CITY OF ROOSEVELT PARK
CITY COUNCIL MEETING
AGENDA
March 6, 2017
6:15 p.m.

1. Council Work Session
   a. Ed Garner, Muskegon Area First
   b. Eric VanDop, Brickley DeLong - 2016 Audit

2. Call to Order and Roll Call
3. Pledge of Allegiance
4. Invocation by Council Member Wisniewski
5. Public Comment on Agenda Items

6. Approval of Consent Agenda
   a. Regular Agenda
   b. Minutes of the February 20, 2017 City Council Meeting
   c. List of Bills

7. Old Business
   a. Contribution to City's Pension Plan (MERS)
   b. Contribution to Retiree Health Plan (OPEB)

8. New Business
   a. Master Fee Schedule Amendment

9. Comments from the Mayor and City Council
10. Reports from City Manager, City Attorney & Department Heads
11. Public Comment
    Please state your name and home address
    Please limit comments to 3 minutes per individual presentation
    (City Council Rules of Procedure: 10/7/2011)
12. Adjournment

City of Roosevelt Park

To: Honorable Mayor and City Council

From: Bryon Mazade, City Manager

Date: February 16, 2017

Subject: **Monday, February 20, 2017** – CITY COUNCIL MEETING

COUNCIL WORK SESSION:

1. **Muskegon Area First Presentation** – Ed Garner, President of MAF will be present to provide information about the organization and answer question of the Council.

2. **2016 Financial Audit** – Eric VanDop from Brickley DeLong will present the 2016 Financial Audit. He will be here at 7:00.

CITY COUNCIL MEETING:

1. **Contribution to City's Pension Plan (MERS)** - I am recommending a lump sum contribution to the City's pension plans to reduce the unfunded liability of the plans. The money would come from the general fund balance, which has adequate funds for this purpose. **(Tabled from February 20, 2017 meeting)**

2. **Contribution to Retiree Health Plan (OPEB)** - Same as above. **(Tabled from February 20, 2017 meeting)**

3. **Amendment to the Master Fee Schedule** – There are two changes proposed for the master fee schedule. We are recommending a tiered fee structure for police and fire false alarms. We are also proposing a late fee for delinquent business licenses.

Please contact me if you have any questions.

Agenda Item_____

CITY OF ROOSEVELT PARK
CITY COUNCIL MEETING
March 6, 2017

Item: Muskegon Area First Presentation	**Date:** March 6, 2017
Summary: Ed Garner, President of Muskegon Area First, will make a brief presentation regarding the activities of the agency and will answer Council Member questions about the organization.	
Financial Impact: None.	
Recommendation: None	
Signature:	**Title:** City Manager

Agenda Item_____

CITY OF ROOSEVELT PARK
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March 6, 2017

Item: 2016 Financial Audit	**Date:** March 6, 2017
Summary: Eric VanDop from the Brickley DeLong accounting firm will present the 2016 financial audit at the work session on March 6, 2017.	
Financial Impact: None.	
Recommendation: To take action to receive and place on file the 2016 Financial Audit for the City.	
Signature:	**Title:** City Manager

CITY OF ROOSEVELT PARK
CITY COUNCIL
MEETING MINUTES
February 20, 2017

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

PRESENT: Mayor Allan Lowe, Mayor Pro Tem Andy O'Riley **Council Members:** Jeff Franklin, Melissa Klos, Mirelda Sanchez Tokarczyk and Kevin Wisniewski

ABSENT: Amber Weerstra

STAFF: City Manager Bryon Mazade, City Attorney John Schrier, Police Chief David Boone and City Clerk Amy VanderLeest

WORK SESSION

Council discussed Agenda Items:
Mona Shores Summer Tax Collection Agreement
Contribution to City's Pension Plan (MERS)
Contribution to Retiree Health Plan (OPEB)
Resolution for Voting Equipment Grant

Mayor Lowe called the regular meeting to order at 6:40 p.m.

2017-028 **ROLL CALL**
City Clerk Amy VanderLeest called roll call.

2017-029 **INVOCATION**
Council Member Klos provided the invocation.

2017-030 **PUBLIC COMMENT ON AGENDA ITEMS**
None

2017-031 **CONSENT AGENDA**
Mayor Pro Tem O'Riley moved to approve the Consent Agenda. This motion was supported by Council Member Klos and carried.
Roll Call: 6 Ayes, 1 Absent (Weerstra)

2017-032 **NEW BUSINESS**

7A. Mona Shores Summer Tax Collection Agreement

Mayor Pro Tem O'Riley moved to approve the Mona Shores Summer Tax Collection Agreement. This agreement is effective for the 2017 summer tax collection process and will expire June 30, 2018. This motion was supported by Council Member Wisniewski and carried.

Roll Call: 6 Ayes, 1 Absent (Weerstra)

7B. Contribution to City's Pension Plan (MERS)

Council Member Franklin moved to combine and table this agenda item (7B), along with agenda item (7C), until the next Council meeting. This motion was supported by Council Member Tokarczyk and carried.

Roll Call: 6 Ayes, 1 Absent (Weerstra)

7C. Contribution to Retiree Health Plan (OPEB)

This agenda item was combined with and tabled with the previous agenda item (7B).

7D. Resolution to Apply for Voting Equipment Grant

Council Member Franklin moved to approve the Resolution to apply for voting equipment grant. This motion was supported by Mayor Pro Tem O'Riley and carried.
Roll Call: 6 Ayes, 1 Absent (Weerstra)

2017-033 **COUNCIL COMMENTS**

Council Members shared comments.

2017-034 **DEPARTMENT HEAD REPORTS**

Department Heads shared comments.

2017-035 **PUBLIC COMMENT**

Ben Cross, Muskegon County Commissioner was present to give an update on the efforts to revitalize the 'Port of Muskegon'. Commissioner Cross also said there has been some interest expressed in the purchase of the BC Cobb Plant.

Carlos Sanchez, 975 Post Rd, shared comments regarding budgets and police officer wages.

Jana Silvis, 2873 Roosevelt Rd, shared comments on the list of bills.

Julie DeBoer, Manager of Victory Inn, was present to introduce herself and spoke of some ongoing improvements which have been implemented at the hotel.

Beverly McLaughlin, 2820 Westland Rd, shared comments on the fee associated with receiving a council packet.

Bonnie Micka, 1512 Garrison Rd, had questions regarding the City Charter.

Ron Micka, 1512 Garrison Rd, asked for an update on the graffiti which was mentioned at the previous council meeting.

2017-036 **ADJOURNMENT**

Council Member Franklin moved to adjourn the meeting at 7:15 p.m. This motion was supported by Council Member Klos and carried unanimously.

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Amy VanderLeest, City Clerk

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

COUNCIL LIST

Wednesday, March 01, 2017

CHECK NUMBER	VENDOR NAME	DESCRIPTION	INVOICE NUMBER	INVOICE AMT
34802	APPLIED IMAGING			
		COPIER LEASE	905568	190.82
			Check Total	**190.82**
34803	ARVA, LLC			
		STREETSCAPE LIGHT BULBS	63781	173.06
			Check Total	**173.06**
34804	BRICKLEY DELONG CP			
		AUDIT FEES - GASB 34	1172488	740.00
			Check Total	**740.00**
34805	CITY OF MUSKEGON-W			
		WATER PURCHASE	0199340001	435.18
		WATER PURCHASE	0199340101	4,436.25
		WATER PURCHASE	0199340201	14,569.91
		WATER PURCHASE	0199342601	54.61
		WATER PURCHASE	0199342701	39.33
			Check Total	**19,535.28**
34806	CITY OF NORTON SHO			
		CHARGES FOR NON-RESIDENT	751123	224.00
		FEBRUARY BUILDING PERMITS	02/28/17	1,056.40
			Check Total	**1,280.40**
34807	CONSUMERS ENERGY			
		ELECTRICITY	1000 0628 6080	46.13
		ELECTRICITY	1000 0597 2995	31.12
		ELECTRICITY	1000 0622 0758	22.84
		ELECTRICITY	1000 0616 6498	22.57
		ELECTRICITY	1000 0460 5042	29.86
		ELECTRICITY	1000 0832 5373	29.29
		ELECTRICITY	1000 0783 4730	22.57
		ELECTRICITY	1000 0864 2272	30.00
		ELECTRICITY	1000 0846 3968	23.97
		ELECTRICITY	1000 0460 5166	134.31
		ELECTRICITY	1000 0777 1684	565.98
		ELECTRICITY	1000 0616 4881	459.53
		ELECTRICITY	1000 0678 0280	88.05
		ELECTRICITY	1000 0015 1900	81.65
		ELECTRICITY	1000 0015 2536	41.04
		ELECTRICITY	1000 0849 1167	30.56
			Check Total	**1,659.47**
34810	DTE ENERGY			
		NATURAL GAS	4573 508 0001 9	661.77
		NATURAL GAS	4573 714 0002 1	930.58
		NATURAL GAS	4573 714 0001 3	360.82
			Check Total	**1,953.17**
34811	HOME DEPOT CREDIT			
		PARTS FOR CONCESSION STAN	0391	69.87
			Check Total	**69.87**
34812	INTEGRITY BUSINESS			
		OFFICE SUPPLIES	1517276-0	47.98
			Check Total	**47.98**
34813	MICR GRAPHICS PRIN			
		BUSINESS CARDS	102201	48.50
			Check Total	**48.50**
34814	MORSE, AARON			
		DENTAL	02/23/17	225.60

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COUNCIL LIST

Wednesday, March 01, 2017

CHECK NUMBER	VENDOR NAME	DESCRIPTION	INVOICE NUMBER	INVOICE AMT
			Check Total	**225.60**
34815	MUSKEGON CHARTER T			
		MARCH CENTRAL DISPATCH FE	1700008612	3,300.00
			Check Total	**3,300.00**
34816	MUSKEGON CNTY TREA			
		WASTEWATER	123135	40,759.44
		DOG LICENSE	156305	747.00
			Check Total	**41,506.44**
34817	MUSKEGON COUNTY CL			
		CLERK'S ASSOCIATION DUES	02/2017	30.00
			Check Total	**30.00**
34818	MWRA			
		WATER LICENSE CLASS	02/28/17	205.00
			Check Total	**205.00**
34819	PITNEY BOWES INC			
		POSTAGE PRINTER LEASE	1003233388	251.16
			Check Total	**251.16**
34820	PREIN & NEWHOF, P.			
		ROOSEVELT ROAD CONSTRUCTI	38071	7,375.20
			Check Total	**7,375.20**
34821	STANDARD INS. CO.			
		LIFE INSURANCE	00 645641 0001	285.65
			Check Total	**285.65**
34822	STATE OF MICHIGAN			
		WATER LICENSE APPLICATION	02/28/17	70.00
			Check Total	**70.00**
34823	WEST MICHIGAN RUBB			
		SAFETY GLASSES	I-39528-0	42.00
			Check Total	**42.00**
34824	WEST MICHIGAN UNIF			
		UNIFORM CLEANING	5054908	59.10
		UNIFORM CLEANING	5056943	43.70
			Check Total	**102.80**
			Report Total	**79,092.40**

Agenda Item # 7A

CITY OF ROOSEVELT PARK
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March 6, 2017

Item: MERS Pension Fund Contribution	**Date:** March 6, 2017
Summary: To make a lump sum contribution of $100,000 to the City's pension fund (MERS). As of November 30, 2015, the City's pension plans are 60% funded. The City's Unfunded Actuarial Accrued Liability (UAAL) is $2,240,950. The lump sum contribution of $100,000 will come from the City's General Fund balance and will increase the funding level and reduce the unfunded liability. **(Tabled from February 20, 2017 meeting)**	
Financial Impact: $100,000 from the City's General Fund Balance. A budget adjustment will be required.	
Recommendation: To approve a lump sum contribution of $100,000 to the City's pension plans (MERS) from the City's General Fund balance.	
Signature:	**Title:** City Manager

Agenda Item # 7B

CITY OF ROOSEVELT PARK
CITY COUNCIL MEETING
March 6, 2017

Item: Postemployment Benefits Other than Pensions (OPEB) Contribution	**Date:** March 6, 2017
Summary: The City recently received its OPEB (retiree healthcare) actuarial report. As of November 30, 2016, the City is funded at 14.2%. The City's Unfunded Actuarial Accrued Liability (UAAL) is $1,329,315. Therefore, I am recommending that the City make a lump sum contribution of $100,000 from the City's General Fund balance to increase the funding level and reduce the unfunded liability. **(Tabled from February 20,2017 meeting)**	
Financial Impact: $100,000 from the City's General Fund Balance. A budget adjustment will be required.	
Recommendation: To approve a lump sum contribution of $100,000 to the City OPEB trust fund from the City's General Fund balance.	
Signature:	**Title:** City Manager

Agenda Item 8A

CITY OF ROOSEVELT PARK
CITY COUNCIL MEETING
March 6, 2017

Item: Master Fee Schedule Amendment	**Date:** March 6, 2017

Summary: Attached is a spreadsheet listing both the current fees and the proposed amendment to the Master Fee Schedule. The proposed amendments are to establish a graduated fee for police and fire false alarms and a late fee for business licenses.

False Alarms (after 3rd per year)	$50.00
5th Offense	$100.00
6th Offense and thereafter	$200.00
Business License Late Fee	$30.00

Financial Impact: The fees are set at a level to cover the City's expense in providing services to our citizens and to comply with state law.

Recommendation: To approve the amendments to the Master Fee Schedule.

Signature:	**Title:** City Manager

MASTER FEE SCHEDULE

Effective July 18, 2016

DEPARTMENT	DESCRIPTION		CURRENT FEE	Proposed
ALL	COPIES	EACH	0.25	
ALL		EACH OCCURANCE	20%	
	COMMUNITY CENTER - COMMUNITY ROOM	PER HR. - WEEKDAY	$25/hr.	
	COMMUNITY CENTER - COMMUNITY ROOM	PER 4 HR - WEEKENDS	$150	
	GAZEBO - PRIVATE GATHERINGS OR GROUP	PER HR. - WEEKDAY	$10	
	GAZEBO - PRIVATE GATHERINGS OR GROUP	PER HR. -WEEKENDS	$20	
BUILDING DEPARTMENT	ELECTRICAL REGISTRATION FEE	PER YEAR	$25.00	
BUILDING DEPARTMENT	MECHANICAL REGISTRATION FEE	PER YEAR	$25.00	
BUILDING DEPARTMENT	BUILDING REGISTRATION FEE	PER YEAR	$25.00	
BUILDING DEPARTMENT	PLUMBING REGISTRATION FEE	PER YEAR	$25.00	
BUILDING DEPARTMENT	RENTAL UNIT REGISTRATION	PER YEAR/PER UNIT	$55.00	
BUILDING DEPARTMENT	RENTAL UNIT REGISTRATION - 4 UNITS OR MORE		$200 + $10	
BUILDING DEPARTMENT	RENTAL INSPECTION FEE	PER UNIT	$50	
BUILDING DEPARTMENT	LATE FEE - RENTAL REGISTRATION	$50 2nd notice	$25.00	
BUILDING DEPARTMENT	CONSTRUCTION BOARD OF APPEALS APP.		$250	
BUILDING DEPARTMENT	VACANT BUILDING REGISTRATION FEE	PER YEAR	$500	
CLERK	IFT/CFT	EACH	PER POLICY	
CLERK	ZONING MAP	EACH	$3.00	
CLERK	ZONING ORDINANCE BOOK	EACH	$30.00	
CLERK	GENERAL ORDINANCE BOOK	EACH	$55.00	
CLERK	ELECTION LABELS	ACTUAL COST/LABEL	$25.00	
CLERK	POLL BOOK COPIES	PER PAGE	.25/page	
CLERK	FOIA	PER PAGE	.10/page	
CLERK	BUSINESS LICENSES			
CLERK	COMMERCIAL/PROFESSIONAL BUSINESS	ANNUAL	$30.00	

CLERK	BUSINESS LICENSE LATE FEE	ANNUAL		$30.00
CLERK	HOTEL	ANNUAL	$100.00	
CLERK	APARTMENT COMPLEXES	ANNUAL	$100.00	
CLERK	TRANSIENT MERCHANTS	DAY	$25/DAY	
CLERK	LIQUOR LICENSE TRANSFER/RENEWAL		$125.00	
CLERK	NOTARY		$0.00	
POLICE	ACCIDENT REPORTS	EACH	$10.00	
POLICE	BIKE REGISTRATIONS		$1.50	
POLICE	CITATION COPY		$10.00	
POLICE/FIRE	FALSE ALARM (After 3rd per year)		T&M + 20%	$50
	5TH OFFENSE			$100
	6TH OFFENSE AND THEREAFTER			$200
POLICE	OWI COST RECOVERY - BLOOD DRAW	ACTUAL COST*		
POLICE	VEHICLE IMPOUND FEE		$50.00	
POLICE	FINGERPRINTING - NONRESIDENTS		$5.00	
POLICE	GUN PERMITS		$5.00	
POLICE	OWI - OFFICER COST RECOVERY			
POLICE	PRISONER PROPERTY PROCESSING/STORAGE		$10.00	
POLICE	NON-OWI PBT TEST		$5.00	
POLICE	PARKING VIOLATION		$10.00-$100.00	
TREASURER	NSF CHECK	EACH	$50.00	
	AUDIT	EACH	$15.00	
	BUDGET	EACH	$15.00	
	CODE ENFORCEMENT VIOLATIONS	EACH	Actual cost plus $15 Admin. Fee	
ALL DPW SERVICE	TIME & MATERIALS	EACH	T&M+20%	
	CURB CUT PERMIT		$25	
WATER & SEWER DEPT.	HYDRANT USE - Contractor	EACH	$100 +water	
WATER & SEWER DEPT.	HYDRANT USE - Pool Fill	EACH	$50 + water	
WATER & SEWER DEPT.	TURN ON CHARGE	EACH	$50	
WATER & SEWER DEPT.	UNAUTHORIZED WATER USE/TAMPERING	EACH	$200	
WATER & SEWER DEPT.	DELINQUENT PAY PENALTY	PAST DUE BALANCE	10%	

WATER & SEWER DEPT.	WATER COMMODITY CHARGE	1,000 GALLONS	$3.38	
WATER & SEWER DEPT.	WATER RTS CHARGE - RESIDENTIAL	PER REU	$24.93	
WATER & SEWER DEPT.	SEWER COMMODITY CHARGE	1,000 GALLONS	$5.07	
WATER & SEWER DEPT.	SEWER RTS CHARGE - RESIDENTIAL	PER REU	$39.72	
WATER & SEWER DEPT.	RENTAL PROPERTY SECURITY DEPOSIT	EACH	$300.00	
PLANNING/ZONING	VARIANCE		$250	
PLANNING/ZONING	SPECIAL USE PERMIT		$250	
PLANNING/ZONING	REZONING		$250	
PLANNING/ZONING	SITE PLAN REVIEW		$125	
PLANNING/ZONING	PLANNED UNIT DEVELOPMENT		$250 + publishing fee	
PLANNING/ZONING	SPECIAL MEETINGS		$250	
PLANNING/ZONING	ZONING PERMIT (FENCE, SIGN, SHED)		$35.00	
PLANNING/ZONING	ZONING VERIFICATION LETTER	EACH PROPERTY	$25.00	