



# CITY OF ROOSEVELT PARK CITY COUNCIL MEETING

## AGENDA

October 2, 2023

6:15 p.m.

1. Council Work Session
2. Call to Order and Roll Call
3. Pledge of Allegiance
4. Invocation by Councilmember Goodman
5. Public Comment on Agenda Items
6. Approval of Consent Agenda
  - a. Regular Agenda
  - b. Minutes September 18, 2023- Regular City Council Meeting
  - c. List of Bills
7. Unfinished Business
8. New Business
  - a. Early Voting Resolution-Muskegon Countywide Collaboration
  - b. MML Property and Liability Pool- 2023/24 Board Election
  - c. Roosevelt Park Solar Install Proposal-Charthouse Energy
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: September 28, 2023  
Subject: **Monday, October 2, 2023**– CITY COUNCIL MEETING

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

## COUNCIL WORK SESSION:

### a. **Active Agenda Items**

## COUNCIL MEETING:

- a. **Early Voting Resolution-Muskegon Countywide Collaboration-** In order to fulfill the requirements of Proposition 2022-2, a countywide collaboration has been proposed to help reduce the cost and employee needs for small communities like ourselves.
- b. **MML Property and Liability Pool- 2023/24 Board Election-** As requested annually, the MML Property and Liability Pool Board of Directors is having elections for board members and as a Pool member, it is requested that we submit a vote for the 2023/24 slate of nominees.
- c. **Roosevelt Park Solar Install Proposal-Charthouse Energy-** A significantly revised solar panel installation and power purchase agreement have been provided by local solar company, Charthouse Energy, and their staff members will be at the meeting to present the revised proposal and agreement.

If you have questions, please contact me.



**CITY OF ROOSEVELT PARK  
CITY COUNCIL  
MEETING MINUTES  
September 18, 2023**

This meeting was called to order by Mayor Pro Tem Sutton at 6:15 p.m.

**PRESENT:**       **Council Members:** Greg Neiser, Stacey Burmeister, Diane Goodman, Noah Crossno, Fawn Cruz

**STAFF:**         City Manager Jared Olson, City Attorney John Schrier, City Treasurer Kate Dibble, City DPW Supervisor Ben VanHoeven, Police Chief Shawn Bride

**ABSENT:**        Diane Goodman, Aaron Langlois

**WORK SESSION**

**Council discussed Agenda Items:**

- Roosevelt Park Day Committee Wrap Up -Set Meeting Time and Date
- DPW Truck Purchase-State Purchasing System
- Council Meeting Date Change – Council Authorization
- FY2023 Third Quarter Budget amendments – Council Approval
- List of Bills

**Special Guests:** None

**Mayor Pro Tem Sutton called the Council meeting to order at 6:32 p.m.**

**2023-165**        **ROLL CALL**  
City Clerk Ann Wisniewski called roll call.

**2023-166**        **INVOCATION**  
Mayor Pro Tem Sutton provided the Invocation.

**2023-167**        **PUBLIC COMMENT ON AGENDA ITEMS**  
None

**2023-168**        **CONSENT AGENDA**  
Council Member Crossno moved to approve the consent agenda. This motion was supported by Council Member Neiser.  
Roll Call: 5 Ayes, 0 Nays, (2) absent Langlois, Goodman

**2023-169**        **UNFINISHED BUSINESS**  
  
**None**

2023-170

**NEW BUSINESS**

**8A. Set Roosevelt Park Day Committee 2023 Wrap up Meeting.**

Council Member Burmeister moved to set the 2023 Roosevelt Park day wrap up meeting for Thursday September 21, 2023, at, 2023, pm. This motion was supported by Council Member Crossno.

Roll Call: 5 Ayes, 0 Nays, (2) Absent: Langlois, Goodman. Motion Passes

**8B. DPW Truck Purchase – State Purchasing System**

Council Member Cruz moved to accept the quote from Todd Wenzel GMC as presented for the budgeted purchase in the amount of \$47,521 for a DPW pickup truck as presented per the MiDeal state purchasing price. Also, authorize staff to surplus sale the current 2009 Chevrolet ½ ton pick-up through a public online auction to gain a maximum return on the unit resale once the new unit is outfitted and complete. This motion was supported by Mayor Pro Tem Sutton.

Roll Call: 5 Ayes, 0 Nays, (2) absent Langlois, Goodman. Motion Passes

**8C. Council Meeting Date Change**

Council Member Crossno moved to approve the schedule change of the City Council meeting from November 20<sup>th</sup> to November 27, 2023, at 6:15 p.m. This motion was supported by Council Member Burmeister.

Roll Call: 5 Ayes, 0 Nays, (2) Absent Langlois, Goodman. Motion Passes

**8D. Third Quarter Budget Amendments – FYU 2023 - Council Authorization**

Council Member Cruz motioned to adopt the third quarter budget amendments as presented. This motion was supported by Council Member Neiser.

Roll Call: 5 Ayes, 0 Nays, (2) Absent Langlois, Goodman. Motion Passes

2023-171

**COUNCIL COMMENTS**

Council Members shared comments.

2023-172

**DEPARTMENT HEAD REPORTS**

Department Heads shared comments.

2023-173

**PUBLIC COMMENTS**

None

2023-174

**ADJOURNMENT**

Council Member Cruz moved to adjourn the meeting at 6:55 p.m. This motion was supported by Mayor Pro Tem Sutton and carried unanimously.

**CITY OF ROOSEVELT PARK**

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

**COUNCIL LIST**

CHECK NUMBER	VENDOR NAME	DESCRIPTION	Invoice #	INVOICE AMT
19(S)	CORE & MAIN			
		WATER SERVICE SUPPLIES	T597749	1,322.40
		WATER SERVICE RETURNS	T585984	(1,322.40)
		<b>Check Total</b>		<b>0.00</b>
4044(E)	BANK OF AMERICA BUSINESS CARD			
		PD FIREARM TRAINING SUPPLIES	112-0037353-	77.70
		FLOW MARKERS	112-3561809-	69.99
		PD FIREARMS TRAINING SUPPLIES	113-4413894-	16.62
		PD SUPPLIES - MOLLE CLIPS	113-6480775-	44.97
		PD SUPPLIES - HOBBLE STRAPS	24704732	111.86
		<b>Check Total</b>		<b>321.14</b>
4045(E)	BANK OF AMERICA BUSINESS CARD			
		ZONING MAILING - 3145 HENRY	092123	14.82
		RP DAY ADVERTISING	628470165497	15.00
		<b>Check Total</b>		<b>29.82</b>
4046(E)	CITY OF MUSKEGON-WATER DEPT			
		WATER USE - ACCT # 199340001	091423	26,170.80
		<b>Check Total</b>		<b>26,170.80</b>
4047(E)	CLASSIC STAMP & SIGNS			
		PARKS SIGNAGE - ALLERGIES, THANK YOU	78162	314.00
		<b>Check Total</b>		<b>314.00</b>
4048(E)	DTE ENERGY			
		GAS 900 OAKRIDGE RD	09122023	52.98
		<b>Check Total</b>		<b>52.98</b>
4049(E)	DTE ENERGY			
		GAS 1572 GARRISON	091223	50.06
		<b>Check Total</b>		<b>50.06</b>
4050(E)	DTE ENERGY			
		GAS 3106 ROOSEVELT RD	091223	52.98
		<b>Check Total</b>		<b>52.98</b>
4051(E)	HOME DEPOT CREDIT SERVICES			
		PD KITCHEN APPLIANCES, DPW EQUIPMENT SUP	091323	1,151.42
		<b>Check Total</b>		<b>1,151.42</b>
4052(E)	LINDE GAS & EQUIPMENT			
		ACETYLENE	38412230	52.65
		<b>Check Total</b>		<b>52.65</b>
4053(E)	MET LIFE			
		LIFE INSURANCE - OCT	OCTLIFE	321.97
		<b>Check Total</b>		<b>321.97</b>
4054(A)	CITY OF NORTON SHORES			
		FIRE PROTECTION CONTRACT JULY-SEPT	23-0002514	62,500.00
		<b>Check Total</b>		<b>62,500.00</b>
4055(A)	DIBBLE, KATE			
		DENTAL REIMBURSEMENT	DENTAL0923	1,162.68
		<b>Check Total</b>		<b>1,162.68</b>
4056(A)	EMERGENCY SERVICES LLC			
		UNIT 6 SWAY BAR	20466	286.17
		<b>Check Total</b>		<b>286.17</b>
4057(A)	MUSKEGON CENTRAL DISPATCH 911			
		OCTOBER DISPATCH FEES	2300001704	3,786.33
		<b>Check Total</b>		<b>3,786.33</b>
4058(A)	MUSKEGON CHARTER TOWNSHIP			
		CODE ENFORCEMENT - AUG	2300015343	915.66

**CITY OF ROOSEVELT PARK**

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

**COUNCIL LIST**

Wednesday, September 27, 2023

CHECK NUMBER	VENDOR NAME	DESCRIPTION	Invoice #	INVOICE AMT
			<b>Check Total</b>	<b>915.66</b>
4059 (A)	MUSKEGON CNTY TREASURER			
		DOG LICENSES - AUG	0000199091	174.00
		WASTE WATER/BOND PMTS	WWUB083123	32,900.00
			<b>Check Total</b>	<b>33,074.00</b>
4060 (A)	NOVOTNY ELECTRONICS			
		DPW FIRE ALARM MONITORING	40069	120.00
			<b>Check Total</b>	<b>120.00</b>
4061 (A)	PREIN & NEWHOF, P.C			
		GLENSIDE ENGINEERING	76774	32,987.05
		WATER RELIABILITY STUDY ENGINEERING	76779	1,046.50
			<b>Check Total</b>	<b>34,033.55</b>
4062 (A)	WEST MICHIGAN UNIFORM			
		DPW UNIFORM CLEANING	5759838	50.00
		DPW UNIFORM CLEANING	5761661	50.00
		DPW UNIFORM CLEANING	5763482	50.00
			<b>Check Total</b>	<b>150.00</b>
38173	ANDY'S PLUMBING			
		CITY HALL TOILET REPAIR	9436	184.00
		TOILET REPAIR - GARAGE	9435	173.00
			<b>Check Total</b>	<b>357.00</b>
38174	MICHIGAN MUNICIPAL LEAGUE UNEMPLOYM			
		UIA 3RD QTR	09-30-23	8.24
			<b>Check Total</b>	<b>8.24</b>
38175	MICR GRAPHICS PRINTING			
		WINDOW ENVELOPES	117793	166.00
			<b>Check Total</b>	<b>166.00</b>
38176	SHERWIN WILLIAMS			
		PD PAINTING SUPPLIES	9997-6	143.24
			<b>Check Total</b>	<b>143.24</b>
38177	STATE OF MICHIGAN			
		GLENSIDE ROAD PROJECT	09-04-23	4,320.00
			<b>Check Total</b>	<b>4,320.00</b>
			<b>Report Total</b>	<b>169,540.69</b>



**CITY OF ROOSEVELT PARK  
CITY COUNCIL MEETING  
October 2, 2023**

Early Voting Resolution-Muskegon Countywide Collaboration	<b>Date:</b> October 2, 2023
<p><b>Summary:</b> With the new changes coming to all future statewide elections, one of the most pressing planning portions is how communities are going to fulfill the needed nine-day early voting requirement.</p> <p>As attached, the countywide clerks have worked together for the better part of the year and are finalizing the establishment of a countywide collaboration which will host the nine-day early voting in person at the county facility. This is a significant cost and time savings to the residents of Roosevelt Park and fulfills the new statute requirements.</p>	
<p><b>Financial Impact:</b> Budgeted annual costs moving forward.</p>	
<p><b>Recommendation:</b> To approve resolution 2023-13 as presented to allow the city to join the Muskegon County early voting initiative.</p>	
<b>Signature:</b>	<b>Title:</b> City Manager

**City of Roosevelt Park  
MUSKEGON COUNTY, MICHIGAN  
RESOLUTION 2023-12**

**RESOLUTION TO ESTABLISH THE MUSKEGON COUNTY VOTE CENTER AS AN EARLY  
VOTING SITE FOR ALL ELECTIONS HELD WITHIN CITY OF ROOSEVELT PARK'S  
JURISDICTION**

At a Regular Meeting of the City Council of Roosevelt Park, Muskegon County, Michigan, held at the City of Roosevelt Park City Hall, 900 Oak Ridge Rod, in said City, on October 2, 2023 at 6:15 pm.

Members Present:

Members Absent:

The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

WHEREAS, the Roosevelt Park City Clerk is responsible for administering early voting in this municipality, pursuant to MI Constitution Sec. 4 and Public Act 81 (2023); and,

WHEREAS, the Muskegon County Early Vote Center is centrally located within the County, and fulfills additional security requirements of being a public building and its proximity to law enforcement,

NOW, THEREFORE, BE IT RESOLVED THAT, The City of Roosevelt Park shall partner with Muskegon County to conduct the constitutionally mandated early voting for all future elections beginning with the 2024 Presidential Primary; and

BE IT FURTHER RESOLVED THAT, the sole early voting site for the City of Roosevelt Park voters shall be the Muskegon County Early Vote Center, located at the Muskegon County Marquette Campus, 1903 Marquette Ave. Muskegon, MI 4942; and

BE IT FURTHER RESOLVED THAT, the hours of operation of the early voting site shall be 8 am to 4 pm, each Saturday; 10 am to 6pm, each Sunday; and daily, Monday, Tuesday, Wednesday and Friday from 9:00 am to 5:00 pm and 11:00 am to 7:00 pm on Thursday, and,

BE IT FINALLY RESOLVED THAT the Clerk is authorized to expend necessary funds budgeted to ensure The City of Roosevelt Park can cover their shared costs in utilizing the Muskegon County Early Vote Center.

**ROLL CALL VOTE:**

YES:

NO:

ABSENT:

ABSTAIN:

**RESOLUTION DECLARED \_\_\_\_\_.**

\_\_\_\_\_  
Ann Wisniewski, Clerk

**City of Roosevelt Park**

**DATED:** \_\_\_\_\_



# ***MUSKEGON COUNTY ELECTION COMMISSION***

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August 29, 2023

## **Resolution to Create an Early Voting County Precinct**

WHEREAS, Article II, Section 4(1)(m) of the Michigan State Constitution now gives every citizen the right, once registered, to vote in each statewide and federal election in person at an early voting site prior to election day; and

WHEREAS, Public Act 116 of 1954, Sec. 622(1), as amended by Public Act 81 of 2023, upon the effective date of such Public Act, requires that if at any election a county clerk conducts early voting for 1 or more municipalities located in the county, the board of county election commissioners of that county shall provide 1 or more early voting sites; and

WHEREAS, Public Act 116 of 1954, Sec. 662(7), as amended by Public Act 81 of 2023, upon the effective date of such Public Act, requires that a board of county election commissioners shall ensure that a polling place, early voting site, or central polling place is accessible and complies with the voting accessibility for the elderly and handicapped act and the Help America Vote Act of 2002; and

WHEREAS, Public Act 116 of 1954, Sec. 720g(5), as added by Public Act 81 of 2023, upon the effective date of such Public Act, requires that the county clerk, after consulting the municipal clerks, shall submit each early voting site location to the board of county election commissioners for approval, and each early voting site submitted for approval may serve all electors covered by the county agreement, the electors in specific municipalities that are covered by an early voting site, the electors of 1 municipality, or any combination of these options, as long as each elector in the county is served by 1 or more early voting sites; and

WHEREAS, Public Act 116 of 1954, Sec. 720i(1),(2),(3), and (4), as added by Public Act 81 of 2023, upon the effective date of such Public Act, removes limits on the number of precincts, municipalities, and electors a polling place that is an early voting site may serve, allowing for the county election commission to assign an accessible, centrally located, single early voting site to serve the entire County of Muskegon no later than 60 days before an election;

NOW, THEREFORE, BE IT RESOLVED that, after taking into consideration expected turnout, population density, public transportation, accessibility, travel time, traffic patterns, and all other factors that are considered necessary to enhance the accessibility of early voting sites, the Muskegon County Election Commission assigns as an early voting site for all municipalities in Muskegon County that enter into an agreement with Muskegon County Clerk for the County Clerk to conduct early voting for each such municipality, The Student Center of the Muskegon County Marquette Campus, 1903 Marquette Avenue, Muskegon, Michigan, with the hours of operation to be as follows:

8:00 a.m. to 4:00 p.m., each Saturday;  
10:00 p.m. to 6:00 p.m., each Sunday;  
9:00 a.m. to 5:00 p.m., on Monday, Tuesday, Wednesday, and Friday;  
11:00 a.m. to 7:00 p.m., on Thursday.

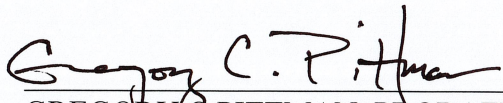
The foregoing resolution offered by Election Commission Member: *Treasurer Moulatsiotis*

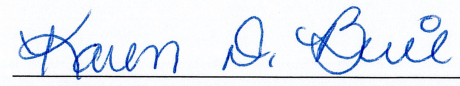
Seconded by Election Commission Member: *Clerk Buie*


Upon roll call vote the following voted "aye": Judge Pittman, Clerk Buie, Treasurer Moulatsiotis

Upon roll call vote the following voted "no": None

The Clerk declared the resolution adopted.

  
\_\_\_\_\_  
GREGORY C. PITTMAN, PROBATE JUDGE

  
\_\_\_\_\_  
KAREN D. BUIE, COUNTY CLERK

  
\_\_\_\_\_  
TONY MOULATSIOTIS, COUNTY TREASURER

EARLY VOTING SITE AGREEMENT FOR ELECTION SERVICES

between

MUSKEGON COUNTY

and

THE TOWNSHIPS OF BLUE LAKE, CASNOVIA, CEDAR CREEK, EGELSTON, FRUITLAND, FRUITPORT CHARTER, LAKETON, MONTAGUE, MOORLAND, MUSKEGON CHARTER, RAVENNA, SULLIVAN, WHITE RIVER, AND WHITEHALL; AND THE CITIES OF MONTAGUE, MUSKEGON, MUSKEGON HEIGHTS, NORTH MUSKEGON, NORTON SHORES, ROOSEVELT PARK, AND WHITEHALL

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This County Early Voting Site Agreement for Election Services (the "Agreement") is made by and between Muskegon County [1903 Marquette Avenue, Muskegon, MI 49442], and the Township of Blue Lake [1491 Owasippe Road, Twin Lake, MI 49457], the Township of Casnovia [245 S Canada Road, Casnovia, MI 49318], the Township of Cedar Creek [6556 Sweeter Road, Twin Lake, MI 49457], the Township of Egelston [5428 E Apple Avenue, Muskegon, MI 49442], the Township of Fruitland [4545 Nestrom Road, Whitehall, MI 49461], the Charter Township of Fruitport [5865 Airline Road, Fruitport, MI 49415], the Township of Laketon [2735 W Giles Road, Muskegon, MI 49445], the Township of Montague [8915 Whitebeck Road, Montague, MI 49437], the Township of Moorland [12416 E Apple Avenue, Ravenna, MI 49451], the Charter Township of Muskegon [1990 Apple Avenue, Muskegon, MI 49442], the Township of Ravenna [3770 Blackmer Road, Ravenna, MI 49451], the Township of Sullivan [8138 Heights Ravenna Road, Ravenna, MI 49451], the Township of White River [7386 Post Road, Montague, MI 49437], the Township of Whitehall [7644 Durham Road, Whitehall, MI 49461], the City of Montague [8778 Ferry Street, Montague, MI 49437], the City of Muskegon [PO Box 536, Muskegon, MI 49443-0536], City of Muskegon Heights [2724 Peck Street, Muskegon Heights, MI 49444], the City of North Muskegon [2603 Ruddiman Drive, North Muskegon, MI 49445], the City of Norton Shores [4814 Henry Street, Norton Shores, MI 49441], the City of Roosevelt Park [900 Oak Ridge Road, Muskegon, MI 49441], and the City of Whitehall [405 E Colby Street, Whitehall, MI 49461] (collectively, the "Municipalities"). In this Agreement, the County and each Municipality will be represented by their respective clerk in their official capacity.

**PURPOSE OF THE AGREEMENT.** The County and the Municipalities enter into this Agreement pursuant to Article II, Section 4(m) of the Michigan Constitution of 1963, and the Michigan Election Law, 1954 Public Act 116, MCL 168.720a *et seq.*, for the purpose of operating a joint early voting site.

<b>Name of County</b>
MUSKEGON

<b>Name of Municipality</b>	<b>Number of precincts in Municipality</b>	<b>Number of registered electors in Municipality as of the effective date of this Agreement</b>
Township of Blue Lake	1	2104

Township of Casnovia	1	2103
Township of Cedar Creek	1	2895
Township of Egelston	3	9149
Township of Fruitland	2	5019
Charter Township of Fruitport	5	12336
Township of Laketon	3	6536
Township of Montague	1	1350
Township of Moorland	1	1337
Charter Township of Muskegon	7	14589
Township of Ravenna	1	2371
Township of Sullivan	1	2245
Township of White River	1	1271
Township of Whitehall	1	1540
City of Montague	1	1960
City of Muskegon	14	28067
City of Muskegon Heights	4	9211
City of North Muskegon	2	3298
City of Norton Shores	9	21128
City of Roosevelt Park	2	3396
City of Whitehall	1	2478

1. **DEFINITIONS.** The following words and expressions used throughout this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows:
  - 1.1 **Agreement** means the terms and conditions of this Agreement and any other mutually agreed to written and executed modification, amendment, exhibit, and attachment to this Agreement.
  - 1.2 **Coordinator** means the Muskegon County Clerk or individual appointed by the Muskegon County Clerk and identified as the individual responsible for providing oversight to ensure sufficient resources are available and timely dispatched to each early voting site and monitoring the administrative requirements of early voting for the participating Municipalities.
  - 1.3 **Board of County Election Commissioners** means the Muskegon Board of County Election Commissioners.
  - 1.4 **County Board of Canvassers** means the Muskegon County Board of Canvassers.
  - 1.5 **County Clerk** means the Muskegon County Clerk.
  - 1.6 **Early Voting Plan** means the document and any addenda to the document outlining the manner in which early voting will be provided in the County or Municipalities, as described in MCL 168.720a *et seq.*
  - 1.7 **Election Commission** means the Muskegon County Election Commission.
  - 1.8 **Election Services** encompasses election in Muskegon County provided by the County or the respective elections divisions of each Municipality.
  - 1.9 **Municipality** means any of the Municipalities.
  - 1.10 **QVF** means the Qualified Voter File as described in MCL 168.509m.

**1.11 QVF Controller** means the individual appointed by the County Clerk and identified as the QVF administrator of early voting information within the QVF.

**1.12 Site Supervisor** means the municipal clerk, member of the municipal clerk's staff or a member of the County Clerk's staff who shall act as supervisor for each day of early voting. The County Clerk may appoint a different participating municipal clerk or member of the County Clerk's staff to act as a supervisor for different days of early voting.

**2. PARTIES TO AN AGREEMENT.**

**2.1** A Municipality located in multiple counties can only enter a county agreement for early voting with one of the counties in which the Municipality is located. If a Municipality enters into a county agreement for early voting with a different county, this Agreement is void as to that Municipality.

**3. SCOPE OF THE AGREEMENT.**

**3.1** The parties must decide among themselves and include in the Agreement the elections to which the Agreement applies. Early voting must be provided for all statewide and federal elections, but parties may extend early voting to non-statewide elections at their discretion.

**4. COORDINATOR.**

**4.1** Lori Hayes will serve as Coordinator of the joint early voting site and will be responsible for organizing and monitoring the administrative requirements, including staffing, of early voting for the participating Municipalities.

**4.1.1** In the event that the Coordinator is unable to personally supervise and staff each early voting site on each day of early voting, the Coordinator may designate early voting site supervisors to assist with the staffing and supervision of early voting.

**4.2** If the Coordinator becomes unavailable for any reason, the County clerk will appoint the new coordinator.

**4.2.1** Karen D Buie, Muskegon County Clerk as backup coordinator, would assume the responsibilities of coordinator. If the backup coordinator is unavailable for any reason, the county clerk will appoint the new coordinator.

**5. QUALIFIED VOTER FILE CONTROLLER.**

**5.1** Lori Hayes will serve as the QVF administrator of early voting information within the QVF. The QVF controller's duties will involve setting up the necessary voting regions, user access, and application access needed for the sites designated in the Agreement.

**6. DETERMINATION AND APPROVAL OF EARLY VOTING SITES.**

**6.1** The County Clerk, after consulting the municipal clerks, must submit each early voting site location to the Board of County Election Commissioners for approval.

**6.2** Each early voting site may serve all electors covered by the Agreement, the electors in specific Municipalities, the electors of one Municipality, or any combination of these options, as long as each elector in the County is served by one or more early voting sites.

**7. APPOINTMENT OF ELECTION INSPECTORS.**

- 7.1** The Board of County Election Commissioners is responsible for the appointment of election inspectors.
- 7.2** At least 31 days before each statewide and federal election, the Board of County Election Commissioners must appoint for each early voting site at least 3 election inspectors and as many more as, in its opinion, is required for the efficient, speedy, and proper conduct of the election.
- 7.3** The Board of County Election Commissioners will further designate one appointed election inspector from each precinct as chairperson.

**8. APPROVAL OF EARLY VOTING HOURS.**

- 8.1** Prior to the submission of an Agreement or early voting plan, the County Clerk and the clerks of the Municipalities will do all the following:
  - 8.1.1** For the statutorily required nine consecutive early voting days, decide among themselves the hours that early voting will be provided at the approved joint early voting site or sites. These nine days will begin on the second Saturday before a statewide or federal election and will end on the Sunday before the same.
  - 8.1.2** For any elections held pursuant to this Agreement in addition to statewide and federal elections, the County Clerk, and the clerk(s) of the Municipality/Municipalities for which the election is being held will decide by vote the hours of early voting.

**9. NOTICE OF EARLY VOTING HOURS.**

- 9.1** Not less than 45 days before the first early voting day allowed by statute, the County Clerk and the clerk of each Municipality will give public notice of the dates and hours for early voting at the joint early voting site or sites by posting of the notice on the County's and each Municipality's website and any other publication or posting the County Clerk and municipal clerks consider advisable.

**10. BUDGET AND COST SHARING.**

- 10.1** The County Clerk and the clerks of the Municipalities designate the County as the party responsible for requesting and dispensing all funds related to early voting. The Municipalities shall share the costs equally among themselves; however, the County agrees to utilize any known funding source from the State of Michigan before seeking reimbursements from the Municipalities in this Agreement.
- 10.2** The parties agree that the Muskegon County Treasurer may withhold funds otherwise payable to a Municipality from the next tax disbursement monies due to that Municipality when early voting reimbursement is not made by that Municipality within 6 months of the reimbursement request date to satisfy any outstanding amounts due to the County from that Municipality pursuant to the terms of this Agreement.

**11. STAFFING AND SUPERVISION.**

- 11.1 The Coordinator is responsible for ensuring adequate staffing and supervision at early voting sites including selection of the site supervisor who oversees a specific early voting site(s).
- 11.2 The site supervisor shall operate in the same manner and have the same authority as a municipal clerk operates in an election day polling place.
- 11.3 The site supervisors for early voting sites must be listed in the early voting plan.

**12. TABULATORS AND EARLY VOTING POLL BOOKS AT EARLY VOTING SITE(S).**

- 12.1 Prior to the submission of the early voting plan, the County Clerk and the clerks of the Municipalities will do all the following:
  - 12.1.1 Determine the number of tabulators and early voting poll books or other voting equipment that are necessary at each early voting site.
  - 12.1.2 Determine whether the County will provide the tabulators and early voting poll books or other voting equipment.
- 12.2 The Board of County Election Commissioners will be responsible for conducting testing of the electronic voting equipment.
- 12.3 The Coordinator will be responsible for downloading the early voting poll book.
  - 12.3.1 If the Coordinator is not a clerk, the County Clerk and the clerks of the Municipalities must decide among themselves which clerk is responsible for downloading the early voting poll book.
- 12.4 Tabulators and early voting poll books used at each joint early voting site must be configured in one of the ways set forth in MCL 168.720j(5).

**13. CLOSING PROCEDURES DURING EARLY VOTING AND ON ELECTION DAY.**

- 13.1 During Early Voting, the Coordinator must ensure compliance with the closing procedures described in MCL 168.720j(8), MCL 168.720j(9), MCL 168.730j(11), and any instructions issued by the Secretary of State.
- 13.2 During Early Voting, the Coordinator must ensure that specified election materials are stored in compliance with MCL 168.720j(10) and any instructions issued by the Secretary of State.

**14. CANVASS OF EARLY VOTE RETURNS AND REPORTING OF EARLY VOTING RESULTS.**

- 14.1 The Board of County Election Commissioners is responsible for appointing the receiving board or group of election inspectors to canvass the early vote returns on Election Day and report early voting results to the County Clerk.
- 14.2 At the conclusion of Election Day, the Coordinator must ensure compliance with the canvass and reporting requirements described in MCL 168.720j(11)-(14) and MCL 168.801-810.
- 14.3 The County Clerk shall retain all ballots and election documents related to each required election for the period of retention immediately following an election until the Secretary of State through the Bureau of Elections releases the security of said election, at which time the ballots shall be released to the custody of each Municipality's clerk for the remainder of the required retention period.

**15. INSURANCE.**

**15.1** The Municipalities will include the County and its officers, employees, agents, and assigns as additional named insureds on their respective liability insurance policies. The required insurance policies shall have commercial general liability policy limits of not less than \$1,000,000.00. The County will include the City/Township and its officers, employees, agents, and assigns as additional named insureds on a policy of liability insurance or in its Memorandum of Coverage from the Muskegon County, Michigan Insurance Authority. The required insurance policy or coverage will have commercial general liability policy limits of not less than \$1,000,000. Written proof of the existence of such insurances will be supplied by the Municipalities and Muskegon County to each other as of effective date of this Agreement, and at such times during the term thereafter, as Muskegon County or the Municipalities may reasonably require per this Agreement.

**16. EXECUTION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.**

**16.1** This Agreement must be finalized and signed by the County and all Municipalities:

**16.1.1** No later than 125 days before the first regularly scheduled statewide or federal election in each even numbered year.

**16.1.2** No later than 90 days before a special statewide or federal election.

**17. EARLY VOTING PLAN.**

**17.1** No later than 120 days before the first statewide or federal election in each even numbered year, the Coordinator will be responsible for ensuring an early voting plan is filed with the County Clerk.

**18. NOTICE TO SECRETARY OF STATE OF CHANGES TO LOCATIONS, DAYS, AND HOURS OF EARLY VOTING.**

**18.1** Not less than 45 days before the first early voting day allowed by statute, the County Clerk will be responsible for providing the Secretary of State any changes made to a previously submitted early voting plan that affect the locations, dates, and hours of operation for each joint early voting site operated by the County and Municipalities.

**19. DURATION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.**

**19.1** This Agreement and any amendments will be effective when signed and executed by all parties with resolutions passed by the legislative bodies of each Municipality or other written notice evidencing each Municipality's legislative body's approval, except as otherwise specified below. The approval and terms of this Agreement, and any amendments, except as specified below, will be entered in the official minutes of the legislative bodies of each Municipality.

**19.2** This Agreement will stay in effect unless and until it is cancelled, modified, or terminated. An agreement may provide that the agreement has **no fixed termination date**.

**20. CANCELLATION, MODIFICATION, AND TERMINATION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.**



- 20.1** If the County Clerk withdraws from the Agreement for any reason, the Agreement will cease to exist, and the clerk of each Municipality must submit a revised early voting plan to the Department of State outlining the manner in which early voting will be provided.
- 20.2** If the Municipalities collectively or individually wish to terminate this Agreement for any reason, the clerk of each Municipality must submit a revised early voting plan to the Department of State outlining the manner in which early voting will be provided.
- 20.3** If a Municipality withdraws from the Agreement for any reason, the clerk of the Municipality withdrawing from the Agreement must submit a revised early voting plan to the Department of State outlining the manner in which early voting will be provided. A Municipality may withdraw from the Agreement by providing at least 30 days' written notice to the other parties to the Agreement.
- 20.4** A party may not withdraw from the Agreement during the period beginning 150 days before the first statewide November election in an even numbered year and ending on the completion of the county canvass for the statewide general November election in that even numbered year.
- 20.5** If the Agreement covers any elections in addition to statewide and federal elections, a party may not withdraw from the Agreement during the period beginning 150 days before the election covered under the Agreement and ending on the completion of the county canvass for that election.

Printed name of County Clerk	Signature of County Clerk	Date
Printed name of Clerk 1	Signature of Clerk 1	Date
Printed name of Clerk 2	Signature of Clerk 2	Date
Printed name of Clerk 3	Signature of Clerk 3	Date
Printed name of Clerk 4	Signature of Clerk 4	Date
Printed name of Clerk 5	Signature of Clerk 5	Date
Printed name of Clerk 6	Signature of Clerk 6	Date
Printed name of Clerk 7	Signature of Clerk 7	Date

Printed name of Clerk 8	Signature of Clerk 8	Date
Printed name of Clerk 9	Signature of Clerk 9	Date
Printed name of Clerk 10	Signature of Clerk 10	Date
Printed name of Clerk 11	Signature of Clerk 11	Date
Printed name of Clerk 12	Signature of Clerk 12	Date
Printed name of Clerk 13	Signature of Clerk 13	Date
Printed name of Clerk 14	Signature of Clerk 14	Date
Printed name of Clerk 15	Signature of Clerk 15	Date
Printed name of Clerk 16	Signature of Clerk 16	Date
Printed name of Clerk 17	Signature of Clerk 17	Date
Printed name of Clerk 18	Signature of Clerk 18	Date
Printed name of Clerk 19	Signature of Clerk 19	Date
Printed name of Clerk 20	Signature of Clerk 20	Date
Printed name of Clerk 21	Signature of Clerk 21	Date



**CITY OF ROOSEVELT PARK  
CITY COUNCIL MEETING  
October 2, 2023**

<b>Item:</b> MML Property and Liability Pool Elections	<b>Date:</b> October 2, 2023
<p><b>Summary:</b> We have received notice of the upcoming annual MML Liability and Property Pool election. As a member, the city council is asked annually to exercise their right of voting for the board members who oversee the fund.</p> <p>The City Council is asked to approve the proposed slate provided by the MML Fund Nominating Committee or direct that a write-in candidate be designated. There are three open seats and two candidates running for those seats. The formal notice and biographical information are included for your review.</p>	
<b>Financial Impact:</b> None	
<b>Recommendation:</b> To authorize the City Clerk to cast a ballot on behalf of the City for this year's Michigan Municipal League Property and Liability pool as presented.	
<b>Signature:</b>	<b>Title:</b> City Manager

**To:** Members of the MML Liability & Property Pool  
**From:** Michael J. Forster, Fund Administrator  
**Date:** September 11, 2023  
**Subject:** Pool Director Election

Dear Pool Member:

Enclosed is your ballot for this year's Board of Directors election. Three (3) incumbent Directors have agreed to seek re-election. You may also write in one or more candidates if you wish.

A brief biographical sketch of each candidate is provided for your review.

I hope you will affirm the work of the Nominating Committee by returning your completed ballot in the enclosed return envelope, no later than November 10<sup>th</sup>. Alternately, you may complete your ballot online:

Go to [www.mml.org](http://www.mml.org). At the top of the page, hover over *Programs & Services* and select *Risk Management* from the drop-down list. Next, look for the *Jump To* panel and select *Liability & Property Pool*. The ballot link is on the next page, in the *Jump To* panel, under *Online Forms*.

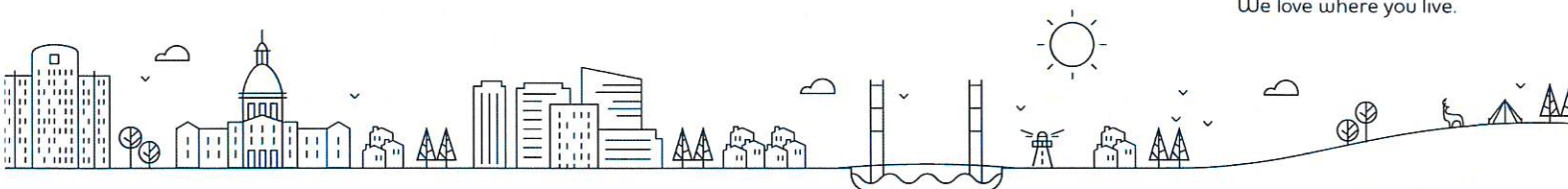
The MML Liability & Property Pool is owned and controlled by its members. Your comments and suggestions on how we can serve you better are very much appreciated. Thank you again for your membership in the Pool, and for participating in the election of your governing board.

Sincerely,



Michael J. Forster  
Pool Administrator  
[mforster@mml.org](mailto:mforster@mml.org)

We love where you live.



## THE CANDIDATES

### Three-year terms beginning January 1, 2024



**George Bosanic, City Manager, City of Greenville**

George has nearly 35 years of experience as a municipal official with over 30 years serving as the city manager of the City of Greenville. George has served in leadership roles on numerous local boards and commissions over the years and is a past board member of the MML Workers' Compensation Fund Board. He is a member of the Michigan Local Government Management Association and International City Management Association. George is seeking re-election to his second term.



**Sue Osborn, Mayor, City of Fenton**

Sue has over thirty-eight years of experience as a municipal official, serving as mayor of the City of Fenton for the last twenty-five. She was appointed to Fenton's city council in 1985 and has been a continuous member since that time. Previously, she was a member of the Planning Commission from 1978-1985. Sue is a member of the Michigan Association of Mayors, a member of the National League of Cities and serves as Vice-Chair of the FAIR (Finance, Administration and Intergovernmental Affairs) for the National League of Cities. She is also active in several local and regional civic organizations. Sue is seeking re-election to her fourth term.



**David Post, Village Manager, Village of Hillman**

Dave has more than twenty-eight years' experience as a municipal official, serving as the manager in the Village of Hillman. Dave is a past member of the Michigan Municipal League Board of Trustees and several MML committees. He is currently a member of the Northeast Michigan Council of Governments board and is active in several local and regional civic organizations, including the Communities First Fund (chair), the Hillman Community Radio board and the Wheels Car Club. Dave is seeking re-election to his fourth term.



**CITY OF ROOSEVELT PARK  
CITY COUNCIL MEETING  
October 2, 2023**

Roosevelt Park Solar Energy Install/Proposal-Charthouse Energy	<b>Date:</b> October 2, 2023
<p><b>Summary:</b> As per numerous council discussions over the last several years, the city has engaged Charthouse Energy of Muskegon to review our current facilities and propose a possible solar panel system installation along with a power purchase agreement. Charthouse has installed several phases of solar panels for the City of Norton Shores, City of Muskegon Heights, and numerous other Michigan communities.</p>	
<p>Our current counsel, Parmenter Law, has requested that we retain specialized counsel with knowledge and experience within the renewal and solar energy field. This was done so through a legal services memo with Miller Canfield and Matt Greenberg and who currently represents multiple municipal clients including several local to our area.</p>	
<p><b>Financial Impact:</b> This would be included in our legal fees line of the general fund and thus a budget amendment is not necessary and additional costs as outlined in the proposal moving forward.</p>	
<p><b>Recommendation:</b> To review the proposal and power purchase contract and authorize staff to move forward with an initial legal review.</p>	
<b>Signature:</b>	<b>Title:</b> City Manager



## Roosevelt Park – 34kW Solar Installation

Chart House Energy (CHE) is excited for the opportunity to partner with the City of Roosevelt Park in pursuing the installation and implementation of a **zero up front cost solar energy production from two roof mounted arrays at City Hall and DPW**. Solar PV projects provide power for the meter consumption, offsetting both energy usage and some peak power usage. The system consists of solar panels, non-penetrating ballast roof racking, inverters, and wiring. They also include the electrical infrastructure related to the installation of the system. The proposed system details are:

### Proposal

- **34kW Roof mount solar energy system offsetting 67% of electricity consumption.**
- Potential living wage jobs created in the construction field and training provided for local individuals to help with project installation.
- Environmental stewardship and marketing to surrounding communities and state representatives.
- CHE designs, builds, installs, owns, monetizes the tax benefits, operates, and maintains the roof and solar system. All panels and parts will be American-made and Michigan-made where possible. All engineering and labor will come from Michigan and be as local as possible.
- Net metered service from utility would supply the additional energy needed.
- Proposal is using industry leading Hanwha Q-Cell 480-watt panels with 25-year warranty and SolarEdge Inverters exceeding the 2017 NEC and offering the industry's best rapid shut down safety interrupts with 15-year warranty and SolarEdge Optimizers for each individual panel with 25-year warranty.
- Chart House Energy 24-hour monitoring through SolarEdge's web site and immediate notification of any one panel underperforming.
- All permitting and engineering costs are included.
- Contract Lifetime Operations and Maintenance and Parts and Services Warranty is included at no additional charge.
- Utility Rate bill analysis and review to optimize the best available utility rate.
- Community Marketing Assistance to work with your team for a strategy for the most effective media Press Releases including trade and industry publications, and Internet News Media, etc. included.
- We also include a large screen monitor mounted in your City Hall offices (if desired) showing real time solar generation data and photos on a loop, allowing your residents to witness Roosevelt Park's environmental commitment firsthand while waiting in your lobby/entrance.

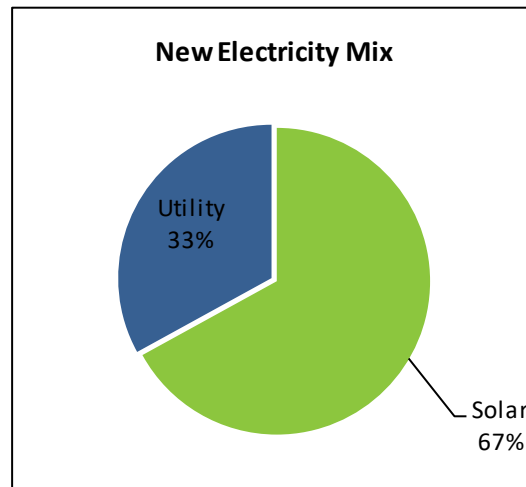
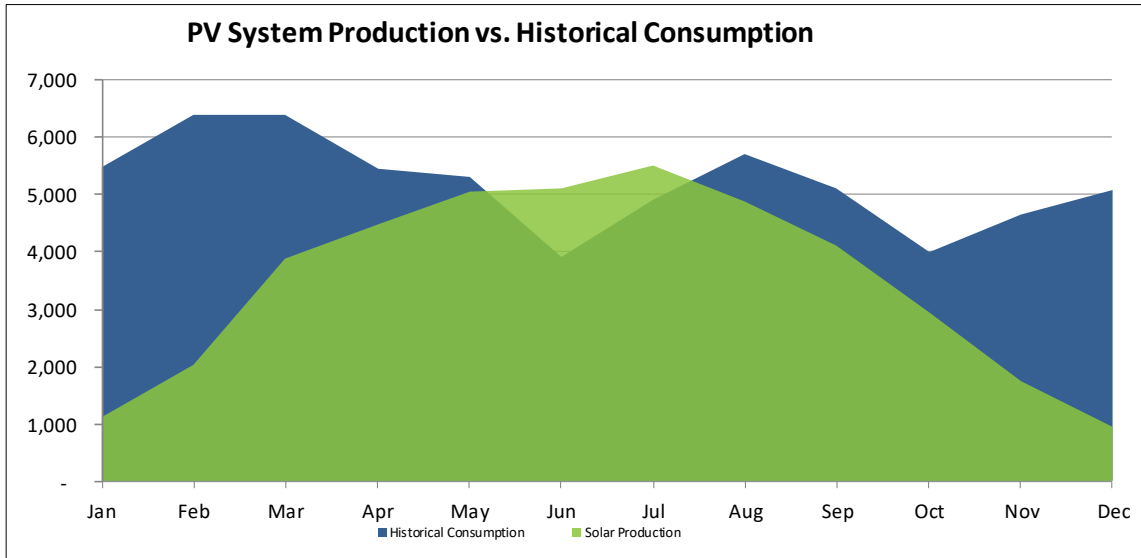
## Economic/Financial Details

\$110,208

Total Project Cost at ZERO cost to City of Roosevelt Park

\$69,000+

25-year total savings to City of Roosevelt Park based on the .150 FIXED PPA rate at 1.5% fixed annual indexation and ZERO investment needed by the City of Roosevelt Park.





## CUSTOMER SAVINGS SUMMARY

### Roosevelt Park City Hall & DPW

33.6 kW Solar project



#### Investment

<b>Total Project</b>	\$	110,208
<b>Customer Contribution</b>	\$	- Building integrated cost into solar system

#### Savings

##### Annual total Electric bill (without solar)

##### Cost of electricity offset by solar

##### Power Purchase from solar

##### Annual saving from solar

Year	Annual total Electric bill (without solar)	Cost of electricity offset by solar	Power Purchase from solar	Annual saving from solar
2023	\$ 6,783	\$ 0.1678 /kWh 3.2%	\$ 0.1500 /kWh 1.5% Annual Index	
2024	\$ 7,014	\$ 6,268	\$ 746	
2025	\$ 7,203	\$ 6,331	\$ 872	
2026	\$ 7,398	\$ 6,395	\$ 1,003	
2027	\$ 7,598	\$ 6,460	\$ 1,138	
2028	\$ 7,804	\$ 6,526	\$ 1,278	
2029	\$ 8,015	\$ 6,592	\$ 1,423	
2030	\$ 8,232	\$ 6,658	\$ 1,573	
2031	\$ 8,454	\$ 6,726	\$ 1,728	
2032	\$ 8,683	\$ 6,794	\$ 1,889	
2033	\$ 8,918	\$ 6,863	\$ 2,055	
2034	\$ 9,159	\$ 6,932	\$ 2,227	
2035	\$ 9,407	\$ 7,002	\$ 2,404	
2036	\$ 9,661	\$ 7,073	\$ 2,588	
2037	\$ 9,922	\$ 7,145	\$ 2,777	
2038	\$ 10,191	\$ 7,217	\$ 2,973	
2039	\$ 10,466	\$ 7,290	\$ 3,176	
2040	\$ 10,749	\$ 7,364	\$ 3,385	
2041	\$ 11,040	\$ 7,439	\$ 3,601	
2042	\$ 11,339	\$ 7,514	\$ 3,824	
2043	\$ 11,645	\$ 7,590	\$ 4,055	
2044	\$ 11,960	\$ 7,667	\$ 4,293	
2045	\$ 12,284	\$ 7,745	\$ 4,539	
2046	\$ 12,616	\$ 7,823	\$ 4,793	
2047	\$ 12,957	\$ 7,903	\$ 5,055	
2048	\$ 13,308	\$ 7,983	\$ 5,325	
		\$ 68,720	25 year savings	

## Roosevelt Park City Hall & DPW

34 kW Solar project



**INVESTOR CASHFLOW SUMMARY**

### Investment Terms

<b>Total Project</b>	<b>\$ 110,208</b>							
<b>Tax Benefit</b>	<b>\$ 67,888</b>	(40% ITC and MACRS depreciation @ 27% tax basis)						
<b>Roof</b>	<b>\$ -</b>	- Roof cost integrated into solar system						
<b>Net Project cost</b>	<b>\$ 42,320</b>							
<b>Net Annual Income</b>	<b>\$ 5,512</b>	Power value	SREC Price	Maintenance	Insurance	Property Tax	0	0
	<b>\$ 5,512</b>	\$ 0.15	\$ -	\$ 504	\$ 252	\$ -	\$ -	\$ -
	Annual Index	2%	-5%	3%	3%	0%	0%	0%

### Cash Flow

Year	2023	2024	2025	2026	2027	2028	2029	2030
Investment (less customer contribution)	(110,208)							
Tax Credit	44,083							
Depreciation	88,166	-	-	-	-	-	-	-
Depreciation (27% tax rate)	23,805	-	-	-	-	-	-	-
Energy Savings	3,345	5,512	5,553	5,593	5,634	5,675	5,715	5,756
Annual Return	71,233	5,512	5,553	5,593	5,634	5,675	5,715	5,756
Cumulative	(38,975)	(33,463)	(27,910)	(22,317)	(16,683)	(11,008)	(5,293)	462



# Solar Project Term Sheet

This project is for a behind-the-meter solar array to be developed/owned/operated by Lessor and leased for 25 years by Lessee. This Solar Project Term Sheet sets forth non-binding proposed key terms and conditions. **Please see the Solar Equipment Lease for definitive terms and conditions.**

Land Owner (Lessee): City of Roosevelt Park

Land Address:

System Developer/Owner/Operator (Lessor): Fire & Ice Consulting, LLC

Lease begins:

Lease term: 25 years after commissioning.

Equipment subject to lease: Photovoltaic (PV) electrical system

PV system size: 34 kW DC (20.2kW City Hall; 13.8kW DPW)

Estimated system production: 41,785 kWh/yr

Estimated system production value (avoided electrical expense): \$5,512/yr

Rent: Lessee pays 90% of the avoided electrical expense for 25 years of Lease term (estimated \$4,960/yr).

System avoided (savings) electrical expenses shall be annually adjusted based on prior year's energy use. Rent payments shall be subject to a reconciliation, if necessary, based on post-Rent payment usage and cost data.

**SOLAR EQUIPMENT LEASE**  
**Fire & Ice Consulting, LLC and Newaygo County**

THIS EQUIPMENT LEASE (the "Lease") is made this \_\_\_\_ day of \_\_\_\_ 2023 by and between Fire & Ice Consulting, LLC (the "Lessor") and City of Roosevelt Park (Lessee).

WHEREAS, Lessor desires to lease to Lessee, and Lessee desires to lease from Lessor, equipment designed to create a system for generating solar power to be used by Lessee at Newaygo County and/or delivered to the utility's distribution system via a net metering arrangement, as more fully described herein (the "System");

NOW, THEREFORE, in consideration of the mutual covenants and promises hereinafter set forth, the parties agree as follows:

**1. Lease of Equipment.**

a. Lessor hereby leases to Lessee, and Lessee hereby leases from Lessor, the equipment and related tangible property that is described in Exhibit A to this Lease (collectively, the "Equipment"), that when installed by Lessor at the physical space specified below will create the System and render it fully operational so as to constitute a 34 kW DC generating system estimated by Lessor to produce 41,785 kWh/yr. The Equipment shall be new at the time of installation and Lessor shall ensure that all components of the Equipment shall carry standard manufacturers warranties of no less than 15 years at the time of installation.

b. The physical location where the Equipment will be installed and will occupy (the "System Space") shall include access ways for conduit, wiring, meters and necessary connections and hook ups to the existing electrical panel within Lessee's Land, all of which shall be installed at Lessor's sole cost.

c. The System Space shall be located on the property of two properties: 1580 Garrison Road, Muskegon, MI 49441 and 880 Oak Ridge Road, Muskegon, MI 49441 (the "Roof"). The approximate location and proportions of the System Space is depicted on in the Description of Equipment that is attached hereto as Exhibit A. Lessee acknowledges that Exhibit A reflects the estimated portion of the Land that will be used as the System Space, and that in the course of installation it may be ascertained that the Equipment will take up more or less of the land than is reflected by Exhibit A, in which case the Parties shall work in good faith to make necessary arrangements to accommodate such a change.

**2. Term.** The Lease Term shall commence on the first business day following Lessor's written confirmation to Lessee that the Equipment is fully installed, and that the System is fully operational, and shall continue for twenty-five (25) calendar years from that date. Lessor represents and warrants that it will commence installation of the Equipment immediately upon execution of this Lease by Lessee and shall complete installation and testing such that the System will be fully operational no later than 120 days following Lessee's execution of this Lease.

**3. Rent.** Lease payments (the "Rent") for the Equipment shall be paid as specified in this paragraph 3.

a. Rent for each Lease year shall be paid in full on the first business day of the Lease Year for which the Rent is due. For the first Lease Year, the Rent shall be \$4,960. It is acknowledged by the parties that the Rent charged during the first Lease Year is a best estimate of ninety (90) percent of the prior year of actual electrical expenses incurred by Lessee for the amount of electricity expected to be generated by the System in the first Lease Year.

b. Rent payments shall be sent to Lessor at 420 E Jefferson St, Grand Ledge, MI 48837, or at such other place as Lessor may designate from time to time. Lessor may levy a late payment charge equal to one percent (1%) per month on any Rent amount that is 10 days overdue.

c. Rent for every subsequent Lease Year (after the first year) of the Lease Term shall be paid within thirty (30) days following receipt of an invoice from Lessor showing the results of the actual Energy Savings adjusted (as described below) at the end of the prior Lease Year using the following calculation:

(i) Accordingly, if the applicable percent of the actual Energy Savings is less than the Rent charged for a particular Lease Year, then a refund (the "Refund") equal to the difference will be due to Lessee. The Refund shall take the form of a credit against future Rent that would otherwise be due and payable by Lessee during subsequent Lease Years and shall be applied at the time such future Rent is due. For any Refund due for year 25 of the Lease Term or due at the time of other termination of the Lease, Lessor shall pay the Refund to Lessee within 30 days of the Lease expiration or termination.

(ii) If the applicable percent of the actual Energy Savings is more than the total of the Rent paid during such Lease Year, then Lessee shall owe Lessor additional Rent for such Lease Year that is equal in amount to the amount by which the actual Energy Savings exceeded the Rent (the "Catch Up Amount"). Payment of the Catch Up Amount will be due and payable to Lessor together with prepaid Rent for the subsequent Lease Year.

d. The Energy Savings shall be determined by first calculating the electricity costs charged by the local utility to Lessee for electricity (plus all avoided transmission and related fees, and taxes) during the prior Lease Year, and then subtracting (i) any tariffs and other fees and taxes charged by the local utility to Lessee in connection with the net metering of the energy generated by the System, and (ii) the product of the difference, if any, between the average \$/kWh cost for purchased electricity and the average \$/kWh credit received by Lessee from the local utility for energy it puts back on the grid, and the annual kWh that were put back onto the grid as determined by the local utilities net meter. The result is then divided by the total of kWh used during said prior Lease year to determine the average \$/kWh for purchased electricity. The resulting rate shall then be multiplied by the annual kWh that was produced by the Equipment as measured at the inverter, which Lessor shall equip with a revenue grade meter that satisfies ANSI C12 standards. The result is the annual Energy Savings. Lessor shall provide to Lessee its calculation of the Energy Savings, along with all supporting documentation, within fifteen (15) business days of the conclusion of the Lease Year.

e. Lessee is responsible for any property taxes, if they are assessed.

#### **4. Installation, Operation, Repairs and Responsibilities of the Respective Parties.**

a. Lessor, at its own cost and expense shall install and maintain the Equipment in good operating condition beginning immediately upon Lessee's execution of this Lease. In installation and operation of the Equipment and the System, Lessor will comply with all applicable tariffs and other utility and RTO rules, regulations, and policies, and all local, state, federal, and general regulations, laws and ordinances applicable thereto, as well as regulatory requirements of all competent authorities, and shall furnish any and all parts, mechanisms and devices required during the entire term of the Lease. Lessor shall refrain from any action or omission that impairs the performance of the Equipment. Lessor, at its own cost and expense, shall obtain, in advance of installation of the Equipment, all necessary permits, zoning approvals, and other local, state, or federal authorizations associated with installation or operation of the Equipment and the System.

b. Lessee, at its own cost and expense, shall pay for all necessary modifications to the Land that are required to accommodate the System. Lessee shall have the responsibility for repair or replacement, at Lessee's expense of any portion of the land, unless the repair or replacement is a direct result of the activity of Lessor or Lessor's employees, agents, representatives, contractors and/or subcontractors.

c. Lessor and Lessor's employees, agents and representatives, contractors and subcontractors shall be entitled to reasonable ingress and egress to the Land to access the Equipment and System Space as required to install, operate and maintain the Equipment and to maintain the Space.

d. Lessee will be given at least twenty-four (24) hours advance notice of Lessor's need to access the Equipment or System Space; any access and/or repairs will occur at reasonable times, and shall not cause disruption to Lessee's operations.

e. Lessor shall take all practicable steps to ensure that the Equipment is installed, safeguarded, and operated safely, to reduce the risk of injuries or harm.

f. At Lessee's sole discretion, Lessee may make available to Lessor one high speed internet connection so that the Equipment can be monitored remotely. Lessor assumes all costs, expenses, and responsibilities associated with setting up and maintaining the remote monitoring.

g. If land repairs are required for the System Space, Lessor will in a timely fashion remove and replace Equipment as necessary to access the land for needed repairs as reasonably required, at Lessor's cost.

h. In addition to any other covenant on its part set forth in this Lease, Lessee shall, at its own expense, maintain the property in good repair and in a condition that allows Lessor, its employees, agents, representatives, contractors and subcontractors safe access to the Space, and Lessee shall refrain from any action or omission which materially impairs the performance of the Equipment.

i. Lessee shall be liable for any damages suffered by Lessor resulting from Lessee's failure to maintain the Land in good repair or for failing to comply with any regulations, ordinances and laws applicable to the Land, or from materially impairing the performance of the Equipment.

## **6. Insurance.**

a. Lessee shall procure and continuously maintain and pay for all risk insurance against loss of and damage to the Land.

b. Lessee shall use reasonable efforts to procure and continuously maintain and pay for an endorsement to the all risk insurance against loss of and damage to the Equipment for not less than \$400,000 agreed value. The endorsement to Lessee's policy shall designate Lessor as the loss payee for the Equipment. When received, Lessee shall promptly provide Lessor with a copy of the added premium for the endorsement, and Lessor shall promptly remit to Lessee the funds necessary to pay the premium. Such added premium amounts shall be offset against Rent. Lessor may, at its own expense, elect to obtain and pay for such all risk coverage of the Equipment on its own separate policy rather than as an endorsement to Lessee's coverage and reimbursement of the added cost incurred by Lessee.

c. Lessor shall procure and continuously maintain and pay for liability insurance in an amount not less than \$1,000,000 per occurrence, to cover Lessor's activities while at the Land or its surrounding premises.

d. The insurance described in this Section 6. shall be in such form and with such company or companies as shall be reasonably acceptable to Lessee.

e. Lessor shall provide Lessee with a certificate evidencing such insurance required of Lessor. Lessee shall provide Lessor with a certificate and endorsement evidencing such insurance required of Lessee.

f. Lessor and Lessee shall arrange with insurers for a thirty (30) day notice to the other in the event of insurance cancellation or termination.

## **7. Fire and Casualty.**

a. In case the System Space or the Land shall be rendered untenable during the Lease Term by casualty resulting from a force majeure event, as defined under applicable law, either party may terminate this Lease without further Rent obligation by giving sixty (60) days written notice from the date the System Space is so rendered. If the property becomes untenable for any reason other than a force majeure event, an option to purchase is required for contract termination.

b. In all other cases, it shall be Lessee's exclusive option to terminate this Lease or to repair the System Space or the Land within sixty (60) days of the date the System Space

and/or the Land is rendered untenable. If Lessee repairs the System Space and/or Land, it shall be Lessor's obligation to repair the Equipment within sixty (60) days thereof.

c. Rent shall abate for so long as the System Space and/or the Land is untenable or the Equipment or any component thereof is unworkable. If Lessee elects to repair or replace the System Space and/or the Land, this Lease shall remain in effect provided such repairs are completed within the sixty (60) day period.

d. If Lessee shall not have repaired the System Space and/or Land within the sixty (60) days, then at the end of such time Lessor shall, at Lessor's option, either exercise the purchase option detailed in Section 10 below, or terminate the Lease, without further Rent or other financial obligation upon Lessee.

e. If this Lease is terminated by reason of fire or casualty, Rent shall be apportioned and paid to the day of such fire or casualty.

**8. Ownership.** The Equipment and the System are, and shall at all times be and remain, the sole and exclusive property of Lessor; and Lessee shall have no right, title or interest therein or thereto except as expressly set forth in this Lease.

#### **9. Removal of the System/Equipment/Termination Prior to the end of Lease Term.**

a. At the end of a Lease Term, if this Lease is earlier terminated by Lessor, or if the Lease is terminated for cause by Lessee, the cost of removal of the System/Equipment and remediation and repair of the System Space and the Land to their pre-Lease condition shall be borne solely by Lessor. In all cases, such removal of the System/Equipment and remediation and repair of the System Space and the Land shall be completed within sixty (60) days of the last day of the Lease Term or the termination of the Lease, if earlier.

b. If this Lease is terminated by Lessee prior to the end a Lease Term, and the termination is not the result of a material default by Lessor in the performance of its obligations under this Lease, the cost of removal shall be borne by Lessee. However, if termination is the result of a breach of this Lease by Lessor, the cost of removal shall be borne by Lessor.

#### **10. Option to Purchase.**

a. Lessee shall have an option to purchase the Equipment and any alterations, materials or equipment at any time after expiration or termination of the Lease for any reason. Lessee shall give Lessor five (5) days' notice of Lessee's intent to exercise the option and a proposed closing date. Once notice has been given, the parties shall mutually agree on a closing date if other than the date proposed in Lessee's notice.

b. The Fair Market Value purchase price is set at \$147,039. In the event of material changes in the condition of one or more components of the Equipment, the Parties will engage in good faith negotiations regarding the Fair Market Value.



**11. Successors.** All the covenants, agreements, and obligations contained in this Lease shall be binding upon Lessor and Lessee and inure to and be binding upon their respective successors, heirs, executors, administrators and assigns and may be exercised by their attorney or agent.

**12. Entire Agreement.** This Lease constitutes the entire agreement between the parties on the subject matter hereof and it shall not be amended, altered or changed except by a further writing signed by both parties.

**13. Notices.** Service of all notices under this Lease shall be sufficient if given personally or by certified mail, return receipt requested, postage prepaid, at the addresses set forth below, or to such address as such party may provide in writing from time to time.

If to Lessor:

Name: Fire & Ice Consulting, LLC  
Address: 420 E Jefferson, Grand Ledge, MI 48837  
Contact person: Ian Mattoon  
Phone No: 517-243-6375  
E-Mail: imattoon@garlandind.com

If to Lessee:

Name: City of Roosevelt Park  
Address: 900 Oak Ridge Road, Muskegon, MI 49441  
Contact person: Jared D. Olson  
Phone No: 231-755-3721  
E-Mail: JOlson@rooseveltpark.org

**14. Assignment.** Lessor shall assign assets, income, and value of this lease to the lender during the period of the mortgage. As otherwise stated, Lessor shall not assign this Lease or its interest in the Equipment or the System without the prior written consent of Lessee, which shall not be unreasonably withheld if such proposed assignee has the experience and financial ability to perform Lessor's continuing obligations under this Lease. Lessee may assign this Lease to a successor to the Lessee's underlying ownership of the Land without Lessor's consent, but such assignment shall not be effective until Lessor's receipt of written notice and a copy of the assignment and assumption of this Lease.

**15. Governing Law.** This Lease shall be construed and enforced according to laws of the State of Michigan.

**16. Execution in Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.

**17. Exhibit A.** Exhibit A is incorporated herein and made a part hereof.

**18. Remedies.** If a dispute should arise relating to this Lease that after reasonable attempts at resolution results in litigation between the Parties, the prevailing Party in such litigation

shall be entitled to recover from the other Party all of the prevailing Party's court costs and reasonable attorney's fees incurred in connection with the litigation. Nothing in this Lease shall be construed as restricting a Party to this Lease to a particular remedy in case of a breach by the other Party. All remedies available to a Party under this Lease or at law and/or equity are cumulative.

**19. Net Metering.** This Lease is expressly contingent on Lessee being approved by the local utility to participate in its net metering program. Lessor shall assist Lessee in providing information about the Equipment and System necessary to complete any applications for the same. In the event that, at any time during the term of this Agreement, net metering is no longer offered by the local utility, Lessee shall have the option to terminate this Lease upon sixty (60) days' notice to Lessor without further Rent or other financial obligation upon Lessee. In such event, Lessor shall thereafter promptly remove the System/Equipment, and the cost of such removal shall be borne by Lessor.

**20. Renewable Energy Credits/Environmental Attributes.** Lessor shall be solely responsible for all aspects of any Renewable Energy Credits ("RECs") or other environmental attributes associated with the System, and Lessor shall fully indemnify Lessee for any loss sustained by or claims made against Lessee directly or indirectly associated with the RECs or other environmental attributes. However, nothing herein shall prevent Lessee from publicizing its lease of the Equipment or its acquisition of solar generated electricity from the System. Nothing herein shall be construed in any way to subject Lessee to status as a public utility or similarly regulated entity.

**IN WITNESS WHEREOF**, the parties have executed this Lease as of the day and year first above written.

**Lessor:**

Fire & Ice Consulting, LLC

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

Name: Ian Mattoon

Title: Managing Member

**Lessee:**

City of Roosevelt Park

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

Name:

Title:

## EXHIBIT A

### Description of Equipment

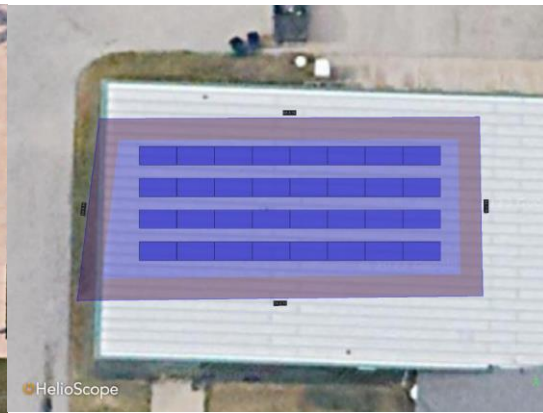
Equipment consists of:

- (79) 430W Mission Solar PV panels
- (40) P1201W SolarEdge optimizers
- (1) 20kW SolarEdge inverter
- (1) 11.4kW SolarEdge Inverter
- IronRidge and S5! Clips Roof mount racking
- Internet based monitoring system

Necessary hook up wiring and devices



City Hall 20.2kW



DPW 13.8kW

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.



THE SENATE  
STATE OF MICHIGAN

**JON BUMSTEAD**

32ND DISTRICT

P.O. BOX 30036

LANSING, MI 48909-7536

PHONE: (517) 373-1635

FAX: (517) 373-3300

senjbumstead@senate.michigan.gov

September 18, 2023

Good morning,

As we start to hear about funding that is awarded to local municipalities around the state, I wanted to send out a reminder regarding state funding that is currently available for infrastructure improvements to local communities.

In Michigan we have two State Revolving Funds (SRF), one for Drinking water projects (DWSRF) and one for clean water projects (CWSRF). These funds give local municipalities an opportunity to receive low interest loan financing that can help assist with construction needs to ensure that water is safe and effluent is taken care of properly.

Drinking water projects can include:

- lead water service line replacement
- treatment plant upgrades
- distribution system improvements

Clean Water projects can include:

- wastewater treatment upgrades
- elimination of combined sewer system overflows
- pumping station improvements
- non-point source pollution projects

If you are currently not in the SRF program, please submit an "Intent to Apply" form by November 1, 2023 to be eligible for 2025 SRF funding. If you need access to the "intent to Apply" form, you can visit EGLE's website at [www.michigan.gov/egle/regulatory-assistance/grants-and-financing/clean-water-state-revolving-fund](http://www.michigan.gov/egle/regulatory-assistance/grants-and-financing/clean-water-state-revolving-fund) or [www.michigan.gov/egle/regulatory-assistance/grants-and-financing/drinking-water-state-revolving-fund](http://www.michigan.gov/egle/regulatory-assistance/grants-and-financing/drinking-water-state-revolving-fund) to download the applicable form.

For more information on this funding, please visit EGLE's Grants and Financing website at [www.michigan.gov/egle/regulatory-assistance/grants-and-financing](http://www.michigan.gov/egle/regulatory-assistance/grants-and-financing). Or you can email EGLE-WIFS@michigan.gov or call at (517) 284-5433.

If you have any further questions, please feel free to contact my office by phone at (517) 373-1635 or by email at SenJBumstead@senate.michigan.gov.

Best Regards,

Jon Bumstead  
State Senator  
32<sup>nd</sup> District

## Jared D. Olson

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**From:** AOL Mail  
**Sent:** Friday, September 15, 2023 9:54 AM  
**To:** Ben S. VanHoeven  
**Cc:** Jared D. Olson  
**Subject:** Note of Thanks

Hey Ben --- Thanks again for the heads up on my excess water usage that you noted --- I isolated the problem to the 2nd floor toilet and changed out the fill valve this morning -- from what I can see, it appears to have resolved the issue. As always, your help is appreciated with this and other areas like the recent sewer back up that we experienced and your fast action to check and resolve.

The service that Jared, You and your entire crew do is really appreciated and I'm sure that it goes unnoticed by many of the residents that take the services provided for granted. My wife and I walk the city almost daily (as weather permits) and see the efforts that your department puts forth --- Keep up the good work

Thanks again

Bob Swanson

1356 W. Norton

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## Jared D. Olson

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**From:** Jared D. Olson  
**Sent:** Thursday, September 21, 2023 3:06 PM  
**To:** 'Elizabeth Rider'  
**Subject:** RE: kudos to 2 stellar employees

Happy Thursday Liz,

I appreciate you taking the time to pass on the Kudos for Kate and Ben. Our community is beyond fortunate to have them on our team and I try my best to make sure they know that their hard work and dedication is noticed and appreciated. In today's day and age, it is sometimes easy to only highlight negatives and bad experiences, which makes your email the highlight of my week. I am just as lucky as our entire community to have them on my team and work alongside them here at City Hall.

I will pass on your note to them both. Thank you so much for passing this along.

Respectfully,

*Jared Olson*

Jared Olson  
City Manager  
City of Roosevelt Park  
231-755-3721 ext. 1954



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**From:** Elizabeth Rider  
**Sent:** Thursday, September 21, 2023 1:59 PM  
**To:** Jared D. Olson <JOlson@rooseveltpark.org>  
**Subject:** kudos to 2 stellar employees

Dear Mr. Olson,

Recently I have had interactions with 2 City employees who deserve to be recognized.

Last week I had to pay my Summer taxes and as I just purchased the property there was some confusion about who was paying what. I went in and spoke with Katie Dibble who was able to straighten it all out and give me the proper amount so I could pay the taxes that day. Katie was professional and knowledgeable about my property and was a pleasure to work with.

Today I called Ben VanHoeven about a street tree which needs to be trimmed up. He answered the phone on the first ring, was able to provide me clear and concise direction and put the tree on the schedule for trimming. He told me

about the trimming process and what to expect. He was cordial on the phone and also a pleasure to work with. I'm looking forward to seeing the tree results in the next few weeks.

Overall, I have had such a wonderful experience with the City of Roosevelt Park. The employees really show credit to themselves and the City; it is a pleasure dealing with the professionals in your organization.

Sincerely,

Liz Rider  
1016 W. Summit

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# FEMA and FCC Plan Nationwide Emergency Alert Test for Oct. 4, 2023

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Release Date: August 3, 2023

## ***Test Messages Will be Sent to All TVs, Radios and Cell Phones***

WASHINGTON -- FEMA, in coordination with the Federal Communications Commission (FCC), will conduct a [nationwide test](#) of the [Emergency Alert System](#) (EAS) and [Wireless Emergency Alerts](#) (WEA) this fall.

The national test will consist of two portions, testing WEA and EAS capabilities. Both tests are scheduled to begin at approximately 2:20 p.m. ET on Wednesday, Oct. 4.

The WEA portion of the test will be directed to all consumer cell phones. This will be the third nationwide test, but the second test to all cellular devices. The test message will display in either English or in Spanish, depending on the language settings of the wireless handset.

The EAS portion of the test will be sent to radios and televisions. This will be the seventh nationwide EAS test.

FEMA and the FCC are coordinating with EAS participants, wireless providers, emergency managers and other stakeholders in preparation for this national test to minimize confusion and to maximize the public safety value of the test.

The purpose of the Oct. 4 test is to ensure that the systems continue to be effective means of warning the public about emergencies, particularly those on the national level. In case the Oct. 4 test is postponed due to widespread severe weather or other significant events, the back-up testing date is Oct. 11.

The WEA portion of the test will be initiated using [FEMA's Integrated Public Alert and Warning System \(IPAWS\)](#), a centralized internet-based system administered by FEMA that enables authorities to send authenticated emergency messages to the public through multiple communications networks. The WEA test will be



**FEMA**

Page 1 of 2

administered via a code sent to cell phones.

This year the EAS message will be disseminated as a Common Alerting Protocol (CAP) message via the Integrated Public Alert and Warning System-Open Platform for Emergency Networks (IPAWS-OPEN).

All wireless phones should receive the message only once. The following can be expected from the nationwide WEA test:

- Beginning at approximately 2:20 p.m. ET, cell towers will broadcast the test for approximately 30 minutes. During this time, WEA-compatible wireless phones that are switched on, within range of an active cell tower, and whose wireless provider participates in WEA, should be capable of receiving the test message.
- For consumers, the message that appears on their phones will read: "THIS IS A TEST of the National Wireless Emergency Alert System. No action is needed."
- Phones with the main menu set to Spanish will display: "ESTA ES UNA PRUEBA del Sistema Nacional de Alerta de Emergencia. No se necesita acción."

WEA alerts are created and sent by authorized federal, state, local, tribal and territorial government agencies through IPAWS to participating wireless providers, which deliver the alerts to compatible handsets in geo-targeted areas. To help ensure that these alerts are accessible to the entire public, including people with disabilities, the alerts are accompanied by a unique tone and vibration.

Important information about the EAS test:

- The EAS portion of the test is scheduled to last approximately one minute and will be conducted with the participation of radio and television broadcasters, cable systems, satellite radio and television providers and wireline video providers.
- The test message will be similar to the regular monthly EAS test messages with which the public is familiar. It will state: "This is a nationwide test of the Emergency Alert System, issued by the Federal Emergency Management Agency, covering the United States from 14:20 to 14:50 hours ET. This is only a test. No action is required by the public."



## Jared D. Olson

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**From:** Michigan Executive Office of the Governor <mieog@govsubscriptions.michigan.gov>  
**Sent:** Thursday, September 21, 2023 2:26 PM  
**To:** Jared D. Olson  
**Subject:** RELEASE: Gov. Whitmer Awards \$21.5 Million for Blight Elimination to Communities Across the State



### FOR IMMEDIATE RELEASE

September 21, 2023

Contact: [press@michigan.gov](mailto:press@michigan.gov)

## Gov. Whitmer Awards \$21.5 Million for Blight Elimination to Communities Across the State

**LANSING, MI** – Today, Governor Gretchen Whitmer awarded \$21.5 million for blight elimination grants to communities across Michigan under next round of the program. The funds are part of \$75 million in blight elimination resources allocated in the bipartisan Fiscal Year 2023 budget to make communities across Michigan more attractive to live and work.

“Eliminating blight frees up space for homes and small businesses and makes our communities safer, better places to live, work, and invest,” said **Governor Whitmer**. “I am grateful to cities and towns across our state who are utilizing these resources to clear blight, supporting economic development and job growth in downtowns and main streets. Let’s keep working together to help more families and businesses ‘make it’ in Michigan and make long overdue investments to foster stronger, healthier, and more vibrant communities.”

The bipartisan FY 2023 Budget appropriated \$75 million to the State Land Bank Authority (SLBA) to help the state build safer, more prosperous communities and convert underutilized land into productive space.

Earlier this year, round one of the program provided nearly \$8 million in grant funding to address 198 properties across Michigan. Of those properties, 159 will be demolished, 37 will be stabilized and two grants provide gap funding for an environmental remediation project.

Most recently, round two provided a competitive grant process with \$13.5 million awarded to 43 counties for demolition, renovation, and stabilization of blighted properties. Details of the awards made in Rounds 1 and 2 are available on the State Land Bank website.

“We are in the midst of one of the greatest land banking and blight elimination investments in our state’s history,” said **Susan Corbin**, director of the Michigan Department of Labor and Economic Opportunity and chair of the State Land Bank Board of Directors. “As we continue to progress with the deployment of these funds, we are focused on

transforming the physical landscape of our state and breathing new life into neglected areas – ultimately helping us create opportunities for businesses and communities to thrive, new jobs to emerge and our economy to grow well into the future.”

Moving forward, round 3 will consist of issuing grant agreements for county and city land banks. Round 4 will be strictly competitive and will be released around Oct. 1, 2023. Funds awarded under Rounds 3 and 4 must have the dollars obligated by August 1, 2024 and projects completed by September 30, 2026.

“The deployment of each round of blight elimination funding represents a powerful step towards our vision and focus on stabilizing neighborhoods, repurposing and redeveloping properties, building more equitable communities, creating more options for affordable housing and improving the overall quality of life for Michiganders,” **Corbin** added. “The State Land Bank Authority continues to be dedicated to ensuring these critical resources are leveraged effectively.”

To learn more about the SLBA’s efforts to improve communities across Michigan, visit [Michigan.gov/landbank](https://Michigan.gov/landbank).

###

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**CITY OF ROOSEVELT PARK  
RECREATION AND PARKS COMMISSION  
MEETING MINUTES**

**September 26, 2023**

This meeting was called to order by Commission Chair Crossno at 6:04 p.m.

**PRESENT:** Noah Crossno, Lauren Biksacky, Jessica Lambert, Jeff Grossenbacher, Tiffany Dugger,  
Mayor Aaron Langlois

**ABSENT:** Lauren Biksacky, Karly Smothers

**STAFF:** City Manager Jared Olson

Approval of Agenda: Motion by Langlois and seconded by Grossenbacher to approve agenda as presented. Motion carried unanimously.

Approval of Meeting Minutes- August 22, 2023: Motion made by Grossenbacher and seconded by Langlois to approve the Minutes. Motion carried unanimously.

**NEW BUSINESS**

**Item A-** Movies in the Park Event- Board members and staff discussed the overwhelming success of the event. Weather was great and helped with turnout. All involved enjoyed their time.

**Item B-** Wells Park Playground is underway and install happening over the next few weeks.

**Item C-** Little Library project for 2024 discussed with city purchasing material, volunteers building, and local teams painting the little libraries. Could be an “adopt a library” project for each park.

**Item D-** Park projects for 2024 were discussed with Post Road, Haverhill Park (Carsell), and a possible joint funded dog park discussed. Also discussed minor upgrades to Fordham Park to “finish” it. Will be an agenda item for October.

**Item E-** Several grant submittals have occurred and waiting for results.

**PUBLIC COMMENT**

-None

**ADJOURNMENT**

-Motion by Grossenbacher to adjourn at 7:04 pm. Carried unanimously.

Minutes Submitted by City Manager/Commission Secretary Olson



## City of Roosevelt Park Planning Commission

### Meeting Minutes September 25, 2023

This meeting was called to order by Commissioner Bob Jakubowski at 6:00 p.m.

**PRESENT:** Commissioners: Mayor Aaron Langlois, Michael Sutton, City Manager Jared Olson, Donald Nilson-Hinton, Amber Weerstra-Berdinski, Joshua Ohst, Tyra Jonas

**ABSENT:** Richard Isacson

2023-043 **Roll Call**  
City Clerk Ann Wisniewski called roll call.

2023-044 **APPROVAL OF MINUTES:**  
City Manager Olson moved to accept the minutes of the May 22, 2023 meeting. This motion was supported by Mayor Langlois and carried unanimously.

2023-045 **PUBLIC HEARING:**  
None

2023-046 **UNFINISHED BUSINESS:**  
None

2023-047 **NEW BUSINESS:**  
**6A. Site Plan Review for 3145 Henry St. – Consumers Credit Union**  
Commissioner Jonas moved to accept the site plan for 3145 Henry Street with the addition of fencing along the south side of the property adjacent to the neighboring property and a sidewalk from Cranbrook. This motion was supported by Mayor Pro Tem Sutton.  
Roll Call: 8 Ayes, 0 Nays, 1 Absent (Isacson) Motion Carries

2023-048 **COMMISSION MEMBERS QUESTIONS/COMMENTS:**

Commissioners asked questions.

2023-049 **PUBLIC COMMENT:**

None

2023-050 **ADJOURNMENT:**

The meeting was adjourned at 6:33 p.m.

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Ann Wisniewski, City Clerk