Contributions to OPEB trust                                      |                                | 25,000                                   | (25,000)                           |
| Contributions/benefit from general operating funds               |                                | 43,846                                   | (43,846)                           |
| Employee Contributions   |                                | 0  | 0                                  |
| Net Investment Income  |                                | 91,952                                   | (91,952)                           |
| Benefit Payments;<br>Including Refunds of Employee Contributions | (43,846)                       | (43,846)                                 | 0                                  |
| Administrative Expenses  |                                | (1,194)                                  | 1,194                              |
| Other Changes  |                                | 0  | 0                                  |
| <b>Total Changes</b>   | <b>294,799</b>                 | <b>115,758</b>                           | <b>179,041</b>                     |
| <b>Balance at November 30, 2024</b>                              | <b>\$1,561,696</b>             | <b>\$638,749</b>                         | <b>\$922,947</b>                   |

### Net OPEB Liability – Discount and Trend Rate Sensitivities

The following presents the net OPEB liability (NOL) of the City, calculated using trend and discount rates 1% higher and lower than base assumptions:

| Discount                    | 1% Decrease | Current Rate | 1% Increase |
|-----------------------------|-------------|--------------|-------------|
| Total OPEB Liability        | \$1,777,630 | \$1,561,696  | \$1,385,770 |
| Plan Fiduciary Net Position | 638,749     | 638,749      | 638,749     |
| Net OPEB Liability          | \$1,138,881 | \$922,947    | \$747,021   |
| Trend                       | 1% Decrease | Current Rate | 1% Increase |
| Total OPEB Liability        | \$1,356,442 | \$1,561,696  | \$1,821,517 |
| Plan Fiduciary Net Position | 638,749     | 638,749      | 638,749     |
| Net OPEB Liability          | \$717,693   | \$922,947    | \$1,182,768 |

## RECONCILIATION AND RECOGNITION OF NET OPEB LIABILITY

### OPEB Expense

Below are the components of the Total OPEB Expense:

|   | Fiscal Year Ending<br>11/30/2024 |
|---|----------------------------------|
| Service Cost                                | \$52,851                         |
| Interest on Total OPEB Liability            | 58,662                           |
| Experience (Gains)/Losses                   | (222,104)                        |
| Changes in Plan Terms                       | 139,464                          |
| Changes in Assumptions                      | (14,548)                         |
| Employee Contributions                      | 0                                |
| Projected Earnings on OPEB Plan Investments | (36,625)                         |
| Investment Earnings (Gains)/Losses          | (5,971)                          |
| Administrative Expenses                     | 1,194                            |
| Other Changes in Fiduciary Net Position     | 0                                |
| <b>Total OPEB Expense</b>                   | <b>\$(27,077)</b>                |

### OPEB Plan Fiduciary Net Position

The OPEB Plan Fiduciary Net Position as of November 30, 2024 is \$638,749.

### Deferred Inflows and Outflows of Resources Related to OPEB Plan

|                                    | Deferred Outflows<br>Of Resources | Deferred Inflows<br>Of Resources |
|------------------------------------|-----------------------------------|----------------------------------|
| Experience (Gains)/Losses          | 25,323                            | 486,232                          |
| Changes of Assumptions             | 338,453                           | 462,857                          |
| Investment Earnings (Gains)/Losses | 0                                 | 26,391                           |
| <b>Total</b>                       | <b>\$363,776</b>                  | <b>\$975,480</b>                 |

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

| Year Ended<br>November 30, | Amount<br>Recognized |
|----------------------------|----------------------|
| 2025                       | \$(242,987)          |
| 2026                       | (217,710)            |
| 2027                       | (147,241)            |
| 2028                       | (3,766)              |
| 2029                       | 0                    |
| Thereafter                 | 0                    |

## RECONCILIATION AND RECOGNITION OF NET OPEB LIABILITY

### Reconciliation of Net OPEB Liability

|   | Net OPEB Liability |
|---|--------------------|
| Net OPEB Liability November 30, 2023        | \$743,906          |
| Total OPEB expense                          | (27,077)           |
| Contributions                               | (68,846)           |
| Change in deferred outflows of resources    | (100,183)          |
| Change in deferred inflows of resources     | 375,147            |
| <b>Net OPEB Liability November 30, 2024</b> | <b>\$922,947</b>   |

### Total OPEB Liability by Participant Status

|                             | Total OPEB Liability |
|-----------------------------|----------------------|
| Active participants         | \$639,088            |
| Inactive participants       | 0                    |
| Retirees and beneficiaries  | 922,608              |
| <b>Total OPEB Liability</b> | <b>\$1,561,696</b>   |



## SCHEDULES OF REQUIRED SUPPLEMENTARY INFORMATION

### Description of Actuarially Determined Contributions

Although not required as part of GASB reporting, we have included an Actuarially Determined Contribution in order to provide information for funding. This recommended contribution is designed to eventually fund your plan enough that you can pay retiree benefits directly from the trust instead of general operating funds. The amortization period is based on average future working years for active employees.

| Actuarially Determined Contribution (ADC) <sup>1</sup> | Fiscal Year Ending November 30, |           |
|--|---------------------------------|-----------|
|  | 2025                            | 2024      |
| Discount rate  | 4.30%                           | 4.52%     |
| Amortization period                                    | 12 years                        | 12 years  |
| Amortization method                                    | Level \$                        | Level \$  |
| Service cost   | 54,035                          | 52,851    |
| Amortization of Net OPEB Liability                     | 95,936                          | 78,143    |
| Interest to end of year                                | 6,449                           | 5,921     |
| Total ADC  | \$156,420                       | \$136,915 |

PA 202 was issued by the State of Michigan and requires the calculation of other “contribution” amounts. These are

1. The Actuarially Determined Contribution (ADC) using Assumptions for financial reporting and
2. The minimum required amount to be deposited into an OPEB trust

The first of these contributions as shown above, \$136,915, is an amount required to be reported to the State of Michigan and may be used to determine whether a Corrective Action Plan (CAP) must be adopted if one hasn't yet been implemented. *It is not a required contribution.*

The second of these numbers is the actual minimum amount the State of Michigan requires you to deposit into a trust and it is based on the normal cost (actuarially calculated) for those covered by your plan and hired after June 30, 2018. Because the plan is closed to new employees, this requirement is not applicable.

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<sup>1</sup> ADC for 2024 and 2025 is based on actuarial assumptions consistent with reporting as of November 30, 2023 and November 30, 2024, respectively.

## SCHEDULES OF REQUIRED SUPPLEMENTARY INFORMATION

### State of Michigan Public Acts 530 and 202 Information

| <b>Financial information</b>                            | <b>2024</b> |
|---|-------------|
| Assets (Fiduciary net position)                         | 638,749     |
| Liabilities (Total OPEB Liability)                      | 1,561,696   |
| Funded ratio for the Plan Year                          | 40.9%       |
| Actuarially Determined Contribution                     | \$136,915   |
| Is ADC calculated in compliance with No. Letter 2018-3? | Yes         |

| <b>Membership</b>                        | <b>2024</b> |
|--|-------------|
| Number of active members                 | 5           |
| Number of inactive members               | 0           |
| Number of retirees and beneficiaries     | 7           |
| Premiums paid on behalf of the retirants | \$43,846    |

| <b>Investment Performance</b>                             |
|---|
| This information is available from the Investment Manager |

| <b>Actuarial Assumptions</b>                            | <b>2024</b> |
|---|-------------|
| Actuarially assumed rate of investment return           | 6.93%       |
| Discount rate   | 4.30%       |
| Amortization method used for funding unfunded liability | Level \$    |
| Amortization period used for funding unfunded liability | 12 years    |
| Is each division closed to new employees                | Yes         |
| Healthcare inflation assumption next year               | 7.25%       |
| Healthcare inflation assumption - long term             | 4.50%       |

| <b>Uniform Assumptions</b>  | <b>2024</b> |
|---|-------------|
| Actuarial value of assets using uniform assumptions                 | 638,749     |
| Actuarial accrued liability using uniform assumptions               | 1,605,517   |
| Funded ratio using uniform assumptions                              | 39.78%      |
| Actuarially Determined Contribution (ADC) using uniform assumptions | \$149,804   |

## SCHEDULES OF REQUIRED SUPPLEMENTARY INFORMATION

### Changes in Net OPEB Liability and Related Ratios

| Fiscal Year Ending  | 11/30/2024  | 11/30/2023  | 11/30/2022  | 11/30/2021  |
|---|-------------|-------------|-------------|-------------|
| <b>Total OPEB Liability</b>   |             |             |             |             |
| Service Cost  | \$52,851    | \$59,867    | \$141,217   | \$130,453   |
| Interest  | 58,662      | 66,901      | 57,578      | 60,583      |
| Changes of Benefit Terms  | 139,464     | 0           | 0           | 0           |
| Difference between Expected and Actual Experience                   | 31,929      | (1,073)     | (569,697)   | 88          |
| Change of Assumptions   | 55,739      | (213,690)   | (457,692)   | 31,590      |
| Benefit Payments (Including Refunds of Employee Contributions)      | (43,846)    | (41,785)    | (25,569)    | (25,691)    |
| Net Change in Total OPEB Liability                                  | 294,799     | (129,780)   | (854,163)   | 197,023     |
| Total OPEB Liability – Beginning                                    | 1,266,897   | 1,396,677   | 2,250,840   | 2,053,817   |
| Total OPEB Liability – Ending (a)                                   | \$1,561,696 | \$1,266,897 | \$1,396,677 | \$2,250,840 |
| <b>Plan Fiduciary Net Position</b>                                  |             |             |             |             |
| Contributions to OPEB trust   | \$25,000    | \$30,000    | \$0         | \$0         |
| Contributions/benefit payments made from general operating funds    | 43,846      | 41,785      | 25,569      | 25,691      |
| Net Investment Income   | 91,952      | 52,158      | (68,606)    | 93,058      |
| Benefit Payments (Including Refunds of Employee Contributions)      | (43,846)    | (41,785)    | (25,569)    | (25,691)    |
| Administrative Expenses   | (1,194)     | (958)       | (893)       | (866)       |
| Other   | 0           | 0           | 0           | 0           |
| Net Change in Fiduciary Net Position                                | 115,758     | 81,200      | (69,499)    | 92,192      |
| Plan Fiduciary Net Position – Beginning                             | 522,991     | 441,791     | 511,290     | 419,098     |
| Plan Fiduciary Net Position – Ending (b)                            | 638,749     | 522,991     | 441,791     | 511,290     |
| <b>Net OPEB Liability – Ending (a)-(b)</b>                          | \$922,947   | \$743,906   | \$954,886   | \$1,739,550 |
| Plan Fiduciary Net Position as a Percentage of Total OPEB Liability | 40.90%      | 41.28%      | 31.63%      | 22.72%      |
| Covered Employee Payroll  | \$433,277   | \$500,954   | \$487,759   | \$730,393   |
| Net OPEB Liability as Percentage of Payroll                         | 213.0%      | 148.5%      | 195.8%      | 238.2%      |
| <b>Actuarially Determined Contribution</b>                          | \$136,915   | \$162,240   | \$313,398   | \$285,748   |
| Employer Contribution/benefit payments                              | (68,846)    | (71,785)    | (25,569)    | (25,691)    |
| Contribution Deficiency/(Excess)                                    | \$68,069    | \$90,455    | \$287,829   | \$260,057   |
| ADC as a Percentage of Covered Payroll                              | 31.6%       | 32.4%       | 64.3%       | 39.1%       |
| Employer Contribution as a Percentage of Covered Payroll            | 15.9%       | 14.3%       | 5.2%        | 3.5%        |

## SCHEDULES OF REQUIRED SUPPLEMENTARY INFORMATION

### Changes in Net OPEB Liability and Related Ratios

| Fiscal Year Ending  | 11/30/2020         | 11/30/2019         | 11/30/2018         |
|---|--------------------|--------------------|--------------------|
| <b>Total OPEB Liability</b>   |                    |                    |                    |
| Service Cost  | \$144,659          | \$172,672          | \$76,801           |
| Interest  | 87,194             | 78,403             | 87,243             |
| Changes of Benefit Terms  | 0                  | 0                  | 0                  |
| Difference between Expected and Actual Experience                   | (549,707)          | (196)              | (384,585)          |
| Change of Assumptions   | 253,058            | (411,677)          | 945,730            |
| Benefit Payments (Including Refunds of Employee Contributions)      | (26,682)           | (36,340)           | (46,018)           |
| Net Change in Total OPEB Liability                                  | (91,478)           | (197,138)          | 679,171            |
| Total OPEB Liability – Beginning                                    | 2,145,294          | 2,342,432          | 1,663,262          |
| Total OPEB Liability – Ending (a)                                   | \$2,053,817        | \$2,145,294        | \$2,342,433        |
| <b>Plan Fiduciary Net Position</b>                                  |                    |                    |                    |
| Contributions to OPEB trust   | \$0                | \$12,000           | \$0                |
| Contributions/benefit payments made from general operating funds    | 26,682             | 36,340             | 46,018             |
| Net Investment Income   | 28,478             | 9,557              | 18,710             |
| Benefit Payments (Including Refunds of Employee Contributions)      | (26,682)           | (36,340)           | (46,018)           |
| Administrative Expenses   | (720)              | (725)              | (878)              |
| Other   | 0                  | 0                  | 0                  |
| Net Change in Fiduciary Net Position                                | 27,758             | 20,832             | 17,832             |
| Plan Fiduciary Net Position – Beginning                             | 391,340            | 370,508            | 352,676            |
| Plan Fiduciary Net Position – Ending (b)                            | 419,098            | 391,340            | 370,508            |
| <b>Net OPEB Liability – Ending (a)-(b)</b>                          | <b>\$1,634,719</b> | <b>\$1,753,954</b> | <b>\$1,971,925</b> |
| Plan Fiduciary Net Position as a Percentage of Total OPEB Liability | 20.4%              | 18.2%              | 15.8%              |
| Covered Employee Payroll  | \$630,309          | \$573,247          | \$580,548          |
| Net OPEB Liability as Percentage of Payroll                         | 259.4%             | 306.0%             | 339.7%             |
| <b>Actuarially Determined Contribution</b>                          | <b>\$314,386</b>   | <b>\$344,953</b>   | <b>\$202,978</b>   |
| Employer Contribution/benefit payments                              | (26,682)           | (48,340)           | (46,018)           |
| Contribution Deficiency/(Excess)                                    | \$287,704          | \$296,613          | \$156,960          |
| ADC as a Percentage of Covered Payroll                              | 49.9%              | 60.2%              | 35.0%              |
| Employer Contribution as a Percentage of Covered Payroll            | 4.2%               | 8.4%               | 7.9%               |

## SCHEDULES OF REQUIRED SUPPLEMENTARY INFORMATION

### Assumptions and Methods for Calculation of Actuarially Determined Contribution

**Valuation date** November 30, 2024

**Measurement date** November 30, 2024

**Reporting date** November 30, 2024

#### Actuarial Methods

Cost method Entry Age Normal (level percentage of compensation)

Asset valuation method Market value

#### Actuarial Assumptions

**Discount Rate** – 4.52% for 2023 contribution; 4.30% for 2024 liability and 2025 contribution  
Rationale – Blended rate based on long term expected return and the 20-year Aa Municipal Bond rate

**20-year Aa Municipal Bond Rate** – 4.06%  
Rationale – S&P Municipal Bond 20-Year High Grade Rate Index as of November 30, 2024

**Salary Scale** – 3.00% (for purpose of allocating liability)  
Rationale – Per employer expectations

**Return on Plan Assets** – 6.93% (including inflation)  
Rationale – Provided by investment manager

**Mortality Rates** – Public General and Public Safety 2010 Employee and Healthy Retiree, Headcount weighted, IRS 2024 Adjusted Scale MP-2021  
Rationale – Most current mortality rates available for municipalities

**Utilization** – 100% of future retirees will elect coverage at retirement; actual coverage used for non-active  
Rationale – Historical

**Termination Rates** – None  
Rationale – Small plan

**Retirement Rates** – See rates below

| Age | General Non-Union<br>Dept. Heads, DPW | Police<br>Union |
|-----|---------------------------------------|-----------------|
| 55  | 15%                                   | 25%             |
| 56  | 10                                    | 25              |
| 57  | 10                                    | 25              |
| 58  | 10                                    | 35              |
| 59  | 10                                    | 40              |
| 60  | 100                                   | 100             |

Rationale – Based on employer experience

**Marital Assumption** – Actual spouse data used for actives and retirees  
Rationale – Consistent with experience

## SCHEDULES OF REQUIRED SUPPLEMENTARY INFORMATION

**Claims Costs** – See rates below:

| Age                          | BCBS        | BCN         |
|------------------------------|-------------|-------------|
| 55                           | \$15,151.80 | \$11,059.32 |
| 56                           | 15,851.64   | 11,570.16   |
| 57                           | 16,558.20   | 12,085.92   |
| 58                           | 17,312.40   | 12,636.48   |
| 59                           | 17,686.08   | 12,909.24   |
| 60                           | 18,440.28   | 13,459.68   |
| 61                           | 19,092.60   | 13,935.84   |
| 62                           | 19,520.64   | 14,248.20   |
| 63                           | 20,057.40   | 14,640.00   |
| 64                           | 20,383.56   | 14,878.08   |
| BCN Advantage<br>65 and over | \$4,193.76  |             |

Rationale – Provided by BCBS

**Implicit Subsidy** – Not applicable; premiums are age-graded

### Medical Trend

Pre-Medicare: 7.25% for the first year, then graded down by 0.25% per year to an ultimate rate of 4.5%

Post-Medicare: 5.5% for the first year, then graded down by 0.25% per year to an ultimate rate of 4.5%

Rationale – Based on State of Michigan trend survey

### Data Collection

Date and form of data – All personnel and asset data were prepared by the plan sponsor or a representative and was generally relied upon as being correct and complete without audit by Watkins Ross

### Assumption changes since prior valuation

- Discount rate changed from 4.52% to 4.30%
- Medical trend updated to rates prescribed by PA 202 for year 2024
- Salary Scale updated from 3.50% to 3.00%

### Assumptions used for PA 202 Reporting

**Discount rate** – 3.76%

**Salary Scale** – 3.75%

All other assumptions are the same as used for GASB

## SCHEDULES OF REQUIRED SUPPLEMENTARY INFORMATION

### Schedule of Difference between Actual and Expected Experience

| Year                           | Difference between expected and actual Experience | Recognition period (years) | Amount Recognized in Year Ended November 30, |              |              |             |          |      |       | Deferred Outflow of Resources | Deferred Inflow of Resources |              |
|--------------------------------|---|----------------------------|--|--------------|--------------|-------------|----------|------|-------|-------------------------------|------------------------------|--------------|
|                                |   |                            | 2024   | 2025         | 2026         | 2027        | 2028     | 2029 | 2030+ |                               |                              |              |
| 2018                           | (384,585)   | 9.10                       | (42,262)                                     | (42,262)     | (42,262)     | (4,227)     |          |      | -     | -                             | (88,751)                     |              |
| 2019                           | (196)   | 8.63                       | (23)   | (23)         | (23)         | (12)        |          |      |       |                               | (58)                         |              |
| 2020                           | (549,707)   | 6.71                       | (81,924)                                     | (81,924)     | (58,163)     |             |          |      |       |                               | (140,087)                    |              |
| 2021                           | 88  | 6.31                       | 14   | 14           | 14           | 4           |          |      |       | 32                            | -                            |              |
| 2022                           | (569,697)   | 5.46                       | (104,340)                                    | (104,340)    | (104,340)    | (47,997)    |          |      |       |                               | (256,677)                    |              |
| 2023                           | (1,073)   | 5.18                       | (207)  | (207)        | (207)        | (207)       | (38)     |      | -     | -                             | (659)                        |              |
| 2024                           | 31,929  | 4.81                       | 6,638  | 6,638        | 6,638        | 6,638       | 5,377    |      | -     | -                             | 25,291                       |              |
| Net recognized in OPEB expense |   |                            | \$ (222,104)                                 | \$ (222,104) | \$ (198,343) | \$ (45,801) | \$ 5,339 | \$ - | \$ -  | \$ -                          | \$ 25,323                    | \$ (486,232) |

### Schedule of Changes in Assumptions

| Year                           | Changes in Assumptions | Recognition period (years) | Amount Recognized in Year Ended November 30, |             |             |             |          |      |       | Deferred Outflow of Resources | Deferred Inflow of Resources |              |
|--------------------------------|------------------------|----------------------------|--|-------------|-------------|-------------|----------|------|-------|-------------------------------|------------------------------|--------------|
|                                |                        |                            | 2024   | 2025        | 2026        | 2027        | 2028     | 2029 | 2030+ |                               |                              |              |
| 2018                           | 945,730                | 9.10                       | 103,926                                      | 103,926     | 103,926     | 10,396      |          |      |       | 218,248                       | -                            |              |
| 2019                           | (411,677)              | 8.63                       | (47,703)                                     | (47,703)    | (47,703)    | (30,053)    |          |      |       | -                             | (125,459)                    |              |
| 2020                           | 253,058                | 6.71                       | 37,714                                       | 37,714      | 26,774      |             |          |      |       | 64,488                        | -                            |              |
| 2021                           | 31,590                 | 6.31                       | 5,006  | 5,006       | 5,006       | 1,554       |          |      |       | 11,566                        | -                            |              |
| 2022                           | (457,692)              | 5.46                       | (83,826)                                     | (83,826)    | (83,826)    | (38,562)    |          |      |       | -                             | (206,214)                    |              |
| 2023                           | (213,690)              | 5.18                       | (41,253)                                     | (41,253)    | (41,253)    | (41,253)    | (7,425)  |      | -     | -                             | (131,184)                    |              |
| 2024                           | 55,739                 | 4.81                       | 11,588                                       | 11,588      | 11,588      | 11,588      | 9,387    |      | -     | -                             | 44,151                       |              |
| Net recognized in OPEB expense |                        |                            | \$ (14,548)                                  | \$ (14,548) | \$ (25,488) | \$ (86,330) | \$ 1,962 | \$ - | \$ -  | \$ -                          | \$ 338,453                   | \$ (462,857) |

### Schedule of Differences between Projected and Actual Earnings on OPEB Plan Investments

| Year                           | Difference between expected and actual earnings on OPEB assets | Recognition period (years) | Amount Recognized in Year Ended November 30, |            |          |             |             |      |       | Deferred Outflow of Resources | Deferred Inflow of Resources |             |
|--------------------------------|--|----------------------------|--|------------|----------|-------------|-------------|------|-------|-------------------------------|------------------------------|-------------|
|                                |  |                            | 2024   | 2025       | 2026     | 2027        | 2028        | 2029 | 2030+ |                               |                              |             |
| 2020                           | 1,823  | 5.00                       | 363  |            |          |             |             |      |       |                               | -                            |             |
| 2021                           | (62,286)   | 5.00                       | (12,457)                                     | (12,458)   |          |             |             |      |       |                               | (12,458)                     |             |
| 2022                           | 106,153  | 5.00                       | 21,231                                       | 21,231     | 21,229   |             |             |      |       | 42,460                        | -                            |             |
| 2023                           | (20,217)   | 5.00                       | (4,043)                                      | (4,043)    | (4,043)  | (4,045)     |             |      |       | -                             | (12,131)                     |             |
| 2024                           | (55,327)   | 5.00                       | (11,065)                                     | (11,065)   | (11,065) | (11,065)    | (11,067)    |      |       | -                             | (44,262)                     |             |
| Net recognized in OPEB expense |  |                            | \$ (5,971)                                   | \$ (6,335) | \$ 6,121 | \$ (15,110) | \$ (11,067) | \$ - | \$ -  | \$ -                          | \$ 42,460                    | \$ (68,851) |

### Total Deferred Outflow/(Inflow) of Resources

|  | Amount Recognized in Year Ended November 30, |           |           |         |      |       |  |
|--|--|-----------|-----------|---------|------|-------|--|
|  | 2025   | 2026      | 2027      | 2028    | 2029 | 2030+ |  |
| Total Deferred Outflow/(Inflow) of Resources | (242,987)                                    | (217,710) | (147,241) | (3,766) | -    | -     |  |

## TRUSTEE AND FORM 5720 INFORMATION

### Projected benefit payments and contributions

Form 5720 (the Form) – Corrective Action Plan Monitoring: Application for Certification of Compliance, Section 4 asks for supporting documentation that shows projected benefit payments and contributions as a percentage of projected governmental fund revenues over the next five years. A link to a spreadsheet is provided with the Form, and within the spreadsheet, there is a link to instructions on how to complete the spreadsheet.

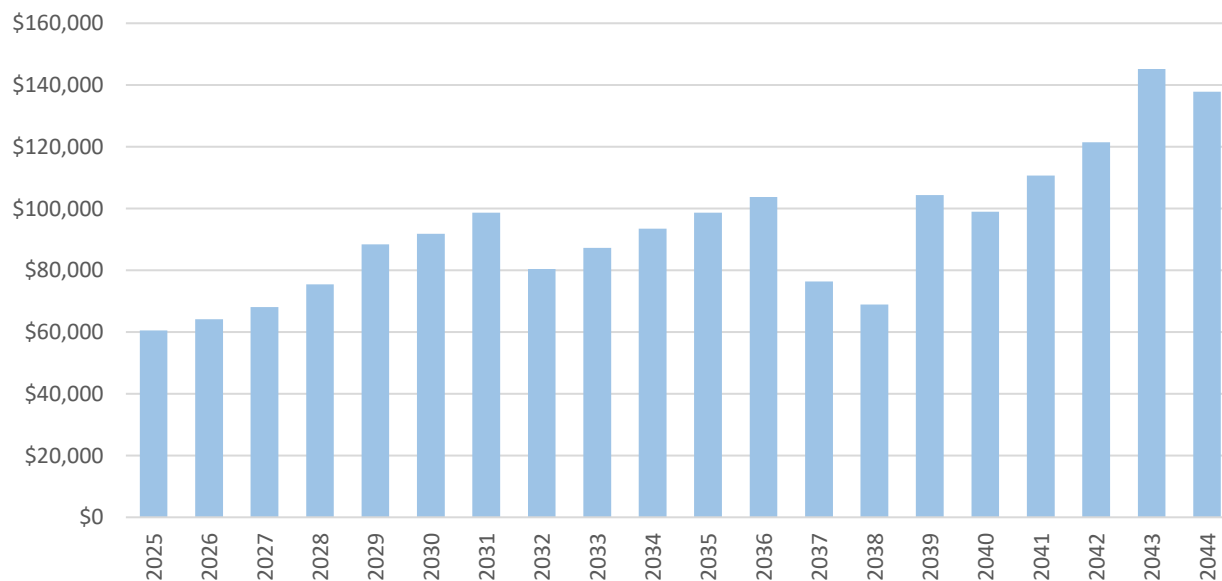
To assist in completing that section of the Form, below is a table of benefit payments as shown for the current fiscal year and projected for the next four. In addition, if a Corrective Action Plan (CAP) has been adopted that includes scheduled contributions to an OPEB trust, those are shown for the same period as either reported to us or developed with assistance from Watkins Ross:

| Fiscal Year | Total OPEB Benefit Payment Amount (All Systems) | Additional OPEB Contributions (All Systems) |
|-------------|---|---|
| 2024        | \$43,846  | \$25,000                                    |
| 2025        | 60,530  |   |
| 2026        | 64,103  |   |
| 2027        | 68,102  |   |
| 2028        | 75,429  |   |

In addition to the benefit payments shown above, a graphic illustration of 20 years of projected benefit payments for the current group of covered lives is shown below. Plans open to new participants could see higher than expected payments if new members are hired and are eligible to retire during the projection period.

The chart below reflects expected cash flows to pay benefits for current plan participants.

### 20-Year Expected Payouts





## SUMMARY OF PLAN PROVISIONS

|                                    |  |
|------------------------------------|--|
| <b>Plan name</b>                   | City of Roosevelt Park Retiree Health Plan                     |
| <b>Benefit eligibility</b>         |  |
| General Non-union and Police Union | Hired before December 1, 2018; Age 55 with 10 years of service |
| DPW                                | Hired before December 1, 2018; Age 55 with 20 years of service |

**Benefit** Percentage of medical premiums paid according to the following:

| <b>Years of Service</b> | <b>General Non-Union</b> | <b>DPW</b> | <b>Police</b> |
|-------------------------|--------------------------|------------|---------------|
| 10-14                   | 25%                      |            | 50%           |
| 15-19                   | 50                       |            | 75            |
| 20-24                   | 75                       | 100%       | 100           |
| 25+                     | 100                      |            |               |

**Retiree contribution** Balance of premiums not paid by the City

**Changes since prior valuation** For DPW and Police members, if years of service with The City are or more than 20, then 100% of the premiums are paid by The City. For General and Non-Union members, if years of service with The City are or more than 25, then 100% of the premiums are paid by The City. Previously in these scenarios, The City paid 90% of the premium costs, and members were responsible for 10% of the premium costs.

## GLOSSARY

A number of special terms and concepts are used in connection with OPEB plans and the OPEB accounting report. The following list reviews a number of these terms and provides a brief discussion of their meaning.

**Actuarially Determined Contribution (ADC)** – A target or recommended contribution for the reporting period, determined in conformity with Actuarial Standards of Practice based on the most recent measurement available when the contribution for the reporting period was adopted.

**Actuarial Cost Method** – This is a mathematical formula which is used to allocate the present value of projected benefits to past and future plan years.

**Amortization** – The difference between actual and expected investment returns, the difference between actual and expected experience, and the impact of any plan or assumption changes will be amortized and paid over future years.

**Depletion Date (Cross-over Point)** – The projected date (if any) where plan assets, including future contributions, are no longer sufficient to pay Projected Benefit Payments to current members.

**Long-term expected rate of return** – The rate of return based on the nature and mix of current and expected plan investments and over the time period from when an employee is hired to when all benefits to the employee have been paid.

**Market Value of Assets** – The market value of all assets in the fund including any accrued contribution for the previous plan year, which was not paid by the end of the year.

**Measurement Date** – The date the Total OPEB Liability, Fiduciary Net Position, and Net OPEB Liability are determined.

**Net OPEB Liability (NOL)** – The Total OPEB Liability less the Plan Fiduciary Net Position.

**Service Cost** – For GASB 74/75 purposes, service cost is the equivalent of service cost (see definition of service cost).

**Other Post-Employment Benefits (OPEB)** – Benefits (such as death benefits, life insurance, disability, and long-term care) that are paid in the period after employment and that are provided separately from a pension plan, as well as healthcare benefits paid in the period after employment, regardless of the manner in which they are provided. OPEB does not include termination benefits or termination payments for sick leave.

**OPEB Expense (OE)** – The change in the Net OPEB Liability (NOL) recognized in the current measurement period. Changes to the NOL not fully recognized in a given year's OPEB expense will be maintained as deferred inflows and deferred outflows. These will be recognized incrementally in the OPEB expense over time.

## GLOSSARY

**Plan assets** – Stocks, bonds and other investments that have been segregated and restricted (usually in a trust) to provide for post-retirement benefits. Assets not segregated in a trust, or otherwise effectively restricted so that they cannot be used by the employer for other purposes, are not plan assets, even though it may be intended that those assets be used to provide post-retirement benefits.

**Plan Fiduciary Net Position** – The market value of plan assets as of the measurement date.

**Present Value** – The present value of a future payment or a series of payments is the amount of each payment, discounted to recognize the time value of money, and further reduced for the probability that the payment might not be made because of death, disability or termination of employment.

**Projected Benefit Payments** – All benefits projected to be payable to current active and inactive participants as a result of their past service and their expected future service.

**Real Rate of Return** – The rate of return on an investment after the adjustment to eliminate inflation.

**Reporting Date** – The date that represents the fiscal year end for the plan or employer.

**Service Cost** – The value of portion of Total OPEB Liability earned during the current year computed in accordance with GAAP accounting rules.

**Single Equivalent Discount Rate** – The single rate that gives the same total present value as discounting the Projected Benefit Payments with the long-term expected rate of return until the Depletion Date and discounting any remaining Projected Benefit Payments with the yield on a 20-year AA/Aa tax-exempt municipal bond index.

**Total OPEB Liability (TOL)** – The actuarial present value of the accrued benefit determined under the Entry Age actuarial cost method calculated using the blended Single Equivalent Discount Rate.

**Valuation Date** – The date as of which an actuarial valuation is performed.



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

|  |                              |
|--|------------------------------|
| <b>Item:</b> Personnel and Finance Committee- Set Meeting  | <b>Date:</b> January 6, 2025 |
| The first meeting date and time for the first 2025 meeting of the Personnel and Finance Committee Meeting is needed. Staff is recommending the afternoon of January 21 <sup>st</sup> or 23 <sup>rd</sup> . |                              |
| <b>Financial Impact:</b> None  |                              |
| <b>Recommendation:</b> Set a time and date for the next Personnel and Finance Committee meeting.   |                              |
| <b>Signature:</b>  | <b>Title:</b> City Manager   |



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

|  |                              |
|--|------------------------------|
| <b>Item:</b> Public Works Committee-Set Meeting  | <b>Date:</b> January 6, 2025 |
| The next meeting date and time for the Public Works Committee Meeting is needed. Staff has no recommendation for a date or time on this request. |                              |
| <b>Financial Impact:</b> None  |                              |
| <b>Recommendation:</b> Set a time and date for the next Public Works Committee meeting.  |                              |
| <b>Signature:</b>  | <b>Title:</b> City Manager   |



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

|   |                              |
|---|------------------------------|
| <b>Item:</b> Public Safety Committee-Set Meeting  | <b>Date:</b> January 6, 2025 |
| The next meeting date and time for the Public Safety Committee Meeting is needed. Staff has no recommendation for a date or time on this request. |                              |
| <b>Financial Impact:</b> None   |                              |
| <b>Recommendation:</b> Set a time and date for the next Public Safety Committee meeting.  |                              |
| <b>Signature:</b>   | <b>Title:</b> City Manager   |



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

|  |                              |
|--|------------------------------|
| <b>Item:</b> Set 2025 Roosevelt Park Day Meeting Time and Date   | <b>Date:</b> January 6, 2025 |
| As we begin 2025 year, the upcoming Roosevelt Park Day event planning discussion needs to begin. The next meeting date needs to be set and no recommendation is given, however, this can be in January or February, there is no pressing immediate concerns. |                              |
| <b>Financial Impact:</b> None  |                              |
| <b>Recommendation:</b> Set a committee meeting for the next Roosevelt Park Day event   |                              |
| <b>Signature:</b>  | <b>Title:</b> City Manager   |

City of Roosevelt Park

*A Proud Community*

## **Informational Updates**

The following documents are informational updates and documents relating to our community. They are for your information only and no action is requested.





After a busy year, Habitat for Humanity is getting ready to celebrate its 35th year in the Tri-Cities area. Without your support we would not be able to continue the necessary mission of providing the opportunity for deserving families to have a safe, affordable place to call home. First and foremost, we are here to help. This help is not just for those who may have fallen on hard times, but also for those who are fully employed and doing everything right but are caught in the current housing crisis. Habitat for Humanity offers a Hand up, not a Hand out!

The housing crisis in West Michigan is still an ever-present issue. Statistics show that the average rent on a 2-bedroom apartment in Muskegon County is \$1232, in Ottawa county that rent increases to \$1456. The average person working full time, making \$15 an hour simply cannot afford housing. Over 35% of the population in Ottawa county were unable to pay their rent/mortgage in full 3 or more times in 20231. Many of the workers here in Ottawa county simply cannot afford to live in the community where they work. As a community we need to come together to do better, and that is where Tri-Cities Area Habitat for Humanity and YOU come in!

## WE ARE GOING TO BE BREAKING GROUND ON OUR

### 64<sup>th</sup> HABITAT HOME AT

**914 W. Summit, Muskegon, MI 49441**

*Thanks to the continuing support of our community, we are able to provide deserving families with the opportunity to have a safe, affordable place to call home.*

We are kindly asking you to support our mission by making a monetary donation to help our local area families who urgently need safe and affordable housing. You may visit our website or click our QR code for credit card or PayPal donations, or send a check to our address below. By helping others, often times we heal ourselves. Your gift can be life-changing. If you are unable to help financially, you still can be a part of the healing by signing up to volunteer on our builds and other projects. Thank you for your compassion for these families so they can experience the joy and peace of living in safety and comfort- this season and every day throughout the year.

Merry Christmas and Best Wishes for the New Year,

**Mark Meyers, Board Chair**



**Arlan Meekhof, Executive Director**



