



# CITY OF ROOSEVELT PARK CITY COUNCIL MEETING

## AGENDA

November 11, 2024

6:15 p.m.

1. Council Work Session
2. Call to Order and Roll Call
3. Pledge of Allegiance
4. Invocation by Mayor Pro-Tem Sutton
5. Public Comment on Agenda Items
6. Approval of Consent Agenda
  - a. Regular Agenda
  - b. Minutes October 21, 2024- Regular City Council Meeting
  - c. List of Bills
7. Unfinished Business
8. New Business
  - A. 2025 City Parks and Recreation/Community Plan Bids- Council Approval
  - B. Residential Waste Hauling RFP Bids-Council Approval
  - C. Ad-Hoc Senior Millage Committee-Meeting Time and Date
  - D. Councilmember Item Submittal
  - E. Oath of Offices-Councilmember Seats
9. Public Comment
  - Please state your name and 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: November 7, 2024  
Subject: **Monday, November 11, 2024**– CITY COUNCIL MEETING

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

## COUNCIL WORK SESSION:

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

## COUNCIL MEETING:

- a. **2025 City Parks and Recreation/Community Plan Bids**- Council Approval- As was approved in the FY2025 budget, an RFP was issued for planning services in relation the statutory five-year update of the Citywide Master Plan and the City Parks and Recreation plan. Two bids were submitted in response to the requests.
- b. **Residential Waste Hauling RFP Response-Council Approval**- As discussed and included within the upcoming and future fiscal years, a new contract for waste/recycling/compost services is needed and thus an RFP was drafted and issued. Three West Michigan firms submitted formal proposals for a new five-year contract structured similar to the previous ten-year contract. That information is included in the attachments.
- c. **Ad Hoc Senior Millage Committee-Set Meeting Time and Date**- The first meeting of our upcoming fiscal year needs to be set as the FY 2025 Senior Millage fund announcement was sent out and our FY 24 items have all been completed. Staff is recommending mid-December or even the beginning of January for this first meeting.
- d. **Councilmember Agenda Item Submittal**- Councilmember Johnson submitted a written request for an item to be placed on the active agenda. That email and information submitted is included.
- e. **Oath of Offices-Councilmember Seats**- As per the charter and the November 5<sup>th</sup> election, two city council positions were on the ballot and the two electors on the ballot were elected with no write-in candidates submitting the required info. As the election is over and the results unofficially published, the two candidates can take the oath of office. However, they cannot take part in formal board action until the Muskegon County Board of Canvassers certifies the election in the coming week or so. Once certified by the Muskegon County Canvassers, the councilmembers elect will officially hold office (Hopefully well before the November 25<sup>th</sup> meeting).

If you have questions, please contact me.



**CITY OF ROOSEVELT PARK  
CITY COUNCIL  
MEETING MINUTES  
October 21, 2024**

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

**PRESENT:** Council Members: Mayor Pro-Tem Michael Sutton, Noah Crossno, Diane Goodman, Stacey Burmeister, Matt Johnson

**STAFF:** City Attorney Brennen Gorman, City Clerk Ann Wisniewski, City Treasurer Kate Dibble, Police Chief Shawn Bride

**ABSENT:** Fawn Cruz

**UNFINISHED BUSINESS**

- Muskegon Area Transit- Articles of Incorporation/Jim Koens

**WORK SESSION**

**Council discussed Agenda Items:**

- Council Member Goodman written request
- 2025 Playground Grant Acceptance and Project Approval
- BS & A Systems Payment Processing – Contract Authorization
- Muskegon Area Transit – Board of Directors Appointments
- Resolution of Appreciation – Councilmember Cruz
- Resolution of Appreciation- Michael Ciulis
- Finance Committee Meeting – Set Meeting Time and Date
- List of Bills

**Special Guests:**

- None

**Mayor Langlois called the Council meeting to order at 6:52 p.m.**

**2024-194**      **ROLL CALL**  
City Clerk Ann Wisniewski called roll call.

**2024-195**      **INVOCATION**  
Council Member Johnson provided the Invocation.

**2024-196**      **PUBLIC COMMENT ON AGENDA ITEMS**  
None

**2024-197**      **CONSENT AGENDA**

A motion was made by Council Member Crossno to approve the consent agenda as written. This motion was supported by Council Member Burmeister.  
Roll Call: 6 Ayes, 0 Nays, 1 absent (Cruz) - Motion Passes

**2024-198**

**UNFINISHED BUSINESS**

Muskegon Area Transit – Articles of Incorporation  
Mayor Langlois moved to approve the articles of incorporation for the MATS System and become part of the Intergovernmental Agreement from 2024 FY through FY 2028. This motion was supported by Council member Goodman.  
Roll Call: 6 Ayes, 0 Nays, 1 absent (Cruz) – Motion Passes

**2024-199**

**NEW BUSINESS**

**8A. 2025 Playground Grant Acceptance and Project Approval**

Council Member Crossno moved to approve the acceptance of the Gametime Play grant in the amount of \$83,518.48 and approve the attached design from Sinclair Recreation. This motion was supported by Council Member Burmeister.  
Roll Call: 6 Ayes, 0 Nays, 1 absent (Cruz) - Motion Passes

**8B. BS & A Systems Payment Processing – Contract Authorization**

Council Member Burmeister moved to approve the BS & A systems addendum and Authorize staff to move forward with the changeover in payment processors. This Motion was supported by Council Member Mayor Pro-Tem Sutton.  
Roll Call: 6 Ayes, 0 Nays, 1 Absent (Cruz) – Motion Passes

**8C. Muskegon Area Transit – Board of Directors Appointment**

Mayor Pro Tem Sutton moved to table appointing board members to this board until The next Council meeting in November. This motion was supported by the Council Member Johnson.  
Roll Call: 6 Ayes, 0 Nays, 1 Absent (Cruz) – Motion Passes

**8D. Resolution of Appreciation – Councilmember Fawn Cruz**

Council member Johnson moved to approve the resolution of Appreciation for Fawn Cruz. This motion was supported by Council Member Goodman.  
Roll Call: 6 Ayes, 0 Nays, 1 Absent (Cruz) – Motion Passes

**8E. Resolution of Appreciation – Michael Ciulis**

Council Member Goodman moved to approve the Resolution of Appreciation for Michael Ciulis. This motion was supported by Council Member Johnson.  
Roll Call: 6 Ayes, 0 Nays, 1 Absent (Cruz)- Motion Passes

**8F. Finance and Personnel Committee – Set Time and Date**

Council Member Crossno moved to set the next meeting of the Finance and Personnel Committee for Thursday November 7, 2024, at 4:30 pm at City Hall. This Motion was supported by Council Member Burmeister.  
Roll Call: 6 Ayes, 0 Nays, 1 Absent (Cruz) – Motion Passes.

**2024-200**      **PUBLIC COMMENTS**  
Grant Holt 3271 Henry Street ATax – Shared comments

**2024-201**      **COUNCIL COMMENTS**  
Council members shared comments.

**2024-202**      **DEPARTMENT HEAD REPORTS**  
Department heads shared comments.

**2024-203**      **ADJOURNMENT**  
Mayor Langlois moved to adjourn the meeting at 7:25 p.m. This motion was supported by Council Member Mayor Pro Tem Sutton and carried unanimously.

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Ann Wisniewski, City Clerk



**CITY OF ROOSEVELT PARK**

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

**COUNCIL LIST**

CHECK NUMBER	VENDOR NAME	DESCRIPTION	Invoice #	INVOICE AMT
24 (S)	BANK OF AMERICA BUSINESS CARD	HALLOWEEN CANDY	103124	35.76
		RETURN OF FEE	CREDIT	(35.76)
			<b>Check Total</b>	<b>0.00</b>
5011 (E)	ADVANCE AUTO PARTS	OIL	538242969067	19.58
		OIL/FILTERS	538242992226	232.79
		OIL	538243102002	25.99
			<b>Check Total</b>	<b>278.36</b>
5012 (E)	BANK OF AMERICA BUSINESS CARD	MANILA ENVELOPES	113-0080053-	45.98
		ROOM DIVIDERS - ELECTIONS	113-6550540-	136.48
		NITRILE GLOVES - PD	113-9758839-	18.84
		PD WEAPONS TRAINING SUPPLIES	113-0156395-	420.80
		DPW TRAFFIC SAFETY JACKET	113-3814971-	37.00
		NOTEPADS	113-8803052-	10.48
		DPW TRAFFIC SAFETY JACKETS	113-8894599-	108.75
		ELECTION LUNCH	308394567203	138.54
		CERT PUBLIC FINANCE INVESTMENT TRAINING	29576	299.00
		STAPLE RETURN	RETURN	(2.39)
			<b>Check Total</b>	<b>1,213.48</b>
5014 (E)	BANK OF AMERICA BUSINESS CARD	ELECTION WORKER FOOD	110424	17.52
		ELECTION WORKER DINNER	110524	88.80
			<b>Check Total</b>	<b>106.32</b>
5015 (E)	BANK OF AMERICA BUSINESS CARD	EQUIPMENT REPAIR - TIRE	1-125956	6.15
			<b>Check Total</b>	<b>6.15</b>
5016 (E)	BANK OF AMERICA BUSINESS CARD	PD EQUIP - BOOTS - BRIDE	4473707	129.20
			<b>Check Total</b>	<b>129.20</b>
5017 (E)	CITY OF MUSKEGON-WATER DEPT	WATER USE - ACCT # 199340001	092424	9,716.94
		WATER USE - ACCT # 199340201	100724	43,843.55
		SEWER ACCT # 199342601	100424	193.92
		SEWER ACCT # 199342701	100724	6.19
		SEWER ACCT # 199342801	100724	62.51
			<b>Check Total</b>	<b>53,823.11</b>
5018 (E)	CLASSIC STAMP & SIGNS	DDA NAME PLATE - BOURDO	80576	12.00
			<b>Check Total</b>	<b>12.00</b>
5019 (E)	CONSUMERS ENERGY	1000 0015 6057 936 OAKRIDGE GUL 2	206081099244	2,034.72
			<b>Check Total</b>	<b>2,034.72</b>
5020 (E)	CONSUMERS ENERGY	1000 0017 0686 3106 ROOSEVELT RD	206525786987	19.35
			<b>Check Total</b>	<b>19.35</b>
5021 (E)	CONSUMERS ENERGY	1000 0038 5011 TRAFFIC LIGHTS	206881545651	245.40
			<b>Check Total</b>	<b>245.40</b>
5022 (E)	CONSUMERS ENERGY	1030 2926 0835 49441 LED LIGHT RD	205369243641	1,883.65
			<b>Check Total</b>	<b>1,883.65</b>
5023 (E)	ETNA SUPPLY COMPANY			



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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
		WATER SERVICE SUPPLIES	S105953985.0	122.00
			<b>Check Total</b>	<b>122.00</b>
5024 (E)	FRONTIER	INTERNET - GARAGE	102024	48.32
			<b>Check Total</b>	<b>48.32</b>
5025 (E)	LEAF	COPY MACHINES	17355000	148.53
			<b>Check Total</b>	<b>148.53</b>
5026 (E)	LINDE GAS & EQUIPMENT	ACETYLENE	45893414	53.00
			<b>Check Total</b>	<b>53.00</b>
5027 (E)	MET LIFE	LIFE INSURANCE	110124	346.26
			<b>Check Total</b>	<b>346.26</b>
5028 (E)	WEX BANK	GAS (DPW 421.378, PD 509.292)	100760775	2,535.52
			<b>Check Total</b>	<b>2,535.52</b>
5029 (A)	ASPHALT PAVING, INC.	LOCAL STREETS PATCHING	API-0004715	800.00
		ASHLAND-BROADWAY TO OAKRIDGE RESURFACING	API-0004718	32,100.00
			<b>Check Total</b>	<b>32,900.00</b>
5030 (A)	EJ USA INC	HYDRANTS	110240079309	6,899.44
			<b>Check Total</b>	<b>6,899.44</b>
5031 (A)	EMERGENCY SERVICES LLC	VEHICLE MAINTENANCE - DEC	21884	800.00
			<b>Check Total</b>	<b>800.00</b>
5032 (A)	FLEX ADMINISTRATORS, INC.	FLEXIBLE SPENDING ACCOUNT ADMINISTRATION	1230016	43.50
		FLEX ADMINISTRATION ANNUAL FEE	367997	175.00
			<b>Check Total</b>	<b>218.50</b>
5033 (A)	HART INTERCIVIC	ELECTION EQUIPMENT SUPPORT 2025	415	1,086.22
			<b>Check Total</b>	<b>1,086.22</b>
5034 (A)	KENT COMMUNICATIONS INC	TAX POSTAGE	WINTERTAX	784.00
		POSTAGE - SENIOR MILLAGE MEAL POSTCARDS,	8876-162568	1,059.96
		BALLOT POSTAGE	88761-162081	2.55
			<b>Check Total</b>	<b>1,846.51</b>
5035 (A)	KERKSTRA PORTABLE RESTROOMS	PORTABLE RESTROOMS	258243	210.00
			<b>Check Total</b>	<b>210.00</b>
5036 (A)	MCU CONSTRUCTION	SIDEWALK REPAIRS	681065	2,766.00
			<b>Check Total</b>	<b>2,766.00</b>
5037 (A)	MUSKEGON CENTRAL DISPATCH 911	NOV DISPATCH FEES	2400002246	4,016.92
		FY 25 PHONE AND NETWORK FEE	2400002293	1,812.80
		FY 25 PD PHONE AND NETWORK FEES	2400002294	1,283.70
		IT SERVICES - NOV	2400002302	447.43
			<b>Check Total</b>	<b>7,560.85</b>
5038 (A)	MUSKEGON CHARTER TOWNSHIP	CROSS CONNECTION INSPECTIONS - SEPT	2400016161	275.00



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CHECK NUMBER	VENDOR NAME	DESCRIPTION	Invoice #	INVOICE AMT
			<b>Check Total</b>	<b>275.00</b>
5039 (A)	MUSKEGON CNTY TREASURER			
		WASTE WATER/BOND PMTS	093024	35,100.00
		ASSESSING OCT-DEC	0000205850	8,579.00
			<b>Check Total</b>	<b>43,679.00</b>
5040 (A)	PARMENTER LAW			
		GENERAL LEGAL	284341	120.00
		GENERAL LEGAL	285309	795.50
		PROSECUTIONS	285310	291.50
		TAX APPEAL	285311	326.00
			<b>Check Total</b>	<b>1,533.00</b>
5041 (A)	PLANTENGA'S CLEANERS			
		PD UNIFORM CLEANING	102024	12.00
			<b>Check Total</b>	<b>12.00</b>
5042 (A)	REPUBLIC SERVICES # 240			
		OCT WASTE REMOVAL	0240-	16,001.25
			<b>Check Total</b>	<b>16,001.25</b>
5043 (A)	VERPLANK TRUCKING CO.			
		DOLOMITE - MAJOR STREETS	0560797	376.28
		FILL SAND - WATER	0560798	99.90
			<b>Check Total</b>	<b>476.18</b>
5044 (A)	WEST MICHIGAN DOCUMENT SHREDDING			
		SHREDDING SERVICES	149124	42.00
			<b>Check Total</b>	<b>42.00</b>
5045 (A)	WEST MICHIGAN UNIFORM			
		DPW UNIFORM CLEANING	5863961	50.00
		DPW UNIFORM CLEANING	5865730	50.00
		DPW UNIFORM CLEANING	5867542	50.00
		DPW UNIFORM CLEANING	5869310	50.00
			<b>Check Total</b>	<b>200.00</b>
5047 (A)	WINDEMULLER			
		TRAFFIC SIGNAL MAINTENANCE - OCT	239123	368.40
			<b>Check Total</b>	<b>368.40</b>
38446	AAA LAWN CARE INC			
		FALL FERTILIZING	1961549	320.00
			<b>Check Total</b>	<b>320.00</b>
38447	ACE HARDWARE			
		10 IN CHAINS	149855/1	57.38
			<b>Check Total</b>	<b>57.38</b>
38448	ASHLEY IRRIGATION			
		IRRIGATION REPAIR	13997	1,672.20
			<b>Check Total</b>	<b>1,672.20</b>
38451	DETROIT LEGAL NEWS			
		RFP - MASTER PLANS	1831467	72.00
		RFP - WASTE REMOVAL	1831468	36.00
			<b>Check Total</b>	<b>108.00</b>
38452	FRUITPORT CHARTER TOWNSHIP			
		2024 DEFERMENT PUBLISHING	24DEFERMENT	20.93
			<b>Check Total</b>	<b>20.93</b>
38453	MICHIGAN MUNICIPAL TREASURERS ASSOC			
		MMTA MEMBERSHIP 2025	10769	99.00
			<b>Check Total</b>	<b>99.00</b>
38454	PAUL SCHULTZ TRUCKING AND EXCAVATIN			





# CITY OF ROOSEVELT PARK

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

# COUNCIL LIST

Thursday, November 07, 2024

CHECK NUMBER	VENDOR NAME	DESCRIPTION	Invoice #	INVOICE AMT
		TOP SOIL	7515	230.00
			<b>Check Total</b>	<b>230.00</b>
38455	RYDER, RAY	DENTAL REIMBURSEMENT	DENTAL2024	16.88
			<b>Check Total</b>	<b>16.88</b>
38456	SITEONE LANDSCAPE SUPPLY, LLC	GRASS SEED	147839570-	125.94
			<b>Check Total</b>	<b>125.94</b>
38457	STATE OF MICHIGAN - EGLE	WATER SUPPLY ANNUAL FEE	761-11240180	1,293.38
			<b>Check Total</b>	<b>1,293.38</b>
38458	CITY SEWER AND DRAIN	SEWER CLEANING - SENIOR MILLAGE	13961	325.00
		SENIOR MILLAGE SEWER CLEANING - 2923 WES	13987	325.00
			<b>Check Total</b>	<b>650.00</b>
38459	D & J SEWER CLEANERS	WATER SERVICE - 3049 ROOSEVELT	8489	1,385.00
		WATER LINE REPLACEMENT - 3043 ROOSEVELT	8490	1,385.00
		WATER SERVICE REPLACEMENT - 1279 W SUMMI	8491	1,385.00
			<b>Check Total</b>	<b>4,155.00</b>
			<b>Report Total</b>	<b>188,628.43</b>



Agenda Item \_\_WS\_\_\_\_\_

**CITY OF ROOSEVELT PARK  
CITY COUNCIL  
WORK SESSION  
November 11, 2024**

<b>Item:</b> Councilmember Request	<b>Date:</b> November 11, 2024
<b>Summary:</b> Attached is a written request from City Councilmember Johnson to have an item of discussion placed on the work session agenda.	
<b>Signature:</b>	<b>Title:</b> City Manager

## Jared D. Olson

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**From:** Matt Z. Johnson  
**Sent:** Monday, November 4, 2024 8:28 PM  
**To:** Jared D. Olson  
**Subject:** Agenda Item  
**Attachments:** Backyard chickens now legally allowed in city of Muskegon neighborhoods - mlive.com.pdf

Hi Jared,

Would you please include the attached article for discussion in our next work session agenda ("Backyard chickens now legally allowed in City of Muskegon neighborhoods")? I've heard from some RP residents that there is interest in moving in a similar direction following the lead of the City of Muskegon. I think it's worth discussing since chickens are nice as pets but most of all they are important for children to learn about caregiving and responsibility, the animal life cycle, and where food comes from. And of course children take great joy in interacting with animals including chickens. If you have any further details about the policy the CoM has put into place, that may help since the article is fairly general.

Best,

Matt

**MUSKEGON**

# Backyard chickens now legally allowed in city of Muskegon neighborhoods

Updated: Feb. 26, 2024, 10:24 a.m. | Published: Feb. 23, 2024, 2:52 p.m.



Chickens can now legally be kept in residential back yards in Muskegon, provided citizens get the proper approvals. Ryan Stanton file photo | For MLive.com



By [Lynn Moore](#) | [Imoore8@mlive.com](mailto:Imoore8@mlive.com)

MUSKEGON, MI – Chickens can now legally be kept in residential backyards in Muskegon, provided citizens get the proper approvals.

The city commission has approved an amendment to the city's code of ordinances that allows up to six hens at homes in residential neighborhoods.

Previously, the city ordinance allowed one pet chicken – a hen or rooster -- be kept in a pen at least 25 feet from any dwelling. However, city officials noted that residents already have been keeping multiple chickens in violation of the previous ordinance.

“The city commission wanted to move this forward from a food security, an independence and sustainability issue,” Mayor Ken Johnson said at a recent planning commission meeting.

The change in ordinance comes as raising backyard chickens has become increasingly popular. Muskegon officials began discussing a revised policy back in November 2022 and not all commissioners were at first in favor of allowing them.

But Johnson noted during a discussion in April 2023, that feedback he heard from residents was “pretty overwhelmingly positive.”

At that time, Commissioner Rebecca St. Clair said she had constituents asking when the commission was going to revise the policy. When she sought opinions on Facebook, there was significant response, none of it negative, St. Clair said.

Residents can raise chickens for eggs – hens lay about six per week -- or for their meat. In Muskegon, roosters are not allowed to be kept in backyards.

Property must be at least 3,000 square feet and in certain zoning districts, including single and two-family residential districts and urban and lakeside residential districts.

With passage of the new ordinance, the city planning commission recently recommended rules for required chicken coops.

Those include requirements that they be detached from the principal residence; take up no more than half the rear yard; be at least 5 feet from the property line, 25 feet from any neighboring home and 6 feet from the principal residence; and be no taller than 10 feet.

Coops would have to be fenced or covered and include a feeding container. No ground feeding is allowed.

Residents will have to apply for a \$30 permit to have a coop.

While the city commission approved the new ordinance unanimously, some planning commissioners weren't overwhelmingly positive about it.

Planning Commissioner Steve Gawron noted "issues" with chickens that range from "avian flu to smells, other disease and cleanliness."

Planning Commissioner Jill Montgomery-Keast said she was "disappointed" the city commission approved the ordinance because enforcement of the keeping of chickens was "uncontrolled" when they weren't allowed.

Montgomery-Keast said a home near hers in the Lakeside Neighborhood keeps chickens that are "extremely loud."

"They make a lot of noises all the time," she said. "And then the dogs bark of course because chickens are making all this noise."

Johnson responded that he had a next-door neighbor who kept four to eight hens in violation of the previous ordinance.

"The noise problem from the hens to me wasn't problematic," the mayor said. "I heard clucking a little bit, but it wasn't excessive."

*Want more Muskegon area news? Bookmark the local [Muskegon news page](#) or sign up for the free ["3@3 Muskegon"](#) daily newsletter.*

**Also on MLive:**

[Conflict of interest, disagreement paves way for senior high-rise, other Muskegon projects](#)

[\\$20M state grant will help improve Muskegon Heights' water system](#)

[Can't afford waterfront views? Rent an office overlooking Muskegon Lake](#)

# WATCH MUSKEGON

## Agenda Item Review Form Muskegon City Commission

<b>Commission Meeting Date:</b> February 13, 2024	<b>Title:</b> Chicken Ordinance															
<b>Submitted by:</b> Mike Franzak, Planning Director	<b>Department:</b> Planning															
<p><b>Brief Summary:</b> Request to amend the Animals section of the City Code of Ordinances to allow residents to keep up to six chickens at their residence, under certain conditions.</p>																
<p><b>Detailed Summary &amp; Background:</b> The ordinance would allow residents to keep up to six female chickens (no roosters) on a residential parcel that has at least 3,000 sf. The property must be located in a zoning district that allows for single family houses, duplexes, triplexes or quadplexes (Single Family Residential, RT, FBC-UR or FBC-LR). The chickens must be kept in a coop, which shall be in a fenced or covered enclosure, and must contain a feeding container. Chicken coops must be approved by the Zoning Administrator through the development permit process.</p>																
<p><b>Goal/Focus Area/Action Item Addressed:</b></p> <p><b>Key Focus Areas:</b></p> <p><b>Goal/Action Item:</b></p>																
<p><b>Amount Requested:</b> N/A</p>	<p><b>Budgeted Item:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Yes</td> <td style="width: 25%;"></td> <td style="width: 25%;">No</td> <td style="width: 25%;"></td> <td style="width: 25%;">N/A</td> <td style="width: 25%;"></td> <td style="width: 25%;">X</td> <td style="width: 25%;"></td> </tr> </table>	Yes		No		N/A		X								
Yes		No		N/A		X										
<p><b>Fund(s) or Account(s):</b> N/A</p>	<p><b>Budget Amendment Needed:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Yes</td> <td style="width: 25%;"></td> <td style="width: 25%;">No</td> <td style="width: 25%;"></td> <td style="width: 25%;">N/A</td> <td style="width: 25%;"></td> <td style="width: 25%;">X</td> <td style="width: 25%;"></td> </tr> </table>	Yes		No		N/A		X								
Yes		No		N/A		X										
<p><b>Recommended Motion:</b> Approve the amendments to the Animal ordinance to allow for regulations on keeping chickens.</p>																
<p><b>Approvals:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Immediate Division Head</td> <td style="width: 10%; text-align: center;">X</td> <td style="width: 20%;"></td> </tr> <tr> <td>Information Technology</td> <td></td> <td></td> </tr> <tr> <td>Other Division Heads</td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td>Communication</td> <td></td> <td></td> </tr> <tr> <td>Legal Review</td> <td style="text-align: center;">X</td> <td></td> </tr> </table>	Immediate Division Head	X		Information Technology			Other Division Heads	X		Communication			Legal Review	X		<p><b>Guest(s) Invited / Presenting:</b></p> <p style="text-align: center;">No</p>
Immediate Division Head	X															
Information Technology																
Other Division Heads	X															
Communication																
Legal Review	X															





**City of Muskegon  
Muskegon County, Michigan  
Ordinance Amendment No. \_\_\_\_\_**

THE CITY OF MUSKEGON HEREBY ORDAINS:

**Sec. 6-17. Livestock and poultry.**

- (a) Except as provided in this section, no livestock shall be kept in the city.
- (b) No live poultry, excluding chickens kept pursuant to section (f) below, shall be kept in the city.
- (c) No more than two (2) rabbits shall be kept on any premises in the city. The two (2) rabbits which may be kept at premises shall be in a pen located at least 25 feet from any dwelling and constructed and maintained in accordance with standards published in the industry or by a 4-H organization.
- (d) No wild animal shall be kept permanently or temporarily in the city unless affiliated with a transient circus or carnival having all required permits to operate in the city, or a licensed zoo.
- (e) Education Exception
  1. Upon submission of a site plan and approval by the Planning Commission, an educational institution may keep a limited number of livestock, poultry, fowl, rabbits and other animals for educational purposes.
  2. An “educational institutional” for purposes of this ordinance is defined as an accredited educational institution, such as a school within the Muskegon Area Intermediate School District, an elementary, intermediate, and/or secondary school, college, university or other such institution of higher learning, public and private, offering courses in general, technical or religious education, not operated for profit and in full compliance with the City’s Zoning Ordinance.
  3. Measures must be taken to ensure that the livestock and other animals are not a nuisance to neighboring properties for any reason, including the noise, smell, disease or danger that they may cause.
  4. All livestock and other animals must be located at least 25 feet from any dwelling.
  5. All state and federal laws and regulations pertaining to the housing and care of animals shall be followed. In addition, the program using the animals as part of its educational curriculum must comply with the career tech program guidelines and regulations.

(f) Keeping of Chickens

1. Up to six (6) female chickens may be kept on a tax parcel having at least 3,000 square feet and located in a Single-Family Residential District, RT Two Family Residential District, Form Based Code, Urban Residential District or Form Based Code, Lakeside Residential District. Roosters may not be kept in the city.
2. The female chickens shall be kept in a chicken coop, which shall be in a fenced or covered enclosure. The fenced or covered enclosure shall comply with setback requirements established in the City's Zoning Ordinance and shall not cover more than 50% of the rear yard. All aspects of the fenced or covered enclosure shall be as provided for in a development permit approved by the Planning Department and shall be repaired and maintained in a manner resistant to predators.
3. In addition to the chicken coop, the fenced or covered enclosure shall contain a feeding container. Ground feeding is prohibited. All unused or unconsumed food shall be adequately secured and stored after every feeding. All unused or unconsumed food shall not be left open to or accessible by other animals.
4. The keeping of chickens shall be done in such a manner that all health and safety standards of the City's Property Maintenance Code are satisfied.

(g) Violation and Penalties

1. The owner and occupant of a tax parcel shall insure compliance with all provisions of this Section.
2. Any person who violates any provision of this Section shall be responsible for a municipal civil infraction.

(h) Civil Remedies for Violation

1. In case any dwelling, property, chicken coop, fenced or covered enclosure, or feeding container is maintained in violation of any provision of this Section, the city may institute an action in circuit court to prevent such unlawful maintenance; to restrain correct or abate such violation or nuisance, or to prevent conduct on such tax parcel.
2. The judgement of the court in such cause may direct the correction, repair or rehabilitation of the dwelling or building or the abatement of the violation, may authorize a reasonable time within which the defendant may make such

correction or abatement and may authorize the city to execute and carry out the provisions of the judgment in case of default of the defendant. Whenever the city has incurred any expense in the enforcement of this article or in obtaining a judgement of the court or if inspection fees are due, such expenses and fees may be recovered.

3. The city shall have a lien upon the premises for all fees due and amounts expended to correct, repair, rehabilitate or abate a condition or violation thereon and for expenses necessarily incurred in the obtaining and executing of a judgment, which shall be a lien placed on the tax parcel and may be placed on the tax bill and have priority over all other liens or encumbrances except taxes or assessments may be enforced by levy as in the case of real property taxes, by personal action or judicial foreclosure. The lien shall be effective on the date billed by the city.
4. In any action instituted by the city under this section, the city attorney may file in the office of the register of deeds of the county a notice of the pendency of the action or proceedings. A notice may be filed as the time of the commencement of the action or proceeding or at any time thereafter before final judgment or order or at any time after the service of any notice or order issued by the city. The notice shall have the same force and effect as a lis pendens. Such notice may be vacated upon the order of the judge of the court in which the action or proceeding was instituted or is pending or by consent in writing of the city of the city attorney.

This Ordinance Adopted:

Ayes: \_\_\_\_\_  
Nays: \_\_\_\_\_

Adoption Date: \_\_\_\_\_  
Effective Date: \_\_\_\_\_  
First Reading: \_\_\_\_\_  
Second Reading: \_\_\_\_\_

CITY OF MUSKEGON

By: \_\_\_\_\_  
Ann Marie Meisch, MMC  
Clerk, City of Muskegon

CERTIFICATE

The undersigned, being the duly qualified clerk of the City of Muskegon, Muskegon County, Michigan, does hereby certify that the foregoing is a true and complete copy of an ordinance adopted by the City Commission of the City of Muskegon, at a regular meeting of the City Commission on the \_\_\_\_\_ day of \_\_\_\_\_, 2024 at which meeting a quorum was present and remained throughout, and that the original of said ordinance is on file in the records of the City of Muskegon. I further certify that the meeting was conducted, and public notice was given, pursuant to, and in full compliance with Act No. 267, Public Acts of Michigan of 1976, as amended, and that minutes were kept and will be, or have been made available as required thereby.

CITY OF MUSKEGON

Published: \_\_\_\_\_, 2024

By: \_\_\_\_\_  
Ann Marie Meisch, MCC  
Clerk, City of Muskegon

Publish: Notice of Adoption to be published once within ten (10) days of final adoption.

**CITY OF MUSKEGON  
NOTICE OF ADOPTION**

TO: ALL PERSONS INTERESTED

Please take notice that on \_\_\_\_\_, 2024 the City Commission of the City of Muskegon adopted an amendment to Chapter 6 “Animals”, whereby the following changes were made:

- (f) Was added to permit the keeping of up to six (6) chickens under certain conditions and in certain zoning districts.

Copies of the ordinance may be viewed and purchased at reasonable cost at the Office of the City Clerk in the City Hall, 933 Terrace Street, Muskegon, Michigan, 49440 during regular business hours.

This ordinance amendment is effective ten (10) days from the date of this publication.

CITY OF MUSKEGON

Published: \_\_\_\_\_, 2024

By: \_\_\_\_\_  
Ann Marie Meisch, MCC  
Clerk, City of Muskegon

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PUBLISH ONCE WITHIN TEN (10) DAYS OF FINAL PASSAGE



# CITY OF ROOSEVELT PARK CITY COUNCIL MEETING November 11, 2024

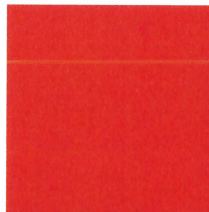
<b>2025 City Parks and Recreation/Community Plan Bids</b>	<b>Date:</b> November 11, 2024									
<p>One of the upcoming 2025 budgeted projects is the update to the current 2020-2025 Community Master Plan and Parks and Recreation Plan. The current Michigan Planning and Zoning Enabling Act requires both be regularly updated every five years.</p> <p>As such, the state requires public input sessions, demographic updates, and other plan specific items be included and updated. The current plans will be the first ever update as they were drafted from scratch and the final draft was approved in January of 2020. Some of the significant updates will include the 2020 Census info, parks millage and project accomplishments, and other major population and community changes that have occurred. One item to also note is that the current plan was approved just weeks prior to the Covid-19 Pandemic and thus the community and surroundings have changed significantly.</p> <p>Staff created and issued a request for proposals and only two responses were received as outlined below.</p> <table border="1" data-bbox="376 1058 1338 1285"> <thead> <tr> <th>Planning Firm</th> <th>Full-Service Proposal</th> <th>Total Cost</th> </tr> </thead> <tbody> <tr> <td>McKenna and Assoc. East Grand Rapids</td> <td>Yes</td> <td>\$25,000</td> </tr> <tr> <td>Rowe Professional Services Flint/Grand Rapids</td> <td>Yes</td> <td>\$40,000</td> </tr> </tbody> </table> <p>Staff also received responses from Williams and Works along with Carlisle Wortman Planning stating that they have too busy caseloads and thus were unable to quote the project. In all, nine RFP's were sent out along with being posted locally and statewide in numerous publications and websites.</p>		Planning Firm	Full-Service Proposal	Total Cost	McKenna and Assoc. East Grand Rapids	Yes	\$25,000	Rowe Professional Services Flint/Grand Rapids	Yes	\$40,000
Planning Firm	Full-Service Proposal	Total Cost								
McKenna and Assoc. East Grand Rapids	Yes	\$25,000								
Rowe Professional Services Flint/Grand Rapids	Yes	\$40,000								
<p><b>Financial Impact:</b> \$27,000 was budgeted for this project and thus the Mckenna quote is under the project budget for FY25. Please also note that this will stretch into FY 26 as it is a significant project in length and thus will a portion of this item will be included in the FY26 budget</p>										
<p><b>Recommendation:</b> To approve the quote from McKenna and Associates for the both the Community Master Plan and the Parks Plan as presented for a quoted cost of \$25,000.</p>										

MCKENNA

PROPOSAL TO PREPARE

# Community Master Plan and Parks and Recreation Plan update

CITY OF ROOSEVELT PARK, MICHIGAN



OCTOBER 30, 2024

Communities for real life.





**APPENDIX A**

CITY OF ROOSEVELT PARK  
REQUEST FOR PROPOSAL  
2024/25 Parks and Recreation Master Plan Update

**PROPOSAL FORM**

Proposal of McKenna Associates Inc.  
Name  
124 E. Fulton Street, 6th Floor, Suite B, Grand Rapids, MI 49503  
Address

to furnish and deliver all material and perform all work in accordance with the contract with the City of Roosevelt Park 2024/25 Parks and Recreation Master Plan on which proposals will be received until **11:00 am on October 30, 2024.**

City of Roosevelt Park  
City Clerk  
900 Oak Ridge Road  
Roosevelt Park, Michigan 49441

In accordance with the invitation of the City of Roosevelt Park to submit proposals for the project herein before named, and in conformity with the Request for Proposals (RFP), the undersigned hereby certifies that the undersigned is the only person, firm or corporation interested in this proposal as principles; that this proposal is made without collusion with any person, firm or corporation; that an examination has been made of the documents furnished with the RFP.

A cost summary and sample level of effort is provided for information along with a proposed fee for proposed services. A rate schedule by labor category is also included.

It is further proposed:

The undersigned declares under penalty of perjury under the laws of the United States and the State of Michigan that, in accordance with provisions of Title 23 U.S.C. Section 112(c), the undersigned has not either directly or indirectly entered into any agreement, participated in any collusion or otherwise take any action in restraint of free competitive bidding in connection with this contract.

Certification Regarding Debarment, Suspension and Other Responsibility Matters—Primary Covered Transaction

I. The prospective primary participant certifies to the best of its knowledge and belief, that it and all its principals: (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department committee; (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery,

falsification or destruction of records, making false statements, or receiving stolen property; (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (I)(b) of this certification and (d) Have not within a three-year period preceding this application/proposal had one or more public transaction (Federal, State or local) terminated for cause or default.

II. Where the prospective primary participant is unable to certify to any the statements in this certification; such prospective participant shall attach an explanation to this proposal.

Dated October 29, 2024

(IF A FIRM OR AN INDIVIDUAL)

Signature of Bidder \_\_\_\_\_

Printed Name \_\_\_\_\_

Address of Bidder \_\_\_\_\_

Telephone \_\_\_\_\_

Names and Address of Relevant Members of the Firm:

\_\_\_\_\_  
\_\_\_\_\_

(IF A CORPORATION OR OTHER ENTITY)

Signature of Bidder \_\_\_\_\_



Printed Name Christopher Khorey, AICP

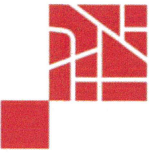
Address of Bidder 124 E. Fulton Street, 6th Floor, Suite B, Grand Rapids, MI 48503

Telephone 248.596.0920

Incorporated under the laws of the State of Michigan

Names of Officers / Member / Principals:

- |    |                              |                        |
|----|------------------------------|------------------------|
| 1. | <u>John R. Jackson, AICP</u> | <u>Owner/President</u> |
|    | Name                         | Title                  |
| 2. | _____                        | _____                  |
|    | Name                         | Title                  |
| 3. | _____                        | _____                  |
|    | Name                         | Title                  |



# MCKENNA

October 24, 2024

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

**Subject: Proposed Combined Master Plan and Parks and Recreation Plan**

Dear Mr. Olson,

McKenna is excited at the opportunity to update our work with the City on the Master Plan and Parks and Recreation Plan. As we did in 2019-2020, we have proposed a joint Master Plan-Parks Plan document, with a combined process. As shown several years ago, this approach can produce effective planning documents while also saving the City money.

What an opportunity for Roosevelt Park leaders and community members to continue the strong momentum of creating great places, an environment for strong investment, and high quality of life for generations to come! We are incredibly excited about the prospect of partnering and collaborating with your team on a combined Master Plan and Parks and Recreation Plan, and hope that you'll find our team to be the most qualified, most energetic, and most forward-thinking (after all, planning is a hopeful and visionary endeavor!).

Roosevelt Park has a rich history of planning and development success and has always planned to preserve that success for future generations. The people of Roosevelt Park expect City leaders to maintain the City's record of excellence in community services. The Master Plan Update is critically important to how the City evolves to meet the demands of its residents in coming years.

## WHY COMBINE THE PROJECTS?

We have found over and over again in the dozens of communities that we serve that there is great efficiency in combining Master Plan and Parks and Recreation Plan efforts. In addition to the overlapping aspects of each document (such as the necessary data collection and inventorying of community assets and existing conditions), combining the projects allows the project team to engage the public on a wide variety of issues all at once. This maintains momentum and avoids "input fatigue."

There are also substantial savings associated with combining the plans. Based on our proposed Scope of Work, Roosevelt Park could save around \$10,000 simply from the efficiency of doing the plans together.

## FOCUS ON NEW OPPORTUNITIES

McKenna is Michigan's leading planning and design firm. We work with private sector market realities and manage complex municipal redevelopment projects – public acquisition, demolition, grant and other funding, urban design, marketing, and disposition – and are continuously implementing smart redevelopment principles for Midwest municipalities and select private clients.

We propose to prepare the Roosevelt Park Master Plan/Parks and Rec Plan with a focus on implementation to empower the City to maintain excellence while introducing new opportunities. We will use best practices endorsed by the Michigan Economic Development Corporation's Redevelopment Ready Communities (RRC) program. We believe it is advantageous for Roosevelt Park to create a plan that speaks to potential developers clearly and effectively. Noting specific planning areas, design preferences, and consensus visions will ensure the City continues to grow intentionally and with respect to its many neighborhood and historic assets.

### GRAND RAPIDS

124 East Fulton Street  
6th Floor, Suite B  
Grand Rapids, Michigan 49503

☎ 616.226.6375  
☎ 248.596.0930  
[MCKA.COM](http://MCKA.COM)

Communities for real life.

**WHY OUR TEAM?**

The McKenna team has the right kind of experience and the proven approach the City of Roosevelt Park needs to help work through this challenging but rewarding process. We perform ongoing planning and zoning work in communities across Michigan and the entire Great Lakes Region – so we know how to navigate complex processes in successful communities in high demand by residents current and future looking for the highest quality of life.

Together with the dedicated people of Roosevelt Park, we will help you create an exciting, implementable vision that will benefit current and future generations for years to come.

Thank you for considering our team. Respectfully submitted,

**McKENNA**



Christopher Khorey, AICP  
Vice President



# Community Master Plan and Parks and Recreation Master Plan Update

CITY OF ROOSEVELT PARK, MICHIGAN



PREPARED 30 OCTOBER 2024 BY

**MCKENNA**

124 Fulton Street, Suite 6B  
Grand Rapids, Michigan 48167

O 248.596.0920

F 248.596.0930

E [info@mcka.com](mailto:info@mcka.com)

**MCKA.COM**

**MCKENNA**

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# Executive Summary



McKenna is excited for the opportunity to again serve the City of Roosevelt Park in updating the City’s Master Plan and Parks and Recreation Plan. The plans completed in 2020, which McKenna assisted with, focused on the City’s unique character and culture, typified by local businesses such as the Station Grill.

## PROJECT TEAM

Our project team, managed by Vice President Chris Khorey, brings diverse expertise to the Roosevelt Park project, from land use planning to urban design, transportation planning, market and geographic data analysis, parks planning, and action plan implementation.

## MCKENNA TEAM ADVANTAGE

- Unmatched responsiveness to clients.
- #1 redevelopment planning and implementation firm in Michigan, with dozens of successful similar projects over the years.
- Public engagement that is strategic, interactive, and fun.
- Forward-thinking approach for future success—planning with practical, identifiable results at the forefront of our minds.

## PROJECT SCHEDULE

McKenna proposes to complete both projects, combined into a single document as was done in 2020, before February 1 of 2026 in order to ensure the Parks Plan is submitted to MDNR before that deadline.

## PROPOSED FEE

We propose to complete the Master Plan and Parks and Recreation Plan as a single document for a not-to-exceed fee of \$25,000. By combining the overlapping elements (such as the community profile and public engagement), we estimate that the City can save around \$10,000.

# Firm Profile



McKenna’s downtown Grand Rapids office is in the heart of the city. Our work spaces reflect McKenna’s commitment to our people, our communities, sustainable design, and the rich technology heritage of the Midwest.

McKenna’s team of talented planning, design and building professionals help municipal leaders develop and maintain communities for real life. From street festivals, neighborhood parks, and storefronts, to parking spots, coffee shops, and farmers’ markets, we want your community to thrive. McKenna provides planning, zoning, building, landscape architecture, community and economic development, and urban design assistance to cities, villages, cities, counties, and regional agencies, as well as select private clients, based on skilled and effective public engagement. Our success can be measured by the built improvements to hundreds of McKenna client communities, and by our 46-year record of client satisfaction and on-time, on-budget delivery.

McKenna currently provides project services to more than 85 communities and private land investors in the Midwest. Anticipating and responding to change is a major distinction of McKenna’s practice. Our innovation and depth of experience is a resource for public and private decision-makers; we are a corporation of 30-plus planners, building code experts, urban designers, and landscape architects formed under the laws of Michigan on May 2, 1978.

## HEADQUARTERS

235 East Main Street  
Suite 105  
Northville, MI 48167  
O 248.596.0920  
F 248.596.0930  
E [info@mcka.com](mailto:info@mcka.com)

## GRAND RAPIDS

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F 248.596.0930  
E [info@mcka.com](mailto:info@mcka.com)

## KALAMAZOO

151 South Rose Street  
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Kalamazoo, MI 49007  
O 269.382.4443  
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E [info@mcka.com](mailto:info@mcka.com)

[MCKA.COM](http://MCKA.COM)



## AREAS OF SERVICE

### Community Planning

- Master Plans (Cities, Villages, Townships, Counties and Regions)
- Neighborhood Preservation Plans
- Redevelopment Plans
- Corridor Plans
- Downtown Plans
- Growth Management Plans
- Park and Recreation Plans
- Capital Improvements Programs
- Community and Fiscal Impact Analysis
- Waterfront Planning
- Open Space Planning
- Historic Preservation Plans
- Transportation and Parking Plans
- GIS Analysis and Alternative Testing
- Access Management

### Economic Development

- Public/Private Partnerships
- Brownfield Redevelopment Planning
- Downtown Redevelopment Action Plans
- Corridor Redevelopment
- Tax Increment Finance Plans
- Grant Applications
- Redevelopment Project Management
- Market Studies: Retail, Commercial, Residential, Industrial, Institutional
- Redevelopment Financing Assistance
- Land Assembly/Eminent Domain Assistance

### Building Department Administration

- Zoning Administration
- Building Code and Zoning Enforcement
- Building Inspection
- Electrical, Mechanical and Plumbing Inspections
- Property Maintenance and Housing Inspection
- Landscape Construction Observation
- Code Enforcement
- Compliance with State
- Department Management Plans

### Parks and Recreation

- Parks and Recreation Master Plans
- Park Design (neighborhood, community, regional)
- Ball Field Planning and Design
- Park and Recreation Facilities Design
- Bikeway and Trail Planning and Design
- Grant Applications
- Public Participation
- ADA Accessibility
- Park and Recreation Furnishings
- Universal Playgrounds



### On-Site Management Services

- Zoning and Planning Administration
- Tax Increment Finance Authority Management
- Downtown Development Authority Administration
- CDBG Administration
- Housing Rehabilitation
- Project Management – Capital Improvement Projects
- Redevelopment Project Administration
- Community Development Administration
- Economic Development Administration

### Development Codes

- Zoning Ordinance
- Zoning Ordinance and Resolution Review and Preparation
- Continuing Advisory Services to Elected and Appointed Officials, Planning and Zoning Commissions, and Boards of Appeal
- Subdivision and Condominium Regulations
- Form-Based Codes
- Environmental Regulations – Wetlands, Woodlands
- Expert Witnessing and Court Testimony on Zoning
- Sign Regulations
- Annexation Advisory Assistance
- Sex-Oriented Business Regulations and GIS Testing
- Open Space Regulations
- Planning and Zoning Code Training Seminars
- On-site Zoning Administration

## **Complete Streets and Transportation Planning**

- Complete Streets Policy Development
- Complete Streets Design Guidelines
- Complete Streets Procedure and Implementation
- Corridor Plans
- Streetscape Plans
- Bicycle & Pedestrian Plans
- Bicycle Parking Plans
- Bicycle Sign Plans
- Bike Share Feasibility Studies
- Intersection Design & Crossing Plans
- Zoning and Regulatory Review
- User Maps and Wayfinding Studies
- Transportation Master Plans
- Site Plan Review of Transportation Facilities
- Circulation Studies Vehicles and Pedestrian
- TOD Studies
- Education and Training
- Transportation and Parking Plans
- Access Management
- Parking Studies

## **Public Participation (IAP2 Certified)**

- Hands-on Workshops
- Focus Groups
- Surveys (telephone, online, direct mail)
- Public Hearings
- Open Houses
- Interactive Citizen Advisory Committees
- Youth Outreach
- Community Walks and Bike Rides
- Storefront Workshops
- Consensus Building
- Participatory Decision-Making
- Interviews (one-on-one)
- Community Preference Surveys
- Citizen Photo Shoots
- Charrettes

## **Community Development**

- HUD CDBG Administration
- Analysis of Impediments to Fair Housing
- Environmental Review Records
- Consolidated Plans
- Elderly Housing Assistance
- Five Year and Annual Action Plans
- CDBG Program Planning and Applications
- Housing Rehabilitation Administration
- Market Studies – Market Rate, Elderly and Assisted Housing
- Housing Market Studies (MSHDA approved)

## **Urban Design**

- Community Design Plans
- Placemaking Strategies
- Parks, Greens, Commons and Plaza Design
- Streetscape Design
- Site Planning
- Community Character Planning
- Historic Park Design
- Computer Visualization (before/after)
- Design Review
- Site Evaluation and Selection
- Design Manuals
- Neo-Traditional Design (TND)
- Urban Form Pattern Books
- Mixed Use (residential, retail, office, public, institutional) Design
- Public Art

## **Sustainability Plans**

- Develop Neighborhood Stabilization Plans
- Green Infrastructure Plan for Community's Public Property
- Walkable/Bikeable Audits and Implementation Plans
- Community Master Plan, Strategic Plan, or Capital Improvement Plan
- Plan for Low Impact Development (LID) Components
- Local Planning and Zoning
- Access Management Plans for Transportation Corridors

## **Landscape Architecture**

- Residential Development Plans (single family detached/attached; multi-family, elderly, mixed use, townhouses) Conventional & Cluster
- Site Analysis and Design
- Site Layout and Planning
- Construction Drawings and Construction Observation
- Landscape Architecture (MSHDA-approved)
- Arborist Services (tree surveys and maintenance plans)
- Greenways and Trail Planning and Design
- Native Plant Landscapes
- Wayfinding, Signs, and Interpretive Stations
- Environmental Performance Standards
- Public Art Development
- Public Space Design – Greenways, Bikeways, Streetscapes
- Wetlands, Woodlands, Groundwater, Aesthetic, and Vista Protection Regulations
- Sustainable Landscape Design

---

# Project Qualifications



## WHY CHOOSE THE MCKENNA TEAM?

McKenna has the kind of experience, skills and proven holistic approach that the City of Roosevelt Park and its residents, business owners and visitors need. Through this planning process, we will create a vision that is grounded in reality and that respects the natural and built assets, historic character, energy and dedication of Roosevelt Park and its people.

### **We use an integrated approach.**

Our team includes practitioners versed in planning, economic development, transportation, physical design, community outreach, sustainability and market analysis. Often these disciplines have chosen to work in isolation from one other, creating disharmonious public spaces, streets, buildings and neighborhoods. By working together, each team member provides his or her own unique training and expertise to create places that prioritize people and provide them with an experience that is second to none.

### **We believe that policy supports good design.**

Through our experience with developing policies and guidelines, we know that implementation of new concepts and visions for the future is dependent not only on a well-intended Master Plan, but also on an engaged and committed public. We understand that the City of Roosevelt Park values successful engagement, and that support of the populace is critical to a sustainable and desirable future. Therefore, the Master Plan will NOT be policies for the shelf, but rather a clear guidebook upon which to base Roosevelt Park's future.

### **We follow proven principles for effective public engagement.**

Our team's extensive experience with engaging the public and creating project synergies that get people excited about a community's future make us uniquely qualified to lead the Roosevelt Park Master Plan.

### **We see the big picture.**

We believe our team possesses a unique and especially valuable set of skills and experience for Roosevelt Park. We have both the ability to address the "small" problems of making individual sites in the City function better, and the ability to understand the big picture of planning for a small suburb with a unique history.

### **We value transparency.**

Only when public leaders and citizens themselves can quantify economic costs or visualize tradeoffs within the built environment can they make truly informed decisions. Our process emphasizes hands-on involvement and engages citizens in active workshops where they can discuss with the team and—most importantly, with each other—the future of Roosevelt Park.

## SKILLS AND EXPERIENCE

McKenna planners have worked in more than 200 varied municipalities for more than three decades and bring that breadth of successful capability to Roosevelt Park’s Master Plan process. Below we describe our qualifications with a sample of successful community planning efforts that address all the capabilities desired by the City. Project summaries are provided at the end of this proposal for many of the examples cited below.

### 1. Public Involvement and Consensus Building

McKenna’s commitment to quality public engagement and community outreach is reflected in our investment in training for our professionals. Over years of managing public involvement programs designed to promote inclusion, we have developed successful, comprehensive, and strategic approaches that we will customize to fit the City’s desired objectives.

A wide array of tools are now available to communicate and collaborate with citizens and stakeholders. These tools have revolutionized the way people communicate, and have the potential to unlock unprecedented levels of engagement in public processes. McKenna has successfully used social media and other digital media to achieve levels of participation and collaboration in planning projects.

McKenna has experience with participation and outreach efforts in all types of communities, from wealthy to disadvantaged, and with a range of ethnicities and minorities. Recent notable experience includes the Muskegon Township Master Plan, the City of Montague Master Plan, the Holland Township Master Plan, and, of course, the 2020 Roosevelt Park Master Plan and Parks and Recreation Plan! Other projects with innovative and effective engagement include:

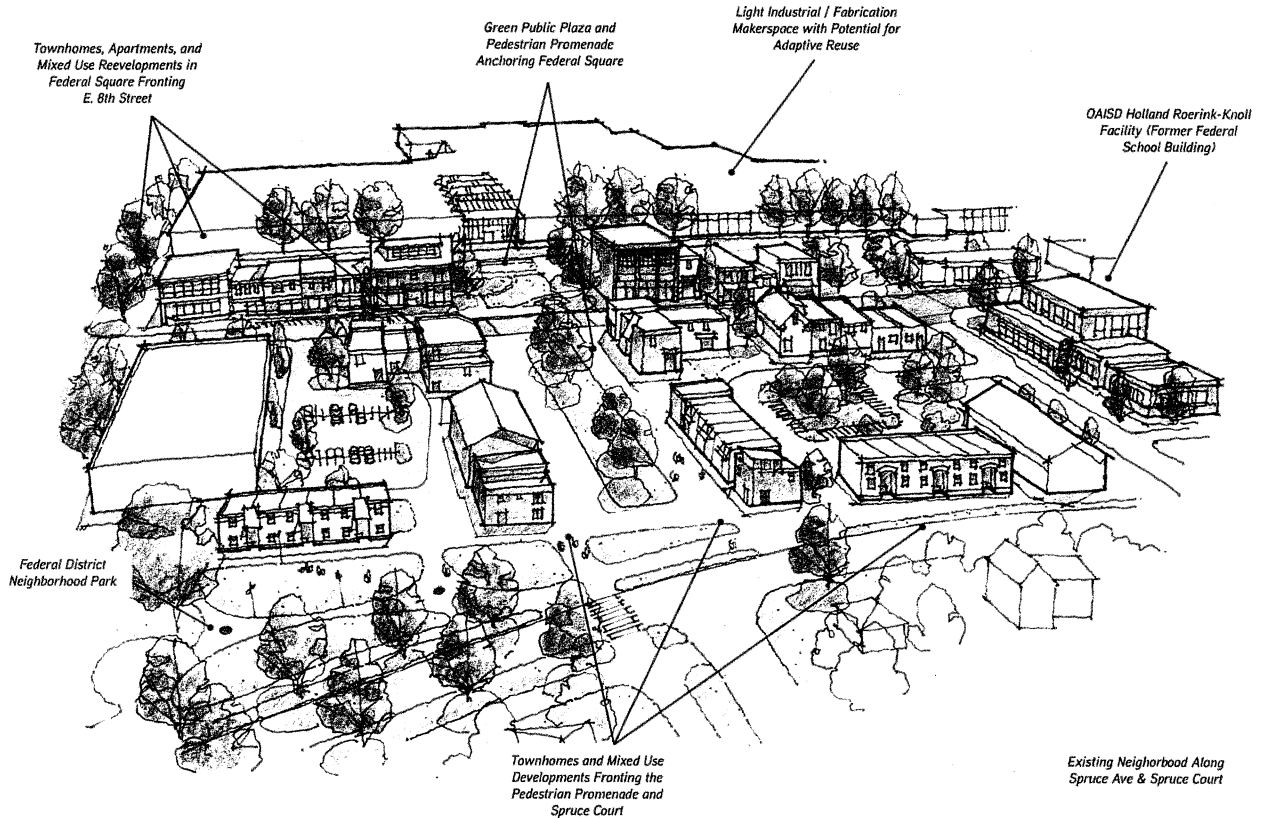
<p><b>City of Grandville</b> <i>Parks and Recreation Plans (2020 and 2025)</i></p>	<p>Coordinated outreach with City festivals to “meet people where they are” and drive engagement among those not usually reached.</p>
<p><b>Parks Township (Ottawa County)</b> <i>Former Airport Redevelopment Plan</i></p>	<p>Used an interactive process to calm community tensions and build consensus around a new recreational asset for the Township.</p>
<p><b>City of Benton Harbor</b> <i>Master Plan and Zoning Ordinance</i></p>	<p>A multi-faceted approach using social media and other online tools, as well as more traditional outreach methods such as focus groups.</p>
<p><b>Cascade Township (Kent County)</b> <i>Strategic Plan and Master Plan</i></p>	<p>Engaged over 2,000 community members in online surveys, hybrid focus groups, and community open houses.</p>
<p><b>Eagle Township (Clinton County)</b> <i>Master Plan and Zoning Ordinance</i></p>	<p>Harnessed community energy and passion into a brand new local zoning system designed around the desires of residents.</p>
<p><b>City of Holland</b> <i>Master Plan and Zoning Ordinance</i></p>	<p>Harnessed the power of Zoom during the Covid-19 pandemic to engage more residents that would have been reachable with conventional methods.</p>



**2. Neighborhoods and Housing**

McKenna professionals are specialists in neighborhood planning for mature cities, and manage the community development departments for the cities of Grandville, St. Johns, Coldwater, and Marshall. We have also planned for both existing neighborhoods and new housing growth in traditional small towns such as Montague and Stanton. Our recognized neighborhood planning talents will be employed in the Roosevelt Park Master Plan's neighborhood planning—including our deep knowledge of the tools and resources needed to combat the ongoing housing crisis.

<p><b>City of St. Johns</b> <i>Updated Residential Zoning</i></p>	<p>Created a zoning system for “gentle density” by allowing “missing middle” housing types on a sliding scale of lot sizes.</p>
<p><b>City of Grandville</b> <i>Form Based Code</i></p>	<p>Expanded the City’s existing Form Based Code to include residential areas and aging commercial corridors, in an effort to increase housing supply.</p>
<p><b>City of Hudsonville</b> <i>Master Plan</i></p>	<p>Envisioned ways for disconnected “developments” to become true “neighborhoods” that foster community.</p>
<p><b>Holland Charter Township</b> <b>(Ottawa County)</b> <i>Master Plan</i></p>	<p>Developed an innovative “framework” system to target growth to appropriate areas, while preserving natural features.</p>



Concept rendering for Holland Charter Township

### 3. Community Design

McKenna planners and designers are skilled in preparing urban design plans, site plans, form-codes, development design guidelines and placemaking principles that support community goals and get implemented.

<b>City of Walker</b> <i>West Standale Sub-Area Plan</i>	Planned for the mixed use development of a greenfield site to serve as a transit-oriented anchor of the neighborhood.
<b>City of Hudsonville</b> <i>Downtown, Highland Drive Corridor</i>	10 years after the City of Hudsonville embarked on creating a brand new down, McKenna designed the next steps to making that a reality.
<b>Cascade Township (Kent County)</b> <i>Thomapple Center Redevelopment</i>	Plan for an aging commercial strip center to allow it to tie more closely to the Township's historic Village Center.
<b>City of Grandville</b> <i>Rivertown Crossings Mall</i>	Design plan for pedestrian-friendly village center within a traditional mall site.

### 4. Parks and Open Space

Parks and open space are important features that support quality of life. We routinely link a city's parks and recreation plan (including all MDNR-required elements) with its Master Plan.

<b>Village of Webberville</b> <i>Land Use and Recreation Master Plan</i>	The Village of Webberville incorporated MDNR-required Parks and Recreation Plan elements into its Master Plan, in order to synthesize the community's recreation priorities with its land use and economic development goals.
<b>Village of Three Oaks</b> <i>Plan 203Oaks</i>	Plan 203Oaks combined all the elements of a Parks and Recreation Plan and DDA/TIF Plan into the Village's Master Plan. The resulting document articulated a vision for parks upgrades that supported the re-development of the community's downtown core.
<b>City of Grandville</b> <i>Parks and Recreation Plans (2020 and 2025)</i>	Completed the 2020 Parks and Recreation Plan, which resulted in over one million dollars in investment in the City's parks, and currently completing the 2025 update.
<b>City of Kalamazoo</b> <i>Parks and Recreation Plan</i>	Enacted the City's goal of "everyone within 10 minutes of a park walking 10 minutes to," which has subsequently been moved towards implementation.

### 5. Downtown Development

A communities' downtown is its heart. McKenna works in all our communities to strengthen downtown business districts and bring vitality to the core of the city.

<b>City of Ludington</b> <i>Zoning Ordinance</i>	Establishment of Form Based Code to protect and enhance Ludington's historic core and beachfront districts.
<b>City of Fennville</b> <i>Master Plan and Zoning Ordinance</i>	McKenna has worked closely with the City of Fennville to support downtown businesses, maintain and improve public spaces, and market the downtown to visitors and shoppers.
<b>Village of Lake Odessa</b> <i>Master Plan and DDA Plan</i>	Design and development recommendations to tie the Village's downtown more closely to its lakefront.
<b>City of Montague</b> <i>Master Plan/Zoning Ordinance</i>	Envisioning the growth and development of a small town downtown characterized by historic architecture and unique topography.



# References

McKenna has successfully completed dozens of Master Plans and Parks and Recreation Plans for communities of all sizes across Michigan and the Great Lakes Region. Below, please find references for relevant work in similar communities to Roosevelt Park.

COMMUNITY / CONTACT	PROJECTS
<b>Holland Charter Township, Ottawa County</b>  <b>Corey Broersma</b> <b>Community Development Director</b> 353 N. 120 <sup>th</sup> Avenue Holland, MI 49424 (616) 326-2345	<ul style="list-style-type: none"><li>• Master Plan</li><li>• Housing Study</li><li>• Zoning Overlay District (Federal District)</li></ul>
<b>City of Grandville</b>  <b>Matt Butts</b> <b>Assistant City Manager</b> 3195 Wilson Avenue SW Grandville, MI 49418 (616) 531-3030	<ul style="list-style-type: none"><li>• Ongoing Planning and Zoning Assistance</li><li>• Master Plan</li><li>• Zoning Ordinance</li><li>• Parks and Recreation Plan (2020 and 2025)</li></ul>
<b>Muskegon Charter Township, Muskegon County</b>  <b>Brian Werschem</b> <b>Planning/Zoning Director</b> 1990 E. Apple Avenue Muskegon, MI 49442 (231) 777-2555	<ul style="list-style-type: none"><li>• Master Plan</li><li>• Parks and Recreation Plan</li></ul>
<b>City of St. Johns</b>  <b>Chad Gamble, PE</b> <b>City Manager</b> 100 E. State Street, Suite 1100 St. Johns, MI 48879 (989) 224-8944	<ul style="list-style-type: none"><li>• Ongoing Planning and Zoning Assistance</li><li>• Master Plan</li><li>• Downtown Plan</li><li>• Zoning Ordinance Amendments</li></ul>
<b>City of Montague</b>  <b>Jeff Auch</b> <b>City Manager</b> 8778 Ferry Street Montague, MI 49437 (231) 332-6758	<ul style="list-style-type: none"><li>• Master Plan</li><li>• Zoning Ordinance</li><li>• Parks and Recreation Plan</li></ul>



MCKENNA

Communities for real life.

DESIGN

Urban Design  
Placemaking and Public Spaces

What we did:

PLANNING

Master Planning  
Public Engagement  
Corridor Studies

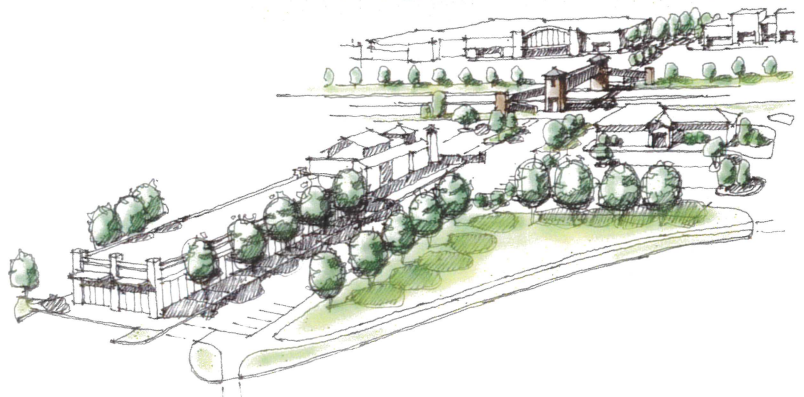
# Unified Vision Plan

HOLLAND CHARTER TOWNSHIP,  
OTTAWA COUNTY, MICHIGAN

Winding in an irregular shape between the Cities of Holland and Zeeland, Holland Charter Township had long lacked a single coherent identity. From fertile farm fields to new subdivisions, and busy route US-31 to walkable urban neighborhoods, the Township’s physical and demographic diversity was both a strength and a challenge.

McKenna, along with our partners at Broad Street Studio and HYK Consulting, used an innovative process to create a Unified Vision Plan (UVP) for the Township. Working with community stakeholders, we first created a “Township Framework”—determining which areas of the community would be planned to be “Preserved, Developed, Redevelopment, Enhanced, or Intensified.” Cross referencing these categories against existing land uses created the new Future Land Use Map.

The consulting team and the Township also dove deep into three areas of the community—the congested and pedestrian-unfriendly US-31 corridor, the walkable and dense “Federal District”, and the waterfront “Beechwood/North River” district. McKenna undertook a robust community engagement process that was tailored to each sub-district, and resulted in detailed plans for their futures.





MCKENNA

Communities for real life.

What we did:

PLANNING

Parks and Recreation Planning  
Public Engagement  
Grant Writing

# Parks and Recreation Plan and Natural Resources Trust Fund Grant

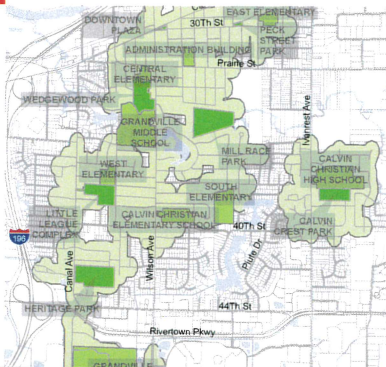
CITY OF GRANDVILLE, MICHIGAN

The City of Grandville, a historic community on the banks of the Grand River in West Michigan, is justly proud of its park system. The City features several large neighborhood parks, placed throughout the community so that most residents are in walking distance of green open space. A large and active Parks Board, appointed jointly by the City and School District, oversee the City's recreational inventory.

When McKenna, along with our partners at OCBA, was contracted to update the City's Five Year Parks and Recreation Plan, we knew that residents would watch the process with keen interest. We developed a comprehensive public engagement process, setting up a booth at the City's "Summer Kickoff Festival" to build excitement and receive feedback—and advertise an online survey. In addition to the dozens of people who participated at the Festival, several hundred residents took the survey.

We repeated this successful process again several months later, at the City's Vintage Festival. This time, our engagement was designed to receive feedback on proposed park improvements. Again, participation was very high, with hundreds of residents taking the online survey. It was also overwhelmingly positive.

Following the adoption of the parks plan, McKenna and OCBA assisted the City in applying for a Michigan Natural Resources Trust Fund Grant, to build out the Buck Creek Trailhead and Mill Race Park improvements, which key priorities of the plan.





Communities for real life.

DESIGN  
Form-Based Code

What we did:  
PLANNING  
Master Planning  
Redevelopment  
Downtown Planning

# Master Plan

CITY OF GRANDVILLE, MICHIGAN

The City of Grandville is a highly desirable – but nearly built-out – suburban community in the fast-growing Grand Rapids region. Faced with growth pressure, but with few remaining development parcels, the City decided to update its planning and zoning documents to better reflect its current situation.

Working with McKenna, the City took a multi-pronged approach, updating its Master Plan, Parks and Recreation Plan, and Zoning Ordinance nearly simultaneously. By completing these projects in close proximity to each other, the City was able to ensure synergy across all three. For instance,

- All three documents reflect the City's goal of creating a Buck Creek Greenway – series of parks, preserved areas, and other green spaces along the flood-prone waterway that runs through the heart of the City.
- All three documents support the expansion of the City's historic downtown, using a Form Based Code, infrastructure investments, and targeted investments in public spaces.
- All three documents created a flexible, responsive policy for the Rivertown Crossings Mall, a once-thriving shopping center that had fallen on hard times. The planning processes prepared the City for a range of possible futures for the mall, from closure to re-imagining to renaissance as a retail hub.

The end result was a freshly updated planning and zoning system, allowing the City to approach the next 20 years with confidence.



GRANDVILLE  
MASTER PLAN





Communities for real life.

What we did:

**PLANNING**

Master Planning  
Regional Cooperation  
Economic Development

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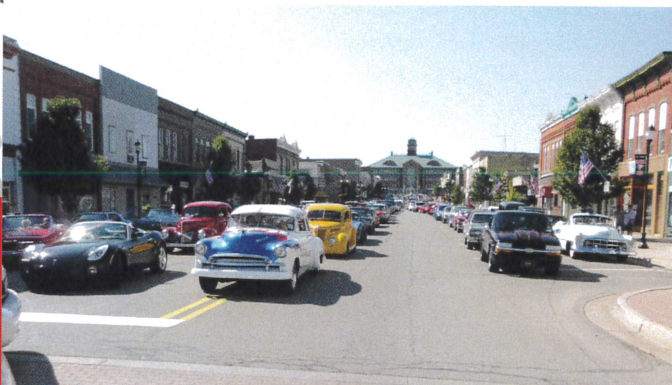
# Master Plan

CITY OF ST. JOHNS, MICHIGAN

St. Johns was experiencing a period of growth and change. Located just half an hour north of Lansing, and with new investment in its industrial park, the City was attracting new residents and ready for a new vision for its future.

McKenna stepped in to assist the City in creating a Master Plan to address the ever-changing landscape. The resulting Master Plan not only included Land Use and Transportation visions (and roadmaps to implementation) but also dove deep into specific redevelopment sites, especially along a former railroad corridor (converted to a non-motorized trail) north of the downtown.

The plan also included a unique partnership with Bingham Township, the community surrounding St. Johns, and Clinton County, which is responsible for zoning within the Township. Together, the three entities developed future land use plans for three areas outside the City limits, called "Joint Planning Areas." The Joint Planning Areas were adopted by all three jurisdictions, ensuring a unified vision in the face of growth pressure.



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# Master Plan

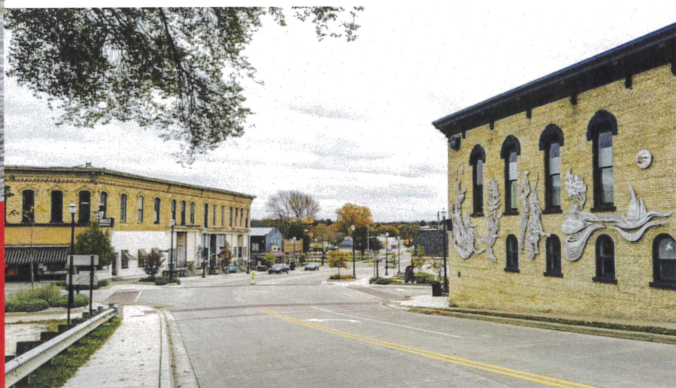
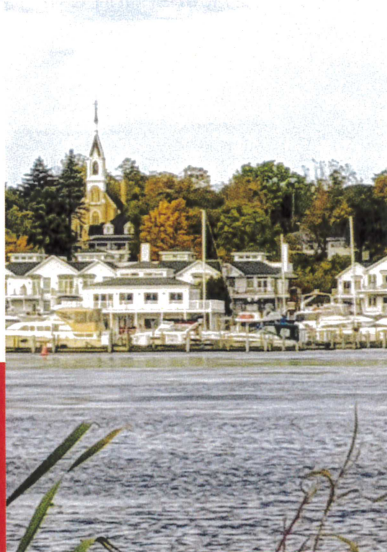
CITY OF MONTAGUE, MICHIGAN



Montague, Michigan—renowned for its small-town lake shore charm and its proximity to White Lake and Lake Michigan—hadn't updated their citywide master plan since 2013. Recognizing the community desire for measured growth and protection of natural spaces and heritage, the City selected McKenna to prepare the 2023 Montague Master Plan.

A defining feature of the planning process was the extensive public engagement process which included: 1) Four-community visioning sessions with elected and appointed officials; 2) Facilitated public engagements open houses with members of the public invited to join. 3) An Online 30-question community survey that received 367 responses. 4) Professionally drawn concept designs for downtown storefronts and buildings.

The resulting plan focuses on strong neighborhoods, a vibrant downtown, highlighting pedestrian connections, especially to streets, parks, plazas, sidewalks, and civic buildings. The plan also highlights key areas where Montague can consider economic growth, while protecting its natural resources and small-town character.



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# Parks and Recreation Master Plan

CITY OF MONTAGUE, MICHIGAN

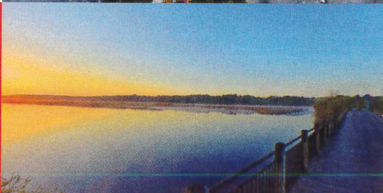


The City of Montague initiated the development of a 5-Year Parks and Recreation Plan in 2024 to create a vision for the future and guide decision-making for parks and recreation facilities.

This Parks and Recreation Plan encompasses the City of Montague. The City is in Muskegon County, located 22 miles north of the City of Muskegon, just to the west of US 31. The City is approximately 2.5 square miles in area. Montague is on the north shore of White Lake and shares the lake with the City of Whitehall, directly across the causeway to the south.

This plan is the result of the efforts of community leaders, key City organizations, staff, and residents over the past several months. This document's primary objective is to set forth the goals that are conceived by the community for recreation in the City, satisfying the Michigan Department of Natural Resources (MDNR) requirements for a Parks and Recreation Plan.

In addition to helping City of Montague with its parks and recreation Master Plan update, McKenna has also assisted this seaside city with a Master Plan update in 2022 and a Zoning Ordinance update, initiated in 2024.





Communities for real life.

What we did:

**PLANNING**

- Master Planning
- Public Engagement
- Land Use Planning
- Corridor Planning

# Master Plan

MUSKEGON CHARTER TOWNSHIP,  
MUSKEGON COUNTY, MICHIGAN

Located just east of the City of Muskegon, Muskegon Charter Township faced a transition. Long a suburban community on the leading edge of growth, it was rapidly approaching “full build-out”, and needed a vision befitting a maturing community.

Or, rather, two maturing communities. The Township is bifurcated by the multi-branch Muskegon River, and the wide expanse of flood plains and wetlands that surround it as it flows into Muskegon Lake. This large area of natural preservation and beauty is an asset for the community – but it also cuts it in half.

The two halves of the Township are divided not only by geography, but also by school district, economics, and demographics. While the plan ultimately needed to tie to the two disparate areas together, McKenna and the Township agreed that the community engagement, data analysis, and even Future Land Use mapping process, needed to treat the two halves individually – in order to better meet both of their needs.

The resulting plan took a deep dive into the Township’s key corridors, resulting in specific zoning and design standards unique to each one. It also planned for the build-out of the remaining developable land, and for an economic development strategy that capitalized on the region’s re-energized industrial sector.



MUSKEGON TOWNSHIP RESIDENTS

The Township is updating its **Master Plan** and we want to hear from you!

The Master Plan is the Township’s vision for the future of housing, businesses, and transportation. We’re having two open houses – come for as much time or as little time as you want.

[muskegontwplan.com](http://muskegontwplan.com)



**NORTH SIDE OPEN HOUSE**

SEPTEMBER 9 · 6-8 PM  
Fire Station No. 2 · 1699 N. Getty St.

**SOUTH SIDE OPEN HOUSE**

SEPTEMBER 16 · 6-8 PM  
Township Hall · 1990 E. Apple Avenue

Prefer to participate online? Take the survey here:  
[muskegontwplan.com](http://muskegontwplan.com)



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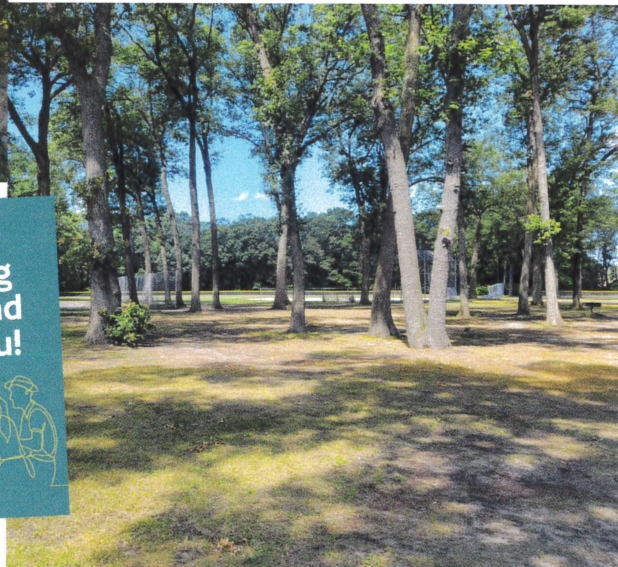
# Parks and Recreation Master Plan

MUSKEGON CHARTER TOWNSHIP,  
MUSKEGON COUNTY, MICHIGAN

Muskegon Township initiated the development of a 5-Year Parks and Recreation Plan in 2022 to create a vision as a regional hub for parks and recreation facilities.

This Parks and Recreation Plan encompasses Muskegon Township, with a population of 17,952 residents as of 2020. The Township is in Muskegon County, and borders the city of Muskegon. The Township is both rural and urban, presenting unique challenges for parks and recreation planning.

This plan is being created in order to help Township residents understand the current state of and projected future of the Township's park facilities, as well as provide guidelines and prioritization for the parks. This plan is also intended to fulfill the Michigan Department of Natural Resources (MDNR) requirements for Community Parks and Recreation Plans to qualify for grant funding from programs like the Michigan Natural Resources Trust Fund. Citizen input and action, through an online survey and a public hearing, played a critical role in the development of the plan. As a result, recommendations described within the action plan reflect the needs and ideas of those who use parks and recreation facilities within Muskegon Township.



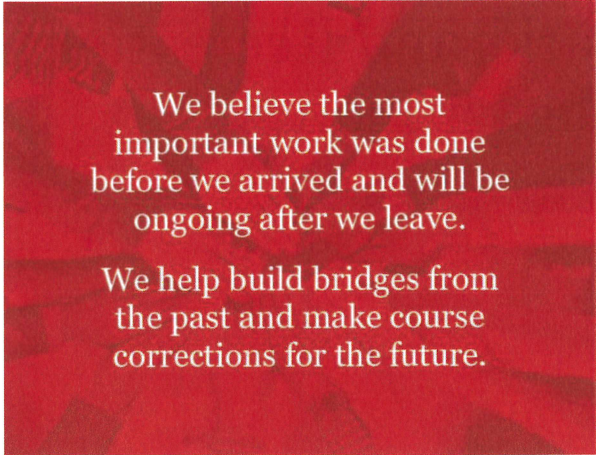
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# Team and Management

Members of our team are industry leaders in organizing an efficient and effective public process leading to compelling and comprehensive plans with a strong implementation focus.

McKenna professionals embrace:

- Highly effective public processes
- Walkability, bicycling facilities, greenways, trails, complete streets, healthy development policies
- Sustainable economic development
- Placemaking to attract investment
- Solid quantitative analysis as the foundation for decision-making
- Park and open space which adds value to a community
- Livable communities
- Environmental preservation
- Traffic and intersection analysis, especially to determine minimum lane needs, circulation and multi-modal mix
- Context-sensitive design solutions



Our Roosevelt Park team will customize its approach to the Master Plan and reflect the local economy, environment and politics – indeed, our approach to Master Planning is sensitive to history, size, scale, population, demographics and diversity of people and place.

**Christopher Khorey, AICP**, Vice President will be the primary Contact Representative for the project, working out of our Grand Rapids office. Other professionals who will assist with the project include:

**Aayush Patel**, Assistant Planner, Urban Design

**Paige Brodeur**, Assistant Planner, GIS Mapping and Community Engagement

**Carrie Leitner**, Art Director, Graphics

Resumes of the key team members for the Roosevelt Park Master Plan are included at the end of this proposal.

# Scope of Work

We have designed the following work plan that will engage the public and create a dynamic Master Plan that builds upon Roosevelt Park’s assets and positions the City for sustainable future success. **We intend to build on our efforts in 2019-2020 to position Roosevelt Park for the future.**

Our work plan consists of four parts:

1. **Project Initiation:** Charting the Course
2. **Identify, Quantify and Analyze:** Roosevelt Park Today
3. **Public Outreach/Collaboration:** Creating a Vision Together
4. **Master Plan:** Our Future

While carrying out the tasks outlined for each of the five major planning milestones, the McKenna team will “circle back” to the overarching values that reflect the community’s character and goals, and perhaps others identified early-on in the planning process. The defined goals and values will inform all of our planning work so that the final product reflects a successful and supported vision for the future of Roosevelt Park.

## PROJECT INITIATION: CHARTING THE COURSE

**Project Initiation.** We will conference call or meet with the City’s Project Manager to review the work plan and finalize a structure for review and management of the plan process to: 1) reach an understanding of expectations and clarify project objectives, priorities, work products, project management, and reporting procedures, 2) answer questions, and 3) make any adjustments in the work plan. Our finalized work plan will be presented to the Planning Commission at the later kick-off meeting.

During the project initiation, we will also finalize procedures for public input, the framework for public forums and other mechanisms for public input, and identify important stakeholder groups.

**Kick-off Meeting.** The purpose of the kick-off meeting is to introduce the planning process, to review the work plan elements and project schedule, to personally meet and establish a working relationship with the City team, to gain further insights on local issues and sensitivities, to answer questions, and to make any adjustments necessary to the work plan.

**Statutory Notice of Intent to Prepare Plan.** If the City has not already done so, we will assist you in notifying all entities required by the Michigan Planning Enabling Act, PA 33 of 2008, as amended, of the City’s intent to update its Master Plan.



Dwight D. Eisenhower once said *“Plans are nothing, planning is everything.”*

Perhaps he wasn’t entirely right. Plans are important, but good plans are scarcely possible without a good process that includes, engages, and openly listens to those that will need to advocate for, implement, and live with the results of the plan. Successful planning and design efforts result in plans that spring from and are embraced by the community and agencies.

## IDENTIFY, QUANTIFY AND ANALYZE: ROOSEVELT PARK TODAY

### A. Trends and Forecasts

The McKenna team will identify and discuss national and regional trends that are now and may in the future impact Roosevelt Park and Muskegon County, and recent planning innovations and concepts. McKenna will give a comprehensive picture of Roosevelt Park in 2024, including:

- » Natural Resources
- » Population
- » Economy
- » Housing
- » Infrastructure (including the impact of the Continental Dairy expansion)

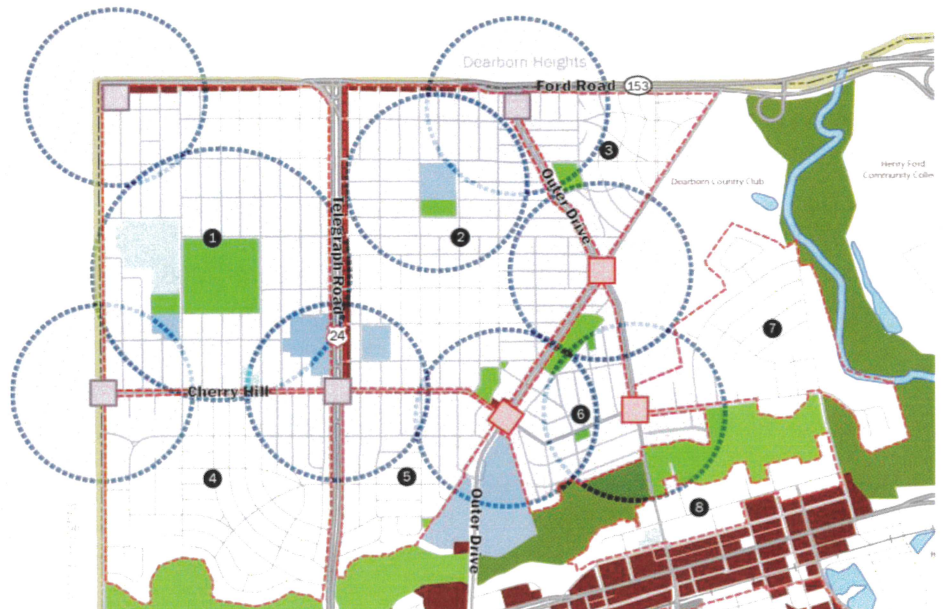
Our update to the plan will use the most up-to-date data available from the US Census and other sources such as ESRI. But the update won't just be new data – McKenna will use its experience to create a nuanced picture of Roosevelt Park – its people, its business, and its trends. Projection tools will also be used to predict future trends. **We intend to include both 2020 Census Headcount data and the most recent American Community Survey data to get a full picture of Roosevelt Park in the mid-2020s.**

### B. Existing Conditions Analysis

We will tour Roosevelt Park with members of City staff, Planning Commissioners, Master Plan Committee members, and others, to become intimately familiar with the issues facing the City and the makeup of its neighborhoods. **We will update the following as necessary, in consultation with City leaders:**

- » Map, quantify and analyze existing land uses, including undeveloped acreage and general available inventory
- » Map civic uses, parks and schools
- » Assess and map neighborhood character based on physical characteristics such as predominant unit types, lot size and area, age of structures, historic character, etc.
- » Identify any changes to Roosevelt Park's Community Services since the last plan.
- » Assess and categorize the character of streets in the area, including Act 51 designations and possible Complete Streets improvements
- » Analyze and map area's transportation, circulation and access system, including roads, rails, trails and pedestrian/non-motorized transportation
- » Specifically identify the remaining vacant land in the city and analyze its context and possible reasons for lack of development

*An example neighborhood analysis from one of our recent plans. Squares are neighborhood centers, circles are 5-minute walking distances, and red dashed lines are census tract boundaries.*

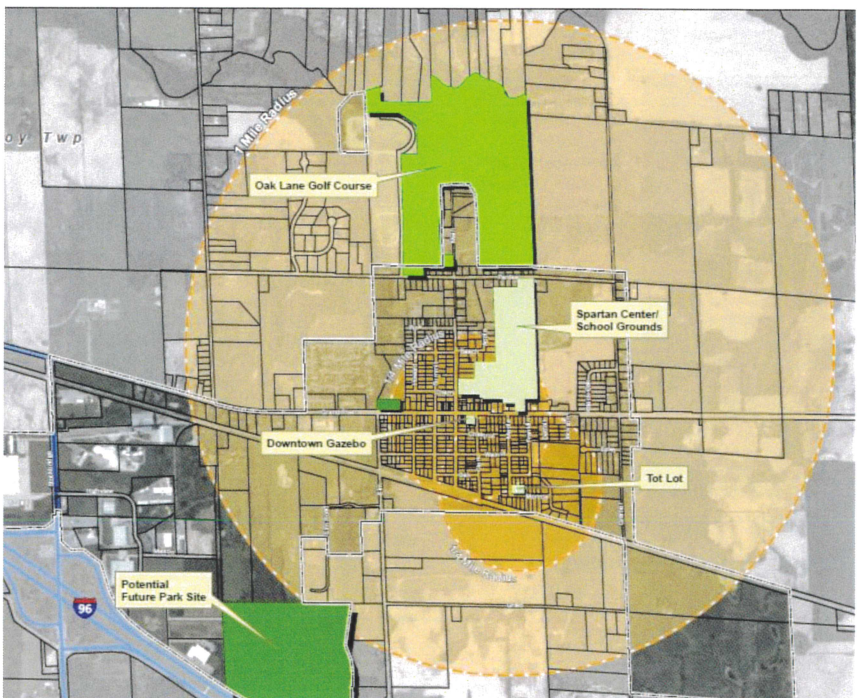


### C. Parks and Recreation Plan

McKenna will develop a Parks and Recreation Plan that meets the MDNR requirements for a Parks and Recreation Plan (and thus makes the City eligible for Michigan Natural Resources Trust Fund Grants).

McKenna has found in communities around the State that the efforts that go into a Master Plan process achieve most of the required elements of a Parks and Recreation Plan, and the City can achieve substantial savings and synergies by doing the two processes simultaneously.

- » **Database of Existing Facilities, Events, and Programs.** McKenna will update the information in the plan regarding existing recreation facilities, events, and programs, including school facilities. City staff and officials can use this database for operations, administrative and planning purposes.
- » **Recreation Facilities Map.** This map will show the locations and service areas of all of the City's parks and recreation facilities, as well as significant civic and cultural facilities, school facilities, and larger regional public recreation facilities.
- » **Description of the Planning Process.** The plan will include a detailed overview of the process undertaken for the Recreation Plan update. This will include documentation of all of the public input efforts by the City as required by the State of Michigan.
- » **Administrative Structure.** The plan will include an organizational flowchart of the administration of parks and recreation facilities in the City of Roosevelt Park.
- » **Action Plan and Capital Improvement Program.** McKenna will work with the City administration to create an action plan of recreation projects to be utilized by the City for the next five years. The Short-Range Action Plan will include supporting justification and a five-year Capital Improvement Plan (CIP) if desired, which will describe and prioritize anticipated park and recreation developments through 2020. The Action Plan will include specific recommendations for changes to existing programs and facilities, acquisition of new properties (if applicable), and maintenance of all parks and recreation assets.



## PUBLIC OUTREACH/COLLABORATION: CREATING A VISION TOGETHER

The McKenna team proposes the following public outreach and engagement strategy. This process will be the same regardless of whether the City chooses to do a “re-write” or an “update.”

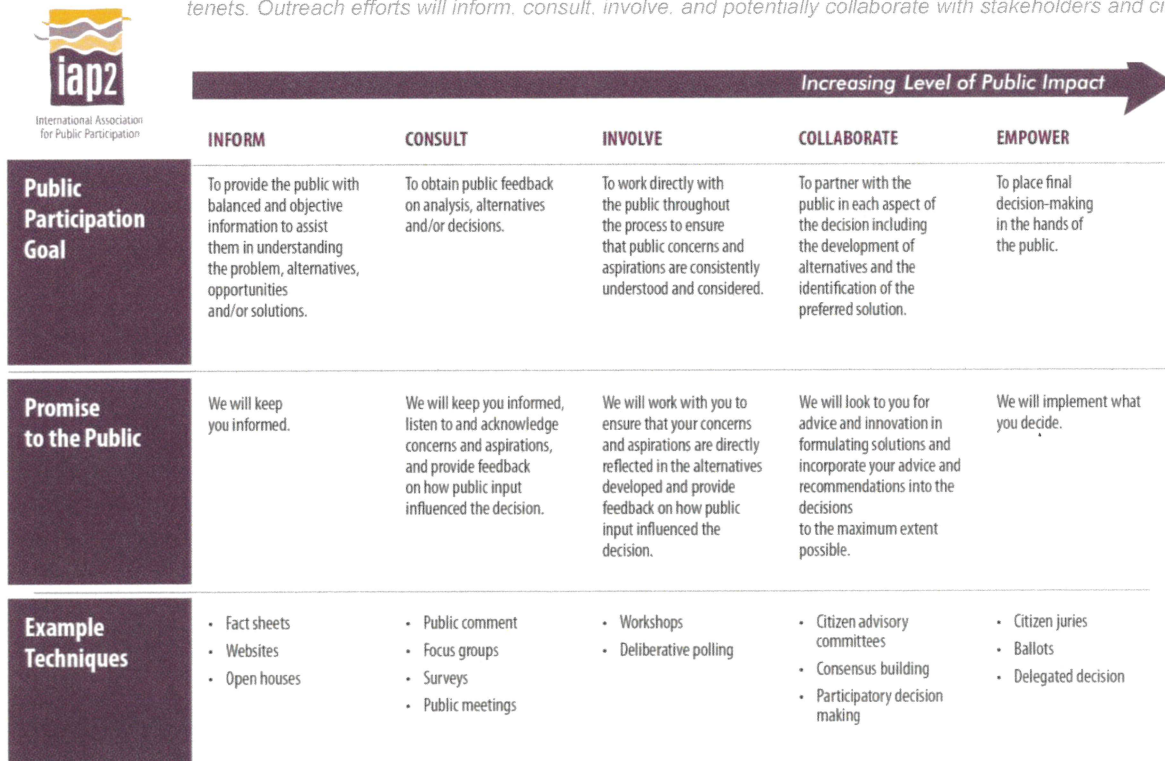
### A. IAP2 Approach

McKenna’s approach is founded on proven principles for good public participation, as contained in the International Association for Public Participation (IAP2) Code of Ethics. IAP2 is an association of professional public participation practitioners who have developed tools and processes to implement customized, effective public participation programs. IAP2’s practices recognize that there is a wide range of public involvement possible, depending on the role that the decision maker wishes the public to have in the decision(s) to be made.

Effective public participation is essential to the success of most public decision-making. It improves the information base, and thus the quality of decisions, minimizes costs and delays, builds understanding and consensus among parties, increases the ease of implementation, helps avoid worst-case confrontation, maintains legitimacy and credibility, and anticipates public concerns and attitudes. Different techniques are appropriate for different points in the process – some are better for information gathering, others are better for evaluating alternatives, others are better for informing stakeholders, for example.

In our experience, the most successful planning projects are those in which the stakeholders are actively involved and receive feedback on how their input is used. They thus take ownership of “their” vision. We also understands the challenges of managing change in a community. We also know how important it is to build consensus, or “informed consent”. Informed consent occurs when stakeholders understand the most important issues and tools. In most cases, once the public goes through the planning process and are given the tools and knowledge to evaluate the issues at hand, they will grant their consent to a set of solutions that best fit the needs of everyone. These invested stakeholders will also come back to defend the plan, providing staff and elected leaders critical project development support.

*Our public participation efforts are guided by the International Association of Public Participation’s guidelines and tenets. Outreach efforts will inform, consult, involve, and potentially collaborate with stakeholders and citizens.*



© 2007 International Association for Public Participation

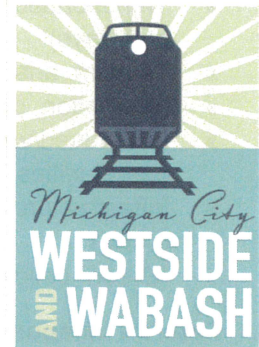
## B. Public Involvement Techniques and Methods

McKenna deploys a rich toolbox of innovative techniques, strategies and methods to communicate and collaborate with citizens and stakeholders. We propose the following:

1. **Project Name and Logo.** We propose to re-use the project name and logo from the 2020 plan, and also develop a “2025” logo/marker that can be used within the plan to distinguish elements that have been updated since 2020.
2. **Online Survey.** McKenna will create an easy-to-use online survey instrument utilizing Survey Monkey, designed to elicit a wide sampling of community input on issues in a manner that permits citizens to feel involved in the process without investing too much time. We will work with the City to inform the public when the survey goes live. We will also create a “landing page” for the survey, with an easy to remember URL like “imaginesouthwashington.com” or similar. This will make the survey easier to publicize.

When linked to the City’s website, the online survey will have the capability of reaching a high number of residents. In this way, there are no mailing costs for the City, respondents won’t have to leave their home, and the results are automatically tabulated for easier analysis.

3. **Community Open Houses (2).** We proposed to hold two open houses for the general public. One will be a “Community Brainstorm” where we solicit ideas and dreams for Roosevelt Park, to be incorporated into the plan. The second will be the “Community Review” where residents have the opportunity to view and comment on preliminary plan recommendations.



Project Logos samples designed by McKenna

## THE MASTER PLAN: OUR FUTURE

Following the collection and analysis of existing data and plans, hearing ideas and opinions from the public, Planning Commission, and staff, the McKenna team will draft the Master Plan. This is the point in the process where the ideas of a “re-write” or an “update” diverge somewhat, as the City will need to decide whether to use the existing Goals and Objectives and Future Land Use program as a guide, or whether a totally new vision is needed. Most likely, some middle path will be charted, with elements of the existing Plan remaining and other elements being totally new.

### A. Guiding Planning Principles

The guiding planning principles will be formed through the course of public outreach and engagement process, with the early ideas born in the existing Master Plan and initial discussions with the Master Plan Committee. Our team will develop, refine, and finalize the principles throughout the project and provide consistent updates throughout the planning process and at key thresholds in the engagement and communication process. Based upon the goals, objectives and policies that result from the planning process, the team will develop a decision-making “rubric” against which future land use decisions can be made.

### B. The Roosevelt Park Plan

The Plan will be a future land use plan, and will also identify a range of recommended characteristics for the various planning areas within the City. The Plan will go beyond land use, as its intent is to create or preserve great community character and quality of place. This focus on character and place requires planning for more than just land use. Community character is defined by the quality of the built environment, the quality of public space, and the mixture of land uses.

The Plan and map will identify actions and recommendations to create the desired possible quality of place for Roosevelt Park, and will contain recommendations on:

- » Land use and densities (residential, retail, office, industrial, public, mixed use, etc.)
- » Building character and disposition (i.e. zero lot line, set back from the street, building heights, etc.)
- » Public spaces (streets, sidewalks, parks, riverfronts)
- » Housing and neighborhoods
- » Economic development
- » Quality of life
- » Transportation plan and Complete Streets implementation (roads and bridges, transit, non-motorized pathways)
- » Tourism, arts, and cultural amenities
- » Recreation, open space and the environment
- » Underused/vacant land management strategies and techniques (i.e. retail and industrial development opportunities, and potential business and districts)
- » Infrastructure, including the impacts of the Continental Dairy expansion and envisioned residential growth
- » “Green” policies and sustainability

### C. Future Transportation Plan

McKenna will bring Roosevelt Park into compliance with the State’s requirement that all Master Plans include the community’s strategy for implementing the principle of “Complete Streets,” that is, the idea that roads should be safe and efficient for all legal users. Roosevelt Park’s Complete Streets Plan will analyze the City’s network of streets, pathways, and train tracks and recommend future safety and efficiency improvements.



## D. Implementation Plan

Crafting an Implementation Plan requires balance. We need to be careful about raising expectations beyond what can be easily accomplished while at the same time encouraging community organizations and residents to roll up their sleeves and work collaboratively with the City to move Roosevelt Park forward. The success of the Implementation Plan depends to a great extent upon the success of public engagement process and how well it reflects the desires of the citizenry.

The Plan will be implementation-focused throughout. The updated Master Plan will identify land use, character, design, and infrastructure improvements that should be made. The Implementation Plan will list each of the projects necessary to see the plan to completion in a matrix format.

4. **Implementation Matrix.** A matrix that includes specific recommendations, priorities, capital improvement expenditures, programs, and actions will be provided in a format similar to the one at the bottom of this page. The matrix will identify:

- a) Each project,
- b) Its importance,
- c) A timeframe for completing the project,
- d) The person, body or organization responsible for overseeing the project, and
- e) Funding opportunities for the project

PLANNING and ZONING								
PROJECT	PRIORITY	TIMEFRAME	RESPONSIBILITY			FUNDING		
			Village	Other Gov't	Private	Public	Private	TIF/ DDA
Revise the Zoning Ordinance to be consistent with this Plan	A	1	PC			•		
Create historic building design guidelines	A	1	PC/VM	MS				
Create architectural design standards for the Downtown	A	2	PC	MS	PO			•
Create architectural design standards for the Commercial Corridor area	B	2	PC					
Create and adopt local historic districts	B	2	VC/VM	MS				
Adopt/Update Parks and Recreation Plan every 5 years.	B	2	VC	BT		•		
Rezone properties according to the Ortonville Plan and new Zoning Ordinance	B	2	PC/VC					
Develop and enforce a storm water management program	B	3	VC/VM					
Raise awareness of the benefits of green building standards	C	5	PC					
Review this Master Plan every 5 years	C	5	PC					
Encourage LEED/Energy Star certification for new or renovated buildings	C	5	PC					

KEY		
Priority	Timeframe	Responsibility (Color)
A Most Important	1 W/in one year	Project Lead
B Very Important	2 1-3 years	Key Participant
C Important	3 3+ years	Contributor
	4 As Available	
	5 Ongoing	

*Implementation Matrix Example. While it appears complex, in reality it is an elegant method of summarizing all of the implementation actions recommended in the Plan and showing their timing and responsibility on one sheet of paper. We recommend printing the matrix at poster size and hanging it in a prominent place. This keeps implementation in a position of importance, and allows the community to demonstrate progress by checking off projects as they are completed.*

Responsibility (Abbreviation)			
BT	Brandon Township <a href="http://www.brandontownship.us">www.brandontownship.us</a>	OCP	Oakland County PEDS <a href="http://www.oakgov.com/peds/">www.oakgov.com/peds/</a>
CC	Chamber of Commerce <a href="http://www.ortonvillechamber.com">www.ortonvillechamber.com</a>	PC	Ortonville Planning Commission
DDA	Downtown Development Authority <a href="http://www.ortonvilledda.com">www.ortonvilledda.com</a>	PO	Property Owners
GI	GreenWays Initiative <a href="http://greenways.sfssem.org">greenways.sfssem.org</a>	RCOC	Road Commission for Oakland County <a href="http://www.rcocweb.org">www.rcocweb.org</a>
MDOT	Michigan Department of Transportation <a href="http://www.michigan.gov/mdot">www.michigan.gov/mdot</a>	VC	Ortonville Village Council
MS	Main Street <a href="http://www.ortonvilledda.com">www.ortonvilledda.com</a>	VM	Village Manager/Administration

Funding	
Public	Includes public funds from the Village operating budget, County, and State funding. May also include local government bonds.
Private	Includes funds from private sources such as grant monies, corporate funding, or property owners
DDA/TIF	Tax increment financing provided by an authorized body. Please refer to the summary of economic development tools on page 92.

5. **Zoning Plan.** McKenna will bring Roosevelt Park into compliance with the State by including a Zoning Plan in the Master Plan. A Zoning Plan is part of the implementation component of the Plan. The Zoning Plan will describe the relationship between the future land use classifications in the Master Plan and the zoning districts on the Zoning Map. The Zoning Plan will also:
  - a) Describe changes to the Zoning Map suggested by the Master Plan and the conditions under which those changes should be made.
  - b) Guidelines for amendments to the dimensional or use standards of specific zoning districts.
  - c) Guidelines for the creation and adoption of new zoning districts.

**E. Review and Adoption**

McKenna will assist with the City with the adoption process. The City is bound by the Michigan Planning Enabling Act (PA 33 of 2008) adoption process. If the City chooses to include the State-required Parks and Recreation Plan elements, we will ensure that the elements of that adoption process are completed as well. We will follow the following process to assist the City in formally adopting the Plan:

1. **Planning Commission Draft Review Meeting.** McKenna will present the draft Master Plan as outlined above to the Planning Commission for review.
2. **Distribution of Draft Plan.** After review and recommendation by the Planning Commission, a copy of the first draft Master Plan will be submitted to the City Council for its approval to be distributed to the surrounding jurisdictions, Muskegon County, and other entities for comment as required by state law.
3. **Review of Comments.** Upon conclusion of the state-mandated review and comment periods for the noticed entities, McKenna will review all comments submitted to it by the City and, if deemed necessary by the Planning Commission, make one set of modifications to the draft Plan.
4. **Final Review and Public Hearing(s) and Adoption.** McKenna will attend the required public hearing, explain the Master Plan to the public, and assist with the adoption by the Planning Commission and City Council.
5. **Final Document.** Subsequent to adoption, McKenna will prepare the document for delivery to the City as requested in the RFP.
6. **Submission to MDNR.** McKenna will submit the plan to the MiGrants portal prior to the February 1, 2026 deadline. We will work with the City to ensure the proper accompanying paperwork is complete.

**Identify the Opportunity**

**Uncover Desires**

**Establish Evaluation Criteria**

**Develop Alternatives**

**Evaluate Alternatives**

**Finalize the Plan**

# Timeline

We propose a 12-month timeframe to complete and deliver the Land Use and Recreation Master Plan, from preparation through adoption, subject to adjustment by mutual consent. This schedule will ensure that the Parks and Recreation Plan can be submitted to MDNR prior to the February 1, 2026 deadline. The meetings listed below are included in the fee. Additional meetings can be scheduled for an additional fee.

TASK BY MONTH	1	2	3	4	5	6	7	8	9	10	11	12
Project Initiation	1											
Existing Conditions/ Land Use		2/3										
Public Outreach			4									
Master Plan/ Parks Plan Draft				5	6	7	8	9				
Master Plan Statutory Review and Adoption Period									10		10/11	12

## MEETINGS

1. Kickoff Meeting with City Staff
2. Existing Conditions Meeting with Planning Commission
3. Existing Conditions Meeting Parks and Rec Advisory Board
4. Community Brainstorm
5. Future Land Use Discussion with Planning Commission
6. Goals and Objectives/Parks Action Plan Discussion with Parks and Rec Advisory Board
7. Final Draft Discussion with Parks and Rec Advisory Board
8. Full Draft Presentation to Planning Commission/Recommendation for Distribution
9. Full Draft Presentation to Planning Commission/Approval for Distribution
10. Community Review
11. Public Hearing at Planning Commission
12. Adoption by City Council

# Fee

## FOR SERVICES INCLUDED IN SCOPE

McKenna will update the Roosevelt Park Master Plan and Parks and Recreation Plan, in a combined document, for **\$25,000**. Savings compared to doing the two processes separately are approximately **\$10,000**.

The above fee is compensation for the scope of services described within this proposal, including meetings, travel expenses and expenses for specified production / reproduction of materials.

## ADDITIONAL SERVICES AT HOURLY RATE

Should additional meetings or services over and above those specified in our detailed scope of work be required, the work will be billed at our hourly rates in the following Professional Fee Schedule. No additional services will be performed without prior written authorization by the City.

## PROFESSIONAL FEE SCHEDULE

Effective through December 31, 2025

Professional Classification	Rate Per Hour*
President	\$200
Executive or Senior Vice President	\$180
Vice President	\$170
Director	\$165
Senior Principal or Manager	\$160
Principal	\$130
Senior	\$120
Associate	\$110
Assistant	\$100



## CITY OF ROOSEVELT PARK CITY COUNCIL MEETING November 11, 2024

<b>Residential Waste Hauling RFP Response-Council Approval</b>	<b>Date:</b> November 11, 2024
<p>One of the upcoming 2025 projects was the issuance of a new multi-year residential waste hauling contract as the current contract will be expiring on December 31<sup>st</sup> of 2024. As such, staff created and issued an RFP for services outlining the current waste/recycling/yard waste services and the bids from vendors were due on November 6<sup>th</sup> at 11:00 am. In all, six RFPs were sent out to contractors who currently service our community or our region along with being posted locally and statewide in numerous publications and websites.</p> <p>Three bids were received, and all contractors met or exceeded the minimum insurance and liability coverage requirements. Overall, the cost proposals are significantly higher than the expiring contract and are attached. While all three would be a substantial increase, we were well aware of the previous contract being significantly under market value and thus the quotes are not totally unexpected.</p> <p>The largest portion of the increases as viewed in all three proposals is due to the change in both state and federal recycling laws and operations along with increased compost site requirements since the expiring contract was implemented a decade ago. The weekly waste only increased by \$0.75 per household. However, the recycling increased sixfold and yard waste pick up increased fourfold.</p>	
<p><b>Financial Impact:</b> These annual costs will be locked in and for five years (through 2030) and thus we will be able to annually budget these expenses throughout the life of the contract.</p>	
<p><b>Recommendation:</b> To review the attached five years proposals as presented and authorize staff to move forward with contract finalizations.</p>	

# AGREEMENT

THIS AGREEMENT, made and entered into this November 3, 2014, by and between the City of Roosevelt Park Michigan, a Michigan municipal corporation, whose principal offices are located at City Hall, 900 Oak Ridge Road, Roosevelt Park, Michigan, 49441 hereinafter referred to as the "City", and RMS Disposal, whose principal offices are located at 4345 Wolf Lake Road, Fruitport, Michigan 49415, hereinafter referred to as the "Contractor", for the considerations stated herein, agree as follows:

1. The Contractor agrees to forthwith perform specified services in accordance with the specifications attached hereto as Attachment "A" and incorporated herein by reference.
2. The City shall pay to the Contractor, and the Contractor shall accept the following unit price(s) for residential Mixed Refuse and Disposal Services, Yard Waste Collection, and Recycling, as specified in Attachment "A".

**January 1, 2015 – December 31, 2016 (years 1 and 2)**

Mixed Refuse and Disposal Services	\$11.00 for each collection point per month
Yard Waste Collection	\$8,850 annual lump sum
Recycling	\$8,850 annual lump sum

**January 1, 2017 – December 31, 2017 (year 3)**

Mixed Refuse and Disposal Service	\$11.33 for each collection point per month
Yard Waste Collection	\$9,115 annual lump sum
Recycling	\$9,115 annual lump sum

**January 1, 2018 – December 31, 2018 (year 4)**

Mixed Refuse and Disposal Service	\$11.67 for each collection point per month
Yard Waste Collection	\$9,388 annual lump sum
Recycling	\$9,388 annual lump sum

**January 1, 2019 – December 31, 2019 (year 5)**

Mixed Refuse and Disposal Service	\$12.02 for each collection point per month
Yard Waste Collection	\$9,669 annual lump sum
Recycling	\$9,669 annual lump sum

**January 1, 2020 – December 31, 2022 (years 6, 7, and 8)**

Mixed Refuse and Disposal Service	\$12.02 for each collection point per month
Yard Waste Collection	\$9,669 annual lump sum
Recycling	\$9,669 annual lump sum

**January 1, 2023 – December 31, 2023 (year 9)**

Mixed Refuse and Disposal Service	\$12.38 for each collection point per month
Yard Waste Collection	\$9,959 annual lump sum
Recycling	\$9,959 annual lump sum

**January 1, 2024 – December 31, 2024 (year 10)**

Mixed Refuse and Disposal Service	\$12.75 for each collection point per month
Yard Waste Collection	\$10,257 annual lump sum
Recycling	\$10,257 annual lump sum

The Contractor shall accept as full payment the unit bid price for the performance of this work, subject to any additions or deductions provided for. Such payment shall be

## Republic Waste Quote

### City of Roosevelt Park - Solid Waste, Recycling & Composting

## APPENDIX A

### City of Roosevelt Park Bid Sheet

#### YEAR 1: 1/1/2025- 12/31/2025

Refuse:	\$	<u>13.25</u>	per month per unit (including large item Pick up)
Recycling:	\$	<u>4.35</u>	per month per unit (1/2 of city each week)
Compostables:	\$	<u>4.25</u>	per month per unit (April through November)
TOTAL:	\$	<u>21.85</u>	per month per unit

#### YEAR 2: 1/1/2026 - 12/31/2026

Refuse:	\$	<u>13.98</u>	per month per unit (including large item Pick up)
Recycling:	\$	<u>4.59</u>	per month per unit (1/2 of city each week)
Compostables:	\$	<u>4.48</u>	per month per unit (April through November)
TOTAL:	\$	<u>23.06</u>	per month per unit

#### YEAR 3: 1/1/2027 - 12/31/2027

Refuse:	\$	<u>14.75</u>	per month per unit (including large item Pick up)
Recycling:	\$	<u>4.84</u>	per month per unit (1/2 of city each week)
Compostables:	\$	<u>4.73</u>	per month per unit (April through November)
TOTAL:	\$	<u>24.32</u>	per month per unit

#### YEAR 4: 1/1/2028 - 12/31/2028

Refuse:	\$	<u>15.56</u>	per month per unit (including large item Pick up)
Recycling:	\$	<u>5.11</u>	per month per unit (1/2 of city each week)
Compostables:	\$	<u>4.99</u>	per month per unit (April through November)
TOTAL:	\$	<u>25.66</u>	per month per unit

#### YEAR 5: 1/1/2029 - 12/31/2029

Refuse:	\$	<u>16.41</u>	per month per unit (including large item Pick up)
Recycling:	\$	<u>5.39</u>	per month per unit (1/2 of city each week)
Compostables:	\$	<u>5.27</u>	per month per unit (April through November)
TOTAL:	\$	<u>27.07</u>	per month per unit

Kuerth Waste and Disposal Quote

City of Roosevelt Park - Solid Waste, Recycling & Composting

**APPENDIX A**

City of Roosevelt Park Bid Sheet

YEAR 1: 1/1/2025- 12/31/2025

Refuse:	\$	<u>22.50</u>	per month per unit (including large item Pick up)
Recycling:	\$	<u>9.00</u>	per month per unit (1/2 of city each week)
Compostables:	\$	<u>11.00</u>	per month per unit (April through November)
TOTAL:	\$	<u>42.50</u>	per month per unit

YEAR 2: 1/1/2026 - 12/31/2026

Refuse:	\$	<u>23.00</u>	per month per unit (including large item Pick up)
Recycling:	\$	<u>9.25</u>	per month per unit (1/2 of city each week)
Compostables:	\$	<u>11.25</u>	per month per unit (April through November)
TOTAL:	\$	<u>43.25</u>	per month per unit

YEAR 3: 1/1/2027 - 12/31/2027

Refuse:	\$	<u>23.50</u>	per month per unit (including large item Pick up)
Recycling:	\$	<u>9.50</u>	per month per unit (1/2 of city each week)
Compostables:	\$	<u>11.50</u>	per month per unit (April through November)
TOTAL:	\$	<u>44.50</u>	per month per unit

YEAR 4: 1/1/2028 - 12/31/2028

Refuse:	\$	<u>24.00</u>	per month per unit (including large item Pick up)
Recycling:	\$	<u>9.75</u>	per month per unit (1/2 of city each week)
Compostables:	\$	<u>11.75</u>	per month per unit (April through November)
TOTAL:	\$	<u>45.50</u>	per month per unit

YEAR 5: 1/1/2029 - 12/31/2029

Refuse:	\$	<u>24.50</u>	per month per unit (including large item Pick up)
Recycling:	\$	<u>10.00</u>	per month per unit (1/2 of city each week)
Compostables:	\$	<u>12.00</u>	per month per unit (April through November)
TOTAL:	\$	<u>46.50</u>	per month per unit



**GFL Environmental Quote**

**City of Roosevelt Park - Solid Waste, Recycling & Composting**

**APPENDIX A**

**City of Roosevelt Park Bid Sheet**

**YEAR 1: 1/1/2025- 12/31/2025**

Refuse: \$ 12.49 per month per unit (including large item Pick up)  
Recycling: \$ 8.00 per month per unit (1/2 of city each week)  
Compostables: \$ 8.00 per month per unit (April through November)  
TOTAL: \$ 28.49 per month per unit

**YEAR 2: 1/1/2026 - 12/31/2026**

Refuse: \$ 12.90 per month per unit (including large item Pick up)  
Recycling: \$ 8.26 per month per unit (1/2 of city each week)  
Compostables: \$ 8.26 per month per unit (April through November)  
TOTAL: \$ 29.42 per month per unit

**YEAR 3: 1/1/2027 - 12/31/2027**

Refuse: \$ 13.32 per month per unit (including large item Pick up)  
Recycling: \$ 8.53 per month per unit (1/2 of city each week)  
Compostables: \$ 8.53 per month per unit (April through November)  
TOTAL: \$ 30.37 per month per unit

**YEAR 4: 1/1/2028 - 12/31/2028**

Refuse: \$ 13.75 per month per unit (including large item Pick up)  
Recycling: \$ 8.81 per month per unit (1/2 of city each week)  
Compostables: \$ 8.81 per month per unit (April through November)  
TOTAL: \$ 31.36 per month per unit

**YEAR 5: 1/1/2029 - 12/31/2029**

Refuse: \$ 14.19 per month per unit (including large item Pick up)  
Recycling: \$ 9.09 per month per unit (1/2 of city each week)  
Compostables: \$ 9.09 per month per unit (April through November)  
TOTAL: \$ 32.38 per month per unit



**CITY OF ROOSEVELT PARK  
CITY COUNCIL MEETING  
November 11, 2024**

<b>Item:</b> Ad Hoc Senior Millage Committee- Set Meeting	<b>Date:</b> November 11, 2024
<p>The first meeting of the Ad Hoc Senior Millage Committee is needed to begin the process of planning the 2025 events and programs to utilize the local municipal allocation. Attached is a letter and additional information from the County of Muskegon that was received over the last week in regards to the 2025 allocation.</p> <p>The formal decision will need to be approved by the full board via a resolution which ultimately needs to be signed by the County Commissioner. Please note, the annual allocation has risen by nearly \$2,000.</p>	
<b>Financial Impact:</b> None	
<b>Recommendation:</b> Set a time and date for the next Ad Hoc Senior Millage Committee meeting. Staff is recommending mid-December or even the first two weeks of January.	
<b>Signature:</b>	<b>Title:</b> City Manager



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DATE: Monday, October 28, 2024  
TO: Municipalities  
RE: FY25 Municipal Senior Millage Funding

Attached you will find the Allocation Summary and Distribution Table for the FY25 Municipal Senior Millage funding.

We understand that some names and contact information for municipalities may have changed. If you are not the primary contact for this funding, please send us the updated information.

To accept this funding, you must present a 1-2 page plan approved by your governing entity (Council or Board) and endorsed by the jurisdictional County Commissioner(s). If your FY25 plan is a continuation of FY24 activities, note that in the email.

All correspondences and related documentation (plans, reports, requests, etc.) should be sent to:  
[MuskegonSeniorMillage@co.muskegon.mi.us](mailto:MuskegonSeniorMillage@co.muskegon.mi.us)

Thank you.

*Nancy Bramer*

Nancy Bramer, Deputy Health Officer



## Municipal Allocation Summary

The Muskegon County Board of Commissioners approved allocating up to 25% of the annual senior millage funds to local municipalities (2019-427) to coordinate and provide services, programs, and/or activities for seniors in their jurisdictions. The funding formula includes a \$3,500 base for each municipality plus a pro-rated amount based on the population of seniors in the jurisdiction. **Municipalities are encouraged to leverage funds and minimize duplication by working with categorical grantees and/or each other.**

### **Key points:**

- 100% optional – submit an annual plan/budget to “opt in” each year.
- It does not prohibit or limit municipalities from applying for and receiving funding via the grant process.
- Municipalities must submit a 1 - 2 page plan approved by the governing entity & endorsed by the jurisdictional County Commissioner.
- Funding will follow the County fiscal year October 1, 2024 – September 30, 2025.
- Quarterly reports required (*financial and participant demographics*) – monthly reports encouraged.
- Please forward all related correspondence to: [MuskegonSeniorMillage@co.muskegon.mi.us](mailto:MuskegonSeniorMillage@co.muskegon.mi.us)
- Advance, partial, interim and/or final allocation payments will be processed upon receipt of written request along with required/appropriate documentation.

### **Population to be served:**

1. All persons 60 years of age or older or their caregivers who meet the criteria established for services shall be eligible for any or all services with priority given to meeting the needs of persons with the greatest economic or social need, giving particular attention to low-income, minority individuals.
2. Residents or occupants of Muskegon County (permanent, temporary, or transitional).
3. The Sub-Contractor shall not refuse to provide services to any eligible persons 60 years of age and older because of race, color, religion, national origin, age, sex, height, weight, marital status, sexual orientation, arrest record, or handicap pursuant to Title VI of the Civil Rights Act of 1964, amended 1973; and the Elliott-Larsen Civil Rights Act, 1976 P.A. 453, Section 209. The Sub-Contractor shall comply with the provisions of Title VI of the Civil Rights Act of 1964, the Michigan Handicappers Civil Rights Act, 1976 P.A. 220, and Section 504 of the Federal Rehabilitation Act of 1973, D.L. 93-112, 87 Stat. 394, and the Americans with Disabilities Act, 1990 P.A. 101-336.
4. Further, the Sub-Contractor shall comply with all other federal, state, or local laws, regulations, standards, and any amendments thereto, as they apply to the performance of this contract.

### **Correspondence:**

All communications and related documentation (plans, reports, requests, etc.) should be sent to:  
[MuskegonSeniorMillage@co.muskegon.mi.us](mailto:MuskegonSeniorMillage@co.muskegon.mi.us)

**MUSKEGON COUNTY SENIOR MILLAGE  
FY25 Municipal Distribution Table**

<b>Municipality</b>	<b>FY25 Total Funding</b>	<b>County Commissioner(s)</b>
Blue Lake Township	\$13,137	Cyr
Casnovia Township	\$12,037	Lahring
Casnovia Village	\$4,588	Lahring
Cedar Creek Township	\$17,091	Lahring
Dalton Township	\$34,294	Cyr
Egelston Township	\$38,406	Lahring
Fruitland Township	\$31,967	Cook, Cyr
Fruitport Charter Township	\$59,435	Hazekamp
Fruitport Village	\$8,368	Hazekamp
Holton Township	\$13,465	Lahring
Laketon Township	\$37,978	Cook
Lakewood Club Village	\$7,112	Cyr
Montague City	\$14,136	Cyr
Montague Township	\$11,024	Cyr
Moorland Township	\$8,839	Lahring
Muskegon Charter Township	\$69,686	Nash
Muskegon City	\$122,780	Hovey-Wright, Nash, Cook, Paige
Muskegon Heights City	\$36,507	Paige
North Muskegon City	\$21,902	Cook
Norton Shores City	\$113,129	Hazekamp, Paige, Hovey-Wright
Ravenna Township	\$11,638	Lahring
Ravenna Village	\$7,283	Lahring
Roosevelt Park City	\$17,434	Hovey-Wright
Sullivan Township	\$14,093	Hazekamp
White River Township	\$11,852	Cyr
Whitehall City	\$17,234	Cyr
Whitehall Township	\$12,166	Cyr
	<b>\$767,581</b>	



**CITY OF ROOSEVELT  
PARK CITY COUNCIL  
November 11, 2024**

<b>Item:</b> Councilmember Request- Item Submittal	<b>Date:</b> November 11, 2024
<b>Summary:</b> Attached is a written request from City Councilmember Johnson to have an item of discussion placed on the active agenda for council review.	
<b>Signature:</b>	<b>Title:</b> City Manager

**From:** [Matt Z. Johnson](#)  
**To:** [Jared D. Olson](#)  
**Subject:** Agenda Item - Resolution of Thanks  
**Date:** Tuesday, November 5, 2024 4:23:01 PM

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**Hi Jared,**

**The resolution below is for our New Business voting agenda next meeting.**

**Best,**

**Matt**

### **Resolution of Thanks**

Whereas the security of election documents is of paramount importance to our democracy and to the verifiability of election results,

Whereas Muskegon County's ballots for the August and November 2024 elections have been printed on watermarked paper, thus making them clearly distinguishable as legitimate and official,

Therefore, the City of Roosevelt Park expresses gratitude and congratulations to all those in our county who contributed to this forward progress, including Bonnie Kellogg of the Board of Canvassers, County Clerk Karen Buie, and county Elections Coordinator Lori Hayes. Your work sets a positive precedent, and an example for other counties to follow, and we commend your initiative and leadership.



**CITY OF ROOSEVELT PARK  
CITY COUNCIL MEETING  
November 11, 2024**

<b>Item: Oath of Office-City Council Members</b>		<b>Date:</b> November 11, 2024
<p><b>Summary:</b> As per the charter and the November 5<sup>th</sup> election, two city council positions were on the ballot and the two electors on the ballot were elected with no write-in candidates submitting the required petition to the County Clerk.</p> <p>As the election is over and the results unofficially published, the two candidates can take the oath of office. However, they cannot take part in formal board action until the Muskegon County Board of Canvassers certifies the election in the coming weeks. Once certified by the Muskegon County Canvassers, the councilmembers elect will officially hold office (Hopefully well before the November 25<sup>th</sup> meeting). This has been reviewed and recommended by City legal counsel.</p>		
<b>Financial Impact:</b> None		
<b>Recommendation:</b> Perform the Oath of Office.		
<b>Signature:</b>	<b>Title:</b> City Manager	

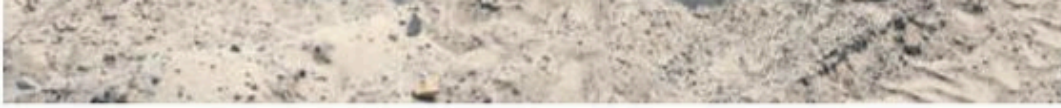


City of Roosevelt Park

*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.



**Consumers Credit Union's Roosevelt Park office will be its second location in Muskegon County.** Photo courtesy Consumers Credit Union

ROOSEVELT PARK

# Consumers Credit union announces new branch

**Ehren Wynder** *ewynder@mlive.com*

A Michigan credit union is bolstering its Muskegon-area presence due to popular demand.

Kalamazoo-based Consumers Credit Union recently broke ground on a new 2,200-square-foot office at 3145 Henry St. in Roosevelt Park.

Slated to open in May, the Roosevelt Park branch will provide services such as personal checking, savings, credit cards, mortgages, full-service lending and banking, investments and education.

"This is a great expansion opportunity to continue to grow along the Lakeshore and serve even more members," Consumers President and CEO Scott Sylvester said in a statement.

The new office also will feature Consumers' TellerPlus+ technology in the lobby and drive-thru lane, which connects customers virtually with financial experts to help with opening accounts, making loan payments and more.

Other amenities include a free coffee bar, wireless banking stations with Wi-Fi, and loan and member service office areas.

GDK Construction is the general contractor for the project, and architecture is through Bosch Architecture.

The two companies also completed Consumers Credit Union's Grand Haven and Muskegon locations.

"We're excited to be working with Consumers again," GDK Project Manager Ross Kruithof said in a statement. "We're proud to bring our expertise and commitment to quality to Roosevelt Park and can't wait to see this project come to life."

The Roosevelt Park office will join Consumers Credit Union's other Muskegon-area location at 1818 E. Sherman Blvd. in Muskegon.

Lynne Jarman-Johnson, chief marketing officer at Consumers Credit Union, told MLive in an email that the credit union also plans to bolster its local presence with a full-service ATM at the Muskegon Farmers Market.

"We're expanding in Roosevelt Park due to the member enthusiasm of us entering the Muskegon market," she said in the email.

...ers, that are inactive from voting laws.

Federal removal until at least they have passed respond noted. As there are were registered recently since 2027.

There are a million people as of July fewer than 100,000 — a number that's been included in the vote. They voted for not respect their responsibilities.

Under only remain have been a combination of subsequent activity. Healed on

The more total ones in the

More than a million and more March 1st celebration since possible for death



**Norton Shores Fire Department**

**QUARTERLY REPORT  
ROOSEVELT PARK  
July-September  
2024**



*Protecting Your Future*



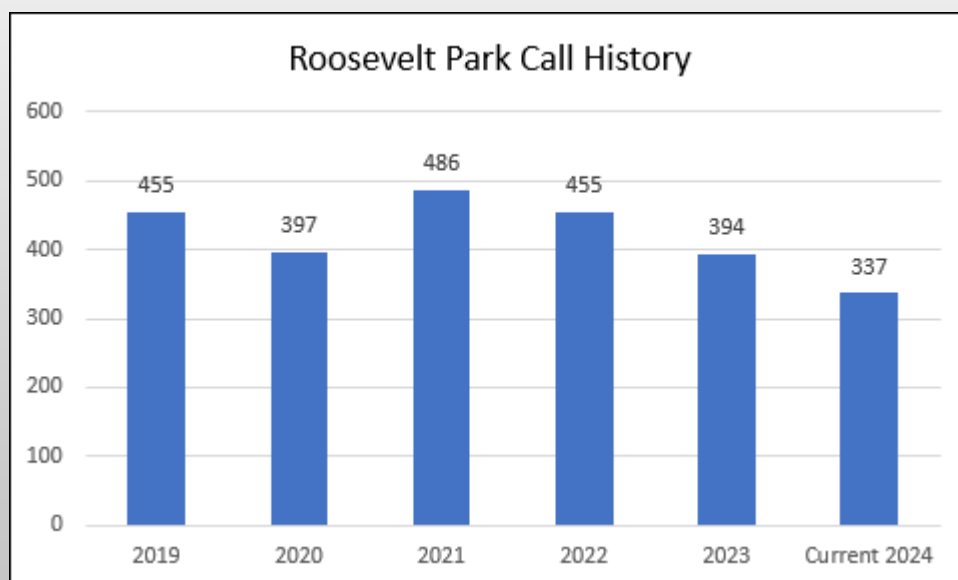
## Administration

### Chief Robert Gagnon

The information contained in this quarterly report serves as a representation of the hard work and dedication put in by the men and women of the Norton Shores Fire Department. Their commitment to the City and our Department helps to make it possible to achieve our overall mission which is *Protecting your Future.*

### Quarterly Stats

- **863** Calls for Service the NSFD responded to
- **114** Calls for Service in Roosevelt Park
- **51** Training Sessions were held and consisted of
  - Water Supply
  - Fire Streams
  - 462 Checkout
  - Driver's Training
  - 443 Checkout
  - Aerial Operations
  - 472 Checkout
  - Extrication
  - Make-up Trainings
  - Monthly Team Trainings
  - Elective/Shift Trainings
- **1** Freedom of Information Act (FOIA) request was fulfilled
  - 3021 Eastland Rd





## Administration

2871 Eastland  
Vehicle vs House



Hunter's Safety Event  
First Aid Training

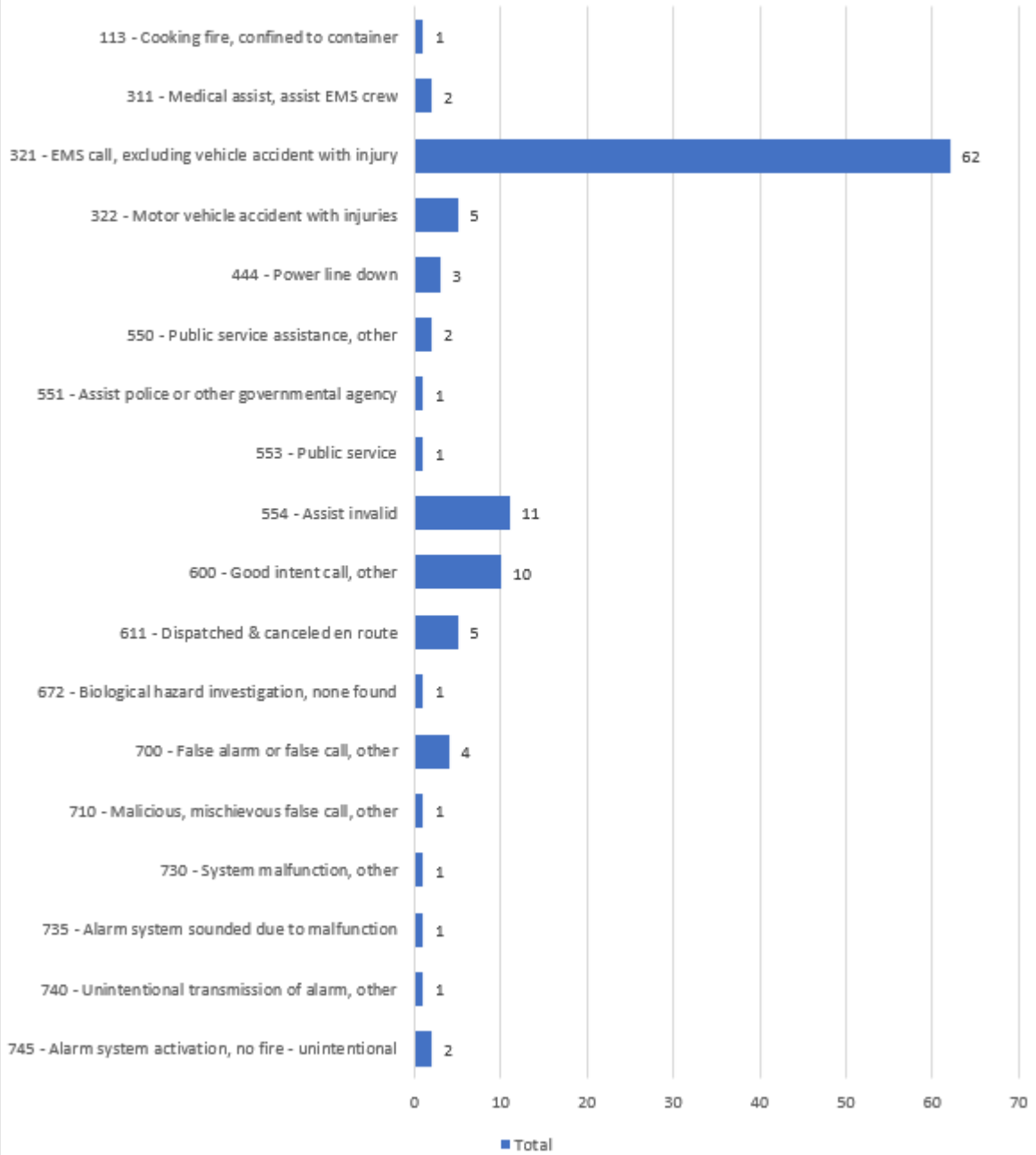


Muskegon Air Show  
Medical & ARFF Coverage



### CALLS BY INCIDENT TYPE - ROOSEVELT PARK

7/1/2024 - 9/30/2024





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### PERSONNEL TRAINING FOR THE QUARTER:

#### **Water Supply**

There are many ways firefighters can acquire water for fire situations. Each method has a proper use to do it safely and effectively. Training on these methods is essential.

#### **Fire Streams**

Directing a proper fire stream for the type of fire we are handling is necessary for the effective mitigation of that fire. Our firefighters regularly practice the techniques to be prepared when needed.

#### **Victim Rescue**

Firefighters are always prepared to rescue someone trapped in a structure that is on fire. This rescue requires intense training, as well as an understanding of the conditions that surround the rescue. Honing these skills is a never-ending job.

#### **Wildland Firefighting**

One of the toughest types of fires to mitigate, wildland fires, present very unique challenges that firefighters must prepare for. Our spring through winter seasons are always potentially dangerous times, and we train to be ready.

#### **Thermal Imager Use**

There are many ways a thermal imager camera can be deployed for use in the fire service. We regularly exercise through a variety of these situations so we are ready to use the cameras effectively when needed.

#### **Driver's Training**

Driving a fire apparatus is much different than driving a personal vehicle. Along with it comes the responsibility of driving in emergency conditions. This is a responsibility we take very seriously and regularly refresh on current laws and proper driving procedures.



## *Operations*

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### PERSONNEL TRAINING FOR THE QUARTER:

#### **Aerial Operations**

The use of an aerial device has critical procedures needed for safe and effective deployment. Our personnel refreshes on these skills often.

#### **Vehicle Stabilization**

Utilizing our specialized equipment, we practice stabilizing vehicles that are either on their roof or their side, in order to safely access the patients inside.

#### **Pneumatic Lift Bags**

In some rescue situations, pneumatic lift bags, or airbags, are needed to lift something heavy from a patient. Airbags allow us to do so in a very safe and controlled way and can do so in difficult locations.

#### **Vehicle Extrication**

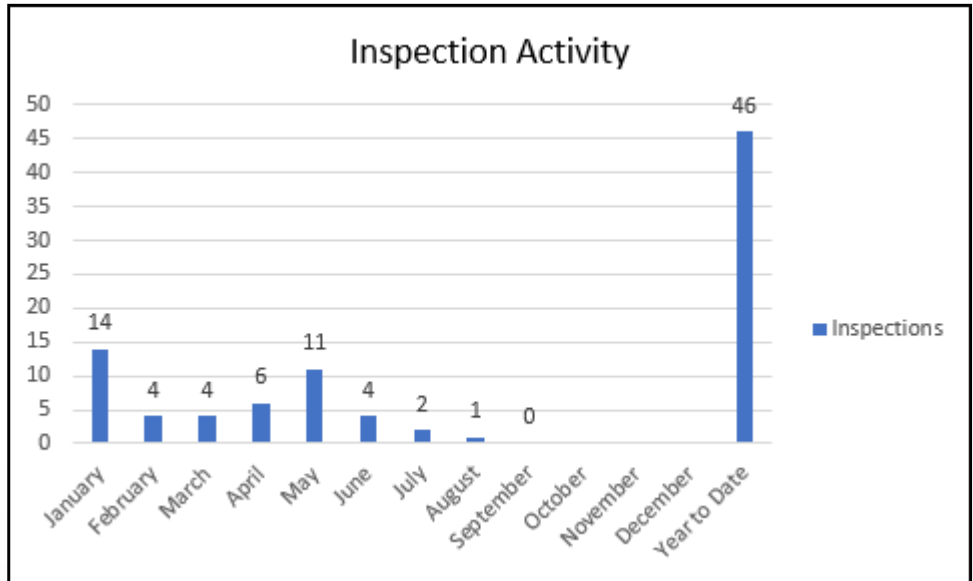
To safely access a patient following a traffic accident, we sometimes need to use extrication equipment to remove the vehicle from around the patient. Knowing how and where to cut into a vehicle is essential to successful patient care.





**Fire Prevention Bureau**

**Fire Marshal Derek Hall**



**FIRE INSPECTIONS/SITE VISITS**

**July-September**

- July (2) (1)
- August (1) (0)
- September (0) (0)

Fire Inspections	3
Site Visits	1
Re-inspections	0
<b>Total Inspections</b>	<b>3</b>
Lids only for Lock Boxes	0
Lock Boxes	0

**SMOKE ALARM INSTALLS**

**July-September (3)**

**FIRE INVESTIGATIONS**

**Roosevelt Park**  
0

**Muskegon County**  
1

**PUBLIC EDUCATION EVENTS**

**(2)**



# Social Media Monthly Data: Norton Shores Fire Dept.



@nortonshoresfd



@nortonshoresfire

NSFD Facebook	
Followers	8,507
Total People Reached	54,357
Total Reactions, Comments, and Shares	1,700

NSFD Instagram	
Followers	495
Total People Reached	31
Total Interactions	13

**Norton Shores Fire Department**  
Published by Don Vanderkooi  
September 23 at 7:09 PM

**NOTICE: Full-Scale Emergency Exercise at Muskegon County Airport (MKG)**

On Tuesday, **September 24, 2024, from 8:00 AM to 12:00 PM**, Muskegon County Airport will conduct a full-scale emergency exercise. **This is only a drill—not an actual emergency.**

During this time, you may see emergency vehicles, smoke, fire, and hear sounds typical of an emergency response. Do not be alarmed—this exercise is a planned training event to ensure our emergency responders are fully prepared for... See more

**Norton Shores Fire Department**  
Published by Don Vanderkooi  
August 17

**Fire Incident Alert**

On August 17, 2024, at approximately 3:34 PM, Norton Shores Fire Department assisted Muskegon Heights Fire Dept., along with the City of Muskegon Fire responding to reports of smoke coming from a building located at 80 E Norton Ave, the site of the former Club Fantas.

Multiple callers reported heavy smoke, with no flames initially visible. Firefighters from Norton Shores and the City of Muskegon Heights quickly arrived and confirmed a working fire.... See more

**Norton Shores Fire Department**  
Published by Stacy Stehouwer  
August 16

Deadline: August 28, 2024  
Go to: <https://nortonshores.org/index.asp...> to apply.

**We are hiring for the position of Part-Time Firefighter**

Accepting applications until **Wednesday, August 28th at 5:00**

We are looking for motivated, hard-working, community-oriented people to serve our city and surrounding areas.

- No experience necessary, training will be provided
  - 18 years of age or older
  - High school diploma or equivalent
  - Valid drivers license
- Must be physically capable of completing the demands of the work outlined in the job description

Please see the City's website <https://nortonshores.org/employment> for additional information on the job requirements. If you are interested in joining one of our finest Fire Departments in Michigan, you must complete and submit a City Employment Application.

The City of Norton Shores is an Equal Opportunity Employer (EOE).

Top Facebook Posts:	Reach	Likes and Reactions	Comments	Shares
9/23/2024: NOTICE: Full-Scale Emergency Exercise at MKG	22,612	170	1	99
8/17/2024: Fire Incident Alert: 80 E Norton Ave.	18,291	106	17	10
8/16/2024: We are Hiring Announcement!	5,211	41	0	30
8/28/2024: Hiring: Today is the last day to turn in applications	2,711	23	0	10
9/10/2024: Did you Know? Firefighters are first on scene for medicals	2,528	148	11	7

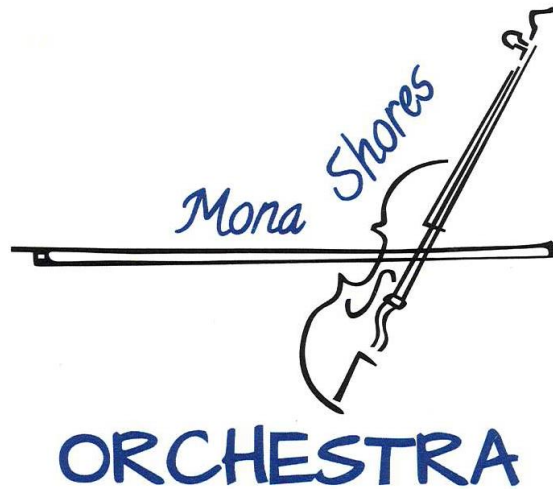
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Dear City of Roosevelt Park,

On behalf of The Mona Shores Orchestra Parent Association and the Mona Shores Orchestra we would like to thank you for allowing our students to use the Roosevelt Park Pavillion for our Summer Strings program. We had 40 participants, multiple high school helpers, and many happy family and friends that

enjoyed the performance at the end of the week.

Thank you for supporting the arts in education.

Sincerely,

Jean Nielsen

MSOPA Secretary.