



**CITY OF ROOSEVELT PARK  
CITY COUNCIL MEETING**

**AGENDA**

**April 17, 2023**

**6:15 p.m.**

1. Council Work Session
2. Call to Order and Roll Call
3. Pledge of Allegiance
4. Invocation by Mayor Langlois
5. Public Comment on Agenda Items
  
6. Approval of Consent Agenda
  - a. Regular Agenda
  - b. Minutes of the April 3, 2023, Regular City Council Meeting
  - c. List of Bills
  
7. Unfinished Business
8. New Business
  - a. Set Personnel and Finance Committee Meeting-Date and Time
  - b. 3145 Henry Street Rezoning-Final Read
  - c. RPYA Opening Day Request-Council Authorization
  - d. FY22 Additional Pension Allocation Postponement-Council Authorization
  
9. Public Comment

Please state your name and home address  
Please limit comments to 3 minutes per individual presentation  
(City Council Rules of Procedure: 10/7/2011)
  
10. Comments from the Mayor and City Council
11. Reports from City Manager, City Attorney & Department Heads
  
12. Closed Session-Per Sec. 15.268 subsection C of the Michigan Open Meetings Act
  
13. 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: April 13, 2023  
Subject: **Monday, April 17, 2023**– CITY COUNCIL MEETING

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

a. **Active Agenda Items**

COUNCIL MEETING:

1. **Personnel and Finance Committee-Set Meeting Time and Date-** The next date for the 2023 Roosevelt Park Day Committee needs to be set.
2. **3145 Henry Street Rezoning-Planning Commission Recommendation-** As required per statute and ordinance, the unanimous formal Planning Commission recommendation for a rezoning (map amendment) request has been forwarded following the required March 27<sup>th</sup> Planning Commission public hearing. The council approved the first read of the rezoning ordinance on April 3<sup>rd</sup> and thus is the second and final read of the possible amendment.
3. **RPYA Opening Day Request-Council Authorization-** The official opening day activities are taking place for the 2023 Roosevelt Park Youth Athletics Association on April 29<sup>th</sup> and as such, they RYPA has requested the temporary closing of Roosevelt Road to host the event. Included is the official request which is nearly identical to last year.
4. **FY22 Additional Pension Allocation Postponement-Council Authorization-** During the March 20<sup>th</sup> City Council meeting, the Council approved the allocation of \$15,000 of unbudgeted fund balance growth be allocated towards the City's pension funding. In coordinating those additional payments, staff has learned of a grant opportunity and is requesting approval to postpone the pension payment in order to determine state available funding.

If you have questions, please contact me.



**CITY OF ROOSEVELT PARK  
CITY COUNCIL  
MEETING MINUTES  
April 3, 2023**

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

**PRESENT:**       **Council Members:** Mayor Pro-Tem Sutton, Greg Neiser, Diane Goodman, Fawn Cruz, Noah Crossno

**STAFF:**         City Clerk Ann Wisniewski, City Treasurer Kate Dibble, City Attorney Sawyer Rozgowski

**ABSENT:**        Stacey Burmeister

**WORK SESSION**

**Council discussed Agenda Items:**

- Board and Commission Application – Council Approval
- Roosevelt Park Election Commission – Attorney Appointment
- 3145 Henry Street Rezoning – Planning Commission Recommendation
- SLU Approval – 1534 Chapel In-Home Group Daycare – Planning Recommendation
- Roosevelt Park Day Committee – Set Meeting Time and Date
- Recreation and Parks Commission By-Laws Council Approval
- List of Bills

**Special Guests:**

- None

**Mayor Langlois called the Council meeting to order at 6:29 p.m.**

**2023-041**        **ROLL CALL**  
City Clerk Ann Wisniewski called roll call.

**2023-042**        **INVOCATION**  
Council member Cruz provided the Invocation.

**2023-043**        **PUBLIC COMMENT ON AGENDA ITEMS**  
None

2023-044

**CONSENT AGENDA**

Council Member Crossno moved to approve the consent agenda. This motion was supported by Council Member Neiser.

Roll Call: 6 Ayes, 0 Nays, 1 Absent (Burmeister). Motion Passes

2023-045

**UNFINISHED BUSINESS**

None

2023-046

**NEW BUSINESS**

**8A. Planning Commission Vacancy Application – Council Approval**

Council Member Goodman moved to approve the Planning Commissions Recommendation for the appointment of Joshua Ohst to the vacant seat on the Planning Commission which expires in December 2024. This motion was supported by Mayor Pro-Tem Sutton.

Roll Call: 6 Ayes, 0 Nays, 1 Absent (Burmeister). Motion Passes

**8B. Roosevelt Park Election Commission – Attorney Appointment**

Council Member Neiser moved to appoint City Attorney Sawyer Rozgowski to the Roosevelt Park Election Commission per the current charter chapter VI section 6.7. This motion was supported by Council Member Crossno.

Roll Call: 6 Ayes, 0 Nays, 1 Absent (Burmeister). Motion Passes

**8C. First Read – 3145 Henry Street Rezoning – Planning Commission Recommendation**

Council Member Crossno moved to approve the proposed rezoning of the entire 3145 Henry Street parcel to be fully commercially zoned in C-E Henry zoning and approve the first read and set the second read of the rezoning for April 20, 2023. This motion was supported by Council Member Neiser.

Roll Call: 6 Ayes, 0 Nays, 1 Absent (Burmeister). Motion Passes

**8D. Special Land Use (SLU) for 1534 Chapel – Planning Recommendation**

Council Member Cruz moved to approve the Special Land Use for an in-home group daycare located at 1534 Chapel as recommended by the Planning Commission. This motion was supported by Council Member Goodman.

Roll Call: 6 Ayes, 0 Nays, 1 Absent (Burmeister). Motion Passes

**8E. Set Roosevelt Park Day Meeting Time and Date**

Council Member Goodman moved to set the next meeting of the Roosevelt Park Day Committee for Thursday April 20, 2023, at 5:00 pm at City Hall. This motion was supported by Council Member Cruz.

Roll Call: 6 Ayes, 0 Nays, 1 Absent (Burmeister). Motion Passes

**8F. Recreations and Parks Commission By-Laws Approval**

Council Member Crossno moved to approve the Recreation and Parks Commission By-Laws as presented and recommended by the Commission. This motion was supported by Council Member Neiser.

Roll Call: 6 Ayes, 0 Nays, 1 Absent (Burmeister). Motion Passes

**2023-047**

**COUNCIL COMMENTS**

Council Members shared comments.

**2023-048**

**DEPARTMENT HEAD REPORTS**

Department Heads shared comments.

**2023-049**

**PUBLIC COMMENTS**

None

**2023-050**

**ADJOURNMENT**

Mayor Langlois moved to adjourn the meeting at 7:05 p.m. This motion was supported by Mayor Pro-Tem Sutton and carried unanimously.

---

Ann Wisniewski, City Clerk

**CITY OF ROOSEVELT PARK**

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

**COUNCIL LIST**

| CHECK NUMBER | VENDOR NAME                    | DESCRIPTION                              | Invoice #          | INVOICE AMT       |
|--------------|--------------------------------|--|--------------------|-------------------|
| 3657 (E)     | ACCIDENT FUND                  | LIFE INSURANCE MAY 2023                  | 1000478102         | 1,038.70          |
|              |                                |  | <b>Check Total</b> | <b>1,038.70</b>   |
| 3658 (E)     | BLUE CARE NETWORK OF MI        | RETIREE HEALTH CARE                      | 230970009631       | 1,641.36          |
|              |                                |  | <b>Check Total</b> | <b>1,641.36</b>   |
| 3659 (E)     | BLUE CROSS BLUE SHIELD OF MICH | RETIREE HEALTH CARE                      | 160535266          | 1,952.78          |
|              |                                |  | <b>Check Total</b> | <b>1,952.78</b>   |
| 3660 (E)     | CONSUMERS ENERGY               | 1000 0017 0686 3106 ROOSEVELT RD         | 205012448530       | 15.19             |
|              |                                |  | <b>Check Total</b> | <b>15.19</b>      |
| 3661 (E)     | CONSUMERS ENERGY               | 1000 0038 5011 TRAFFIC LIGHTS            | 206436002623       | 239.35            |
|              |                                |  | <b>Check Total</b> | <b>239.35</b>     |
| 3662 (E)     | CONSUMERS ENERGY               | 1000 0616 6498 2875 GLENSIDE             | 201541805266       | 20.44             |
|              |                                |  | <b>Check Total</b> | <b>20.44</b>      |
| 3663 (E)     | CONSUMERS ENERGY               | 1030 2926 0835 49441 LED LIGHT RD        | 206258185132       | 1,251.74          |
|              |                                |  | <b>Check Total</b> | <b>1,251.74</b>   |
| 3664 (E)     | HUNTINGTON NATIONAL BANK       | 2016 BOND PAYMENT                        | 2016BOND           | 215,231.25        |
|              |                                | 2016 BOND ANNUAL ADMIN FEE               | 2016BOND           | 500.00            |
|              |                                |  | <b>Check Total</b> | <b>215,731.25</b> |
| 3665 (E)     | KOHLEY'S SUPERIOR WATER & GAS  | LP GAS                                   | 040123             | 59.68             |
|              |                                |  | <b>Check Total</b> | <b>59.68</b>      |
| 3666 (E)     | MICHIGAN STATE POLICE          | SOR REGISTRATION                         | 551-613775         | 30.00             |
|              |                                |  | <b>Check Total</b> | <b>30.00</b>      |
| 3667 (E)     | MLIVE MEDIA GROUP              | CHRONICLE SUBSCRIPTION - EFT             | CHRONICLE23        | 545.48            |
|              |                                |  | <b>Check Total</b> | <b>545.48</b>     |
| 3668 (E)     | WATKINS ROSS & CO              | OPEB ACTUARY REPORT                      | 90979              | 3,700.00          |
|              |                                |  | <b>Check Total</b> | <b>3,700.00</b>   |
| 3669 (E)     | WEX BANK                       | GAS (DPW 329.909 GAL, PD 442.040)        | 88269761           | 2,273.08          |
|              |                                |  | <b>Check Total</b> | <b>2,273.08</b>   |
| 3670 (A)     | ASPHALT PAVING, INC.           | COLD PATCH                               | API-0001591        | 145.60            |
|              |                                |  | <b>Check Total</b> | <b>145.60</b>     |
| 3671 (A)     | EJ USA INC                     | HYDRANT PARTS                            | 110230018111       | 469.42            |
|              |                                |  | <b>Check Total</b> | <b>469.42</b>     |
| 3672 (A)     | EMERGENCY SERVICES LLC         | VEHICLE MAINTENANCE                      | 19861              | 800.00            |
|              |                                | UNIT 3 TIRE REPAIR, TRANSPORT RECALL APP | 19870              | 33.83             |
|              |                                | UNIT 4 OIL CHANGE, TRANSPORT TO GREAT LA | 19884              | 53.36             |
|              |                                |  | <b>Check Total</b> | <b>887.19</b>     |
| 3673 (A)     | GINMAN TIRE COMPANY            | TIRES - PD                               | 154580             | 648.00            |

**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       |
|--------------|-------------------------------------|--|---------------------|-------------------|
|              |                                     |  | <b>Check Total</b>  | <b>648.00</b>     |
| 3674 (A)     | HEATON, CONNOR                      | TRAVEL REIMBURSEMENT - 3-20 TO 3-24 TRAI | TRAVEL040323        | 67.85             |
|              |                                     |  | <b>Check Total</b>  | <b>67.85</b>      |
| 3675 (A)     | MUSKEGON CENTRAL DISPATCH 911       | IT SUPPORT APRIL 2023                    | 2300001516          | 447.43            |
|              |                                     |  | <b>Check Total</b>  | <b>447.43</b>     |
| 3676 (A)     | MUSKEGON CNTY TREASURER             | DOG LICENSES - FEB                       | 0000196146          | 500.00            |
|              |                                     |  | <b>Check Total</b>  | <b>500.00</b>     |
| 3677 (A)     | PARMENTER LAW                       | PROSECUTIONS                             | 272266              | 1,335.50          |
|              |                                     | GENERAL LEGAL                            | 272267              | 576.00            |
|              |                                     | LABOR MATTERS                            | 272268              | 1,260.00          |
|              |                                     | GENERAL LEGAL                            | 272269              | 2,981.50          |
|              |                                     |  | <b>Check Total</b>  | <b>6,153.00</b>   |
| 3678 (A)     | REPUBLIC SERVICES                   | WASTE REMOVAL                            | 0240-               | 15,536.90         |
|              |                                     |  | <b>Check Total</b>  | <b>15,536.90</b>  |
| 3679 (A)     | VANHOEVEN, BEN                      | DENTAL REIMBURSEMENT                     | DENTAL0323          | 40.00             |
|              |                                     |  | <b>Check Total</b>  | <b>40.00</b>      |
| 3680 (A)     | WEST MICHIGAN DOCUMENT SHREDDING    | SHREDDING SERVICES                       | 128476              | 42.00             |
|              |                                     |  | <b>Check Total</b>  | <b>42.00</b>      |
| 3681 (A)     | WEST MICHIGAN UNIFORM               | DPW UNIFORM CLEANING                     | 5719363             | 50.00             |
|              |                                     |  | <b>Check Total</b>  | <b>50.00</b>      |
| 38039        | ADVANCE AUTO PARTS                  | BRAKE PADS - TRUCK 5                     | 538230942236        | 28.93             |
|              |                                     |  | <b>Check Total</b>  | <b>28.93</b>      |
| 38040        | MICHIGAN MUNICIPAL LEAGUE UNEMPLOYM | UNEMPLOYMENT INSURANCE 1ST QTR 2023      | 1ST QTR 2023        | 92.11             |
|              |                                     |  | <b>Check Total</b>  | <b>92.11</b>      |
| 38041        | MUSKEGON COUNTY LEGAL NEWS          | PUBLIC HEARING 3/17                      | M3-23-5             | 72.00             |
|              |                                     |  | <b>Check Total</b>  | <b>72.00</b>      |
| 38042        | PETTY CASH                          | KLEENEX, FORFEITURE REFUND, BOLTS        | PETTYCASH           | 28.48             |
|              |                                     |  | <b>Check Total</b>  | <b>28.48</b>      |
| 38043        | PRO CLEAN SOLUTIONS                 | BUILDING CLEANING                        | ROOS040123          | 300.00            |
|              |                                     |  | <b>Check Total</b>  | <b>300.00</b>     |
| 38044        | WEST MICHIGAN REGIONAL CLERKS ASSOC | SPRING WORKSHOP                          | 051123              | 15.00             |
|              |                                     |  | <b>Check Total</b>  | <b>15.00</b>      |
|              |                                     |  | <b>Report Total</b> | <b>254,022.96</b> |



**CITY OF ROOSEVELT PARK  
CITY COUNCIL MEETING  
April 17, 2023**

|   |                             |
|---|-----------------------------|
| <b>Item:</b> Personnel and Finance Committee- Set Meeting   | <b>Date:</b> April 17, 2023 |
| The next meeting date and time for the Personnel and Finance Committee Meeting is needed. The goal of this meeting is to discuss preliminary Fiscal Year 2024 budget possibilities. |                             |
| <b>Financial Impact:</b> None   |                             |
| <b>Recommendation:</b> Set a time and date for the next Personnel and Finance Committee meeting.  |                             |
| <b>Signature:</b>   | <b>Title:</b> City Manager  |





# CITY OF ROOSEVELT PARK CITY COUNCIL MEETING April 17, 2023

|   |  |                             |
|---|--|-----------------------------|
| <b>Second Read- 3145 Henry Street Rezoning PC Recommendation</b>  |  | <b>Date:</b> April 17, 2023 |
| <p>A request to rezone 3145 Henry Street was submitted and originally went before the Planning Commission and City Council earlier this year. Due to a process error in the property measurement system of the required January 2023 notices, several additional property owner notices were subsequently required to be mailed and the process started over.</p> <p>The single parcel in question currently has most of the property zoned CE-Henry Commercial with the smaller west portion of the same parcel being zoned as Single Family Residential. As such, the current zoning to the north, south, and east of the property are currently commercially zoned and thus this would not create a singularly zoned “island.”</p> <p>The request fulfills what was already approved by the Planning Commission and the City Council in the 2020 Roosevelt Park Master Plan in which the future land use map utilizes a full commercial zoning for the property. That map along with the application and documents is attached. Page 15-3 of the current zoning code covers the checklist for rezoning requests and as such, is the basis for a Planning Commission recommendation. During their March 27<sup>th</sup> meeting, the Planning Commission held a public hearing on the proposed rezoning and after board discussions and no new additional written or in person comments, the Roosevelt Park Planning Commission has voted to recommend the rezoning request as presented by a unanimous affirmative vote.</p> <p>At the City Council level, the action that is required at this point is to act on the second and final read as the first read of the rezoning was approved during the April 3<sup>rd</sup> meeting. Per discussion and direction by the commission, attached is the formal application, process details, and property information in regard to the property in question.</p> |  |                             |
| <b>Recommendation:</b> The Planning Commission unanimously recommends the approval of the proposed rezoning of the entire 3145 Henry Street parcel to be fully commercially zoned in C-E Henry zoning and approve the second and final read as presented.   |  |                             |
| <b>Signature:</b>   |  | <b>Title:</b> City Manager  |



# City of Roosevelt Park REZONING APPLICATION

900 Oak Ridge Road  
Muskegon, MI. 49441  
Phone: (231) 755-3721  
Fax: (231) 755-1442

1. **APPLICANT:** Name: Restaurant Holdings LLC  
(Last) (First) (M.I.)  
Address: 45 Ottawa Ave SW Suite 600, Grand Rapids MI 49503  
(No. & Street) (City) (State) (Zip)  
Phone: 616-988-8749 gtroth@mhgi.net  
(Work) (Home) (Cell) (email address)

2. **OWNER:** Name: Restaurant Holdings LLC  
(Last) (First) (M.I.)  
Address: 45 Ottawa Ave SW Suite 600, Grand Rapids MI 49503  
(No. & Street) (City) (State) (Zip)  
Phone: 616-988-8749 gtroth@mhgi.net  
(Work) (Home) (Cell) (email address)

3. **REQUEST:** To Rezone From: R-1 Single Family Residential To: C-E Henry Commercial East

4. **LEGAL DESCRIPTION OF PROPERTY:** CITY OF ROOSEVELT PARK CRANBROOK ADDITION  
LOTS 41 TO 46 INC (According to Muskegon County GIS)

5. **ADDRESS OF PROPERTY:** 3145 Henry Street, Muskegon, MI 49441

6. **PRESENT USE OF PROPERTY:** Professional Offices

7. **NAMES & ADDRESSES OF ALL OTHER PERSONS, FIRMS, OR CORPORATIONS HAVING A LEGAL INTEREST IN THE PROPERTY:** NA

8. **APPLICANT'S SIGNATURE:**  
X [Signature] Date: 01/06/23

9. **OWNER'S SIGNATURE:**  
X \_\_\_\_\_ Date: \_\_\_\_\_

|                            |                   |
|----------------------------|-------------------|
| <b>-OFFICIAL USE ONLY-</b> |                   |
| CASE NO:                   | _____             |
| FILING DATE:               | _____             |
| REC'D BY:                  | RECEIPT NO: _____ |
| PC ACTION:                 | DATE: _____       |
| BOARD ACTION:              | DATE: _____       |
| EFFECTIVE DATE:            | _____             |

**\$350 Fee must be submitted with application**

January 9, 2023  
2221132

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

RE: 3145 Henry Street – Rezoning Application

Dear Mr. Olson:

This letter addresses the proposed Map Amendment (Rezoning) for the following Property:

Address: 3145 Henry Street  
Muskegon MI 49441  
PIN: 61-25-164-000-0041-00

The applicant requests the rezoning (Existing Zoning: Single Family Residential to Proposed Zoning: C-E Henry Commercial East) of Lots 41, 44, and 45 of the property described as follows: Lots 41-46, inclusive, Cranbrook Addition, as recorded in Liber 15 of Plats, Page 62, Muskegon County, State of Michigan. Granting this rezoning request would bring the entire parcel into the C-E Henry East zoning district.

The following are explanations of how the property will meet the Roosevelt Park Map Amendment Standards:

#### Consistency

The parcel's current land use is commercial (surface parking). The Roosevelt Park Plan (Master Plan January 2020) Existing Land Use Exhibit shows the lots being commercial, and the Future Land Use Exhibit shows the lots being Corridor Mixed Use, which includes commercial uses.

#### Compatibility

The existing use (surface parking) is allowed in the C-E Henry Commercial East zoning district. The existing use (surface parking) and potential uses can be found in the vicinity of Henry Street, both north and south of the parcel.

#### Capability

The infrastructure including streets, sanitary sewers, storm sewer, sidewalks, and street lighting is sufficient to support those uses provided within the proposed zoning district classification. This is demonstrated by the existing commercial office building, surface parking, and surrounding uses within the C-E Henry Commercial East zoning district.

Mr. Jared Olson  
January 9, 2023  
Page 2

**Existing City Facilities and Services**

The rezoning, of the lots will not have an adverse effect on city facilities and services as the parcel's existing use is commercial (surface parking). Granting the rezoning will bring the lots into compliance with the current zoning and The Roosevelt Park Plan (Master Plan).

Sincerely,

**Prein&Newhof**



Jeffery A. Miller, PLA

JAM/jam

Enclosure(s):

City of Roosevelt Park Rezoning Application

Fees

cc:

Ana Pelhank, Meritage Hospitality Group

George Troth, Meritage Hospitality Group

John VerPlank, Prein & Newhof



# City of Roosevelt Park

*A Proud Community*

Dear Resident/Property owner

The below public notice is required by ordinance to be mailed via first class mail to all property owners within three hundred feet of the below stated property in reference to the applicant's request to rezone the parcel. This is very similar to a mailing that was sent out in January of 2023 in which the same applicant submitted the identical request.

Due to a process error in the property measurement system of those January 2023 notices, several additional property owner notices were subsequently required to be mailed. This has resulted in this letter being received by the majority of neighbors within three hundred feet for a second time and is a near duplicate notice to those notified in January.

This is the same identical request by the same applicant from January and per the ordinance, the same process must be followed for the public hearing and notification following this corrected and statute fulfilling mailing notice of the rezoning. The applicant had also requested a Special Land Use approval, however that process will reoccur in the coming months as they hope to rework and improve their site plan and use proposal.

## **NOTICE OF PUBLIC HEARING CITY OF ROOSEVELT PARK**

NOTICE IS HEREBY GIVEN, pursuant to Public Act 110 of 2006, as amended, that a public hearing will be held by the City of Roosevelt Park Planning Commission At 6:00 p.m., Monday March 27, at the Roosevelt Park City Hall, 900 Oakridge Road, Roosevelt Park, Michigan. The purpose of the public hearing is as follows:

A public hearing regarding a proposed rezoning of the single parcel 61-25-164-000-0041-00 (3145 Henry Street) from existing split zoning of Single Family residential and C-E Henry Commercial East to the single proposed zoning of C-E Henry Commercial East which includes lots 41-46 of the Cranbrook Subdivision which is the existing single property parcel of 61-25-164-000-0041-00.

Any questions pertaining to this request should be directed to the City Clerk at 231-755-3721. The application may be reviewed at City Hall and written comments, may be received until March 27, 2023, at 900 Oak Ridge Road, Roosevelt Park MI 49441. ADA Policy: The City will provide necessary appropriate auxiliary aids and services to individuals with disabilities who want to attend the meeting upon forty-eight (48) hour notice to the City Clerk of Roosevelt Park, 900 Oak Ridge Rd. 231-755-3721.

---

Ann Wisniewski  
City Clerk

Mailed via First Class Mail: March 15, 2023

---

**CHAPTER 15**  
**ADMINISTRATION AND ENFORCEMENT**

**SECTION 15.1      RESPONSIBILITY**

- A. **Deputy Administrator** - Where the provisions of this Ordinance authorize or direct the Zoning Administrator to perform any act or carry out any function, such act or function may also be carried out by a deputy or deputies designated by the City Manager.
- B. **Basic Duties** - The Zoning Administrator shall have the power to grant certificates of zoning compliance and to make inspections of premises necessary to carry out his/her duties in the enforcement of this Ordinance, and to otherwise carry out the duties assigned herein.
- C. **Official Zoning Map** - The Zoning Administrator shall be responsible for maintaining the Official Zoning Map.
- D. **Violations** - The Zoning Administrator shall order discontinuance of illegal uses of land, buildings, or structures; removal of illegal buildings or structures; discontinuance of any illegal work being done; or shall take any other action authorized by this Ordinance to ensure compliance with, or prevent violations of its provisions.

**SECTION 15.2      ZONING ORDINANCE AMENDMENTS, INITIATION**

- A. **Timeframe for Application Submittal** - All applications for amendments to the Zoning Ordinance shall be submitted to the Zoning Administrator at least twenty-one (21) days prior to the first consideration by the City Planning Commission.
- B. **Initiation of Amendments and Application Requirements** - Requests for amendments to the Zoning Ordinance may be initiated in writing by the owner of the property requested for rezoning, or his/her authorized representative. Requests may also be made by the City Planning Commission or the City Council through official action of the Commission or Council taken at a public meeting which has been properly noticed as required by law.

In the case of an amendment requested by a property owner or his/her authorized representative, the request shall include the following:

- 1) Completion of a Zoning Amendment Application as provided by the Zoning Administrator. Said application to include:
  - a. The name and address of the person making the request and all persons having a legal or equitable interest in any land which is requested to be rezoned.
  - b. In the case of a text amendment, the specific section to be amended and the proposed text change.
  - c. If the requested amendment requires a change in the zoning map, the

common address, legal description of the area requested for change, and present and proposed district classifications shall be provided. The applicant shall also indicate by map form, the location of the property requested for rezoning. Sufficient copies of the map shall accompany the original application.

If, in the opinion of the Zoning Administrator, Planning Commission, or City Council, the information submitted does not provide a clear delineation of the specific area to be rezoned, said Zoning Administrator, Planning Commission, or City Council shall require the applicant to submit a boundary survey of the property in question. Said survey to include a written legal description and drawing of the area to be rezoned. The boundary survey, including legal description and map, shall be completed by a Land Surveyor registered by the State of Michigan. Sufficient copies of the boundary survey shall be provided.

- d. The nature of the amendment shall be fully identified in writing.
- e. Payment of all fees as required by the City of Roosevelt Park.

### **SECTION 15.3 AMENDMENT PROCEDURE**

After submission of the application and fee, amendments to this Ordinance shall be processed as provided for in the Zoning Act.

### **SECTION 15.4 CONSIDERATION OF AMENDMENT**

The following guidelines shall be used by the Planning Commission and City Council pursuant to consideration of amendments to the Zoning Ordinance:

#### **A. Text Amendment**

1. The proposed text amendment would correct an error in the Ordinance.
2. The proposed text amendment would clarify the intent of the Ordinance.
3. The proposed text amendment would address changes to the state legislation, recent case law or opinions from the Attorney General of the State of Michigan.
4. The proposed text amendment would promote compliance with changes in other City Ordinances and County, State or Federal regulations.
5. In the event the amendment will add a use to a district, said use shall be fully consistent with the character of the range of uses provided for within the district.
6. The amendment shall not result in problems of incompatibility among land uses within a zoning district, or among adjacent districts.
7. The proposed text amendment is supported by the findings of reports, studies, or other documentation on functional requirements, contemporary building practices, environmental requirements and similar technical items.

8. As applicable, the proposed change shall be consistent with the City's ability to provide adequate public facilities and services.
9. The proposed change shall be consistent with the City's desire to protect the public health, safety, and welfare of the community.

**B. Map Amendment (also known as a Rezoning)**

The following standards are to be used before making a map amendment. The first three (3) numbered items are often called the "3 C's" and are fundamental to rezoning questions:

1. **Consistency** with the goals and policies listed in the Master Plan section of this Ordinance. If conditions have changed since the development of the Master Plan provisions, then decisions shall be based on consistency with recent development trends in the area.
2. **Compatibility** of the site's physical, geological, hydrological and other environmental features with the uses permitted in the proposed zoning district. The potential uses allowed in the proposed zoning district shall be compatible with surrounding uses in terms of land suitability, impacts on the community, density, potential influence on property values and traffic impacts.
3. **Capability** of the existing or planned infrastructure including streets, sanitary sewers, storm sewer, water, sidewalks, and street lighting to sufficiently support those uses provided for within the proposed zoning district classification.
4. Existing City facilities and services including, but not limited to, police and fire protection, recreational facilities, educational facilities, and waste collection shall have sufficient capacity to support those uses provided for within the proposed zoning district classification.
5. The proposed change shall be governed by sufficient standards to ensure that the potential for problems of incompatibility between the proposed and adjoining districts shall be minimal.
6. The requested rezoning will not create an isolated and unplanned spot zone.
7. The proposed change shall not endanger the public health, safety, or welfare.
8. Other factors deemed appropriate by the Planning Commission.

## SECTION 15.5 ZONING COMPLIANCE PERMITS

- A.** Unless otherwise exempted by this Ordinance, the construction, erection, alteration, expansion, moving, repair, or use of any land, building, or structure shall require receipt of a zoning permit and issuance of a certificate of zoning compliance. No building permit shall be issued for the construction, erection, alteration, expansion, moving or repair of any building or other structure until a certificate of zoning compliance has been issued therefore. Issuance of such a certificate shall indicate



# City of Muskegon

Sherman

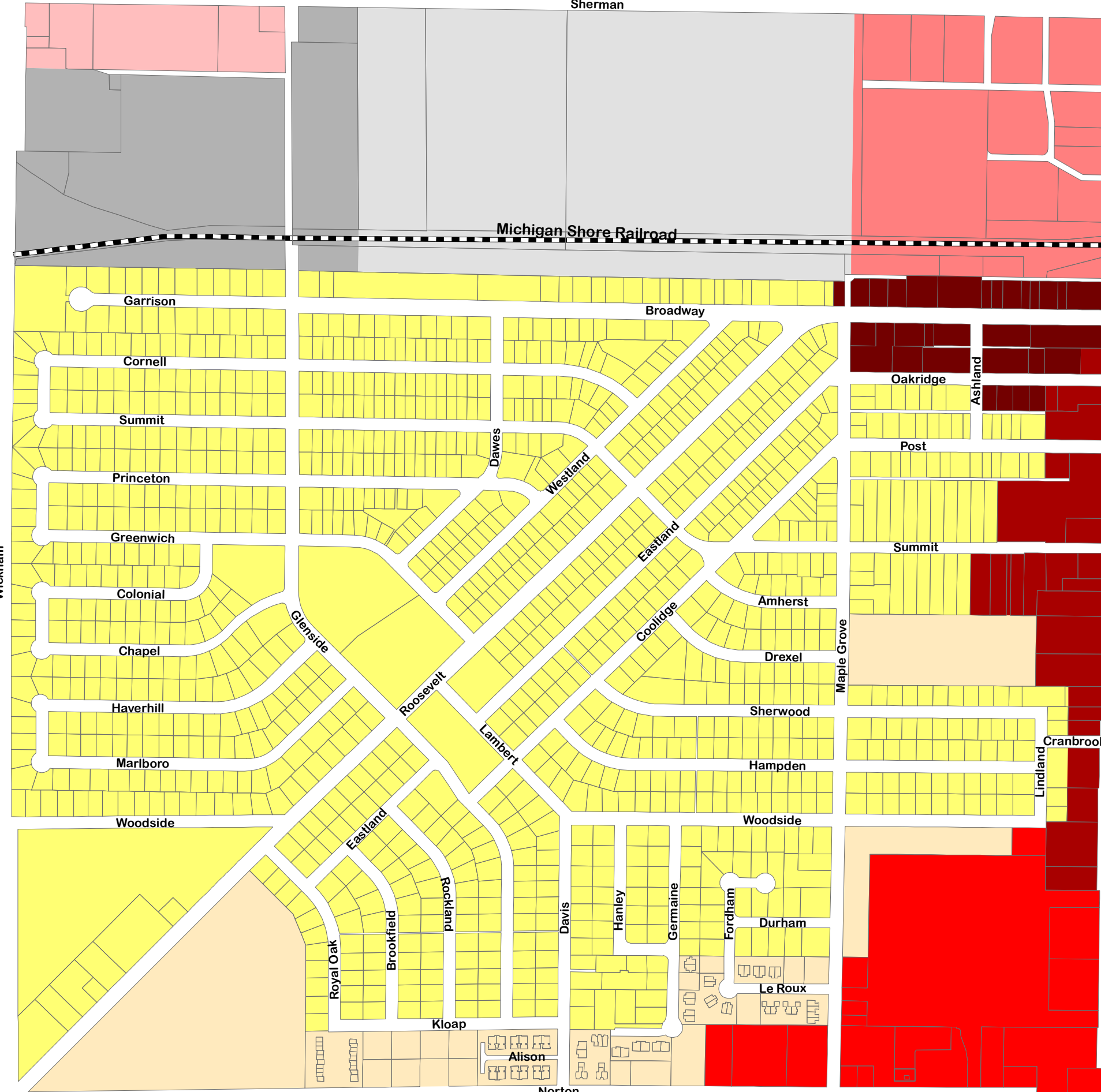
# City of Roosevelt Park

Muskegon County, Michigan

## ZONING MAP

Norton Shores

Norton Shores



### Legend

- Single Family Residential
- Multiple Family Residential
- CBD, Central Business District
- C-E, Henry Commercial East
- C-SE, Henry Norton Commercial Southeast
- C-NE, Sherman Henry Commercial Northeast
- C-NW, Sherman Wickham Commercial Northwest
- I-E, Industry East
- I-W, Industry West

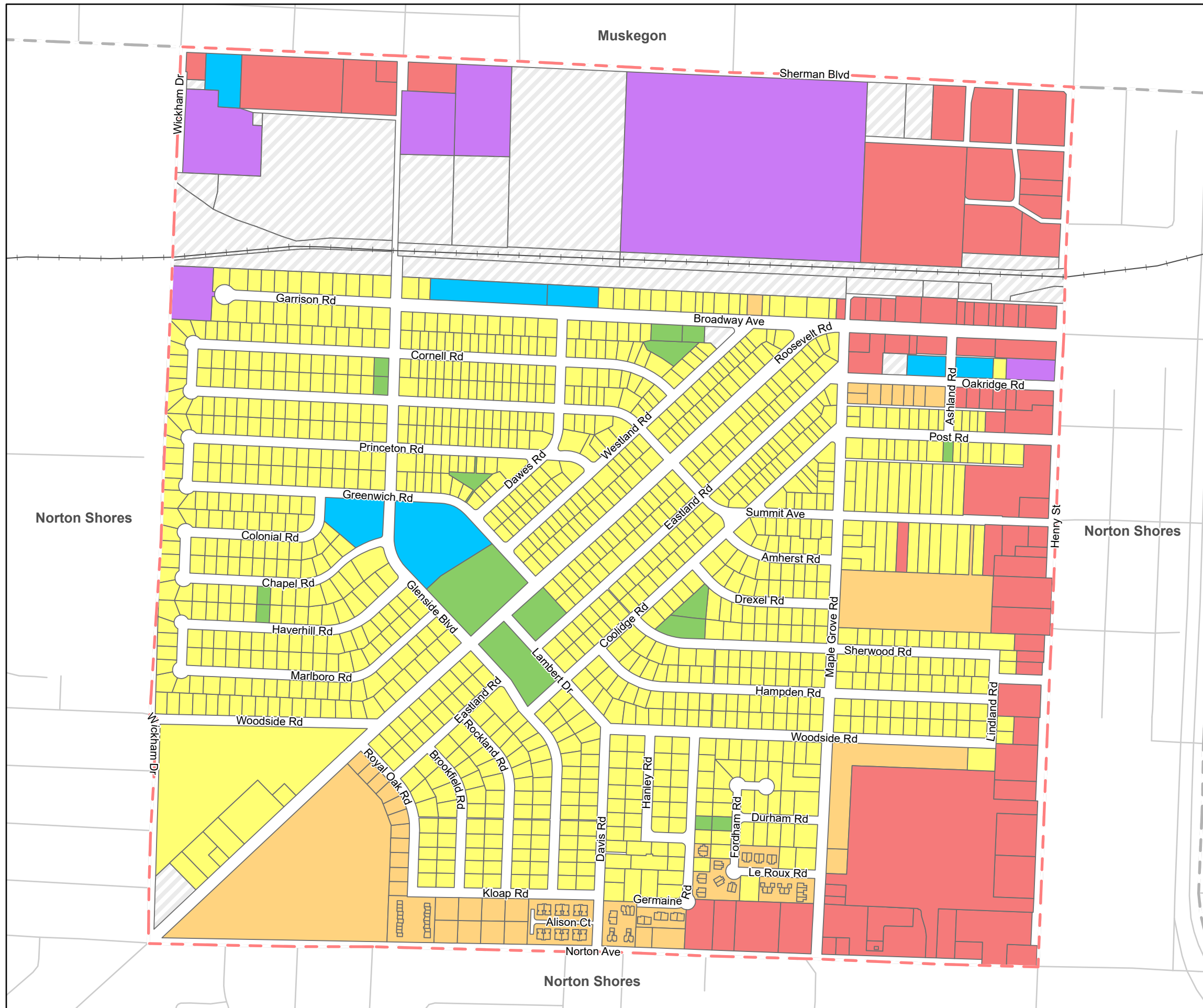


williams&works  
engineers | surveyors | planners



Data Sources: Michigan CGI, Muskegon County GIS

Norton Shores



# Existing Land Use

City of Roosevelt Park, Michigan

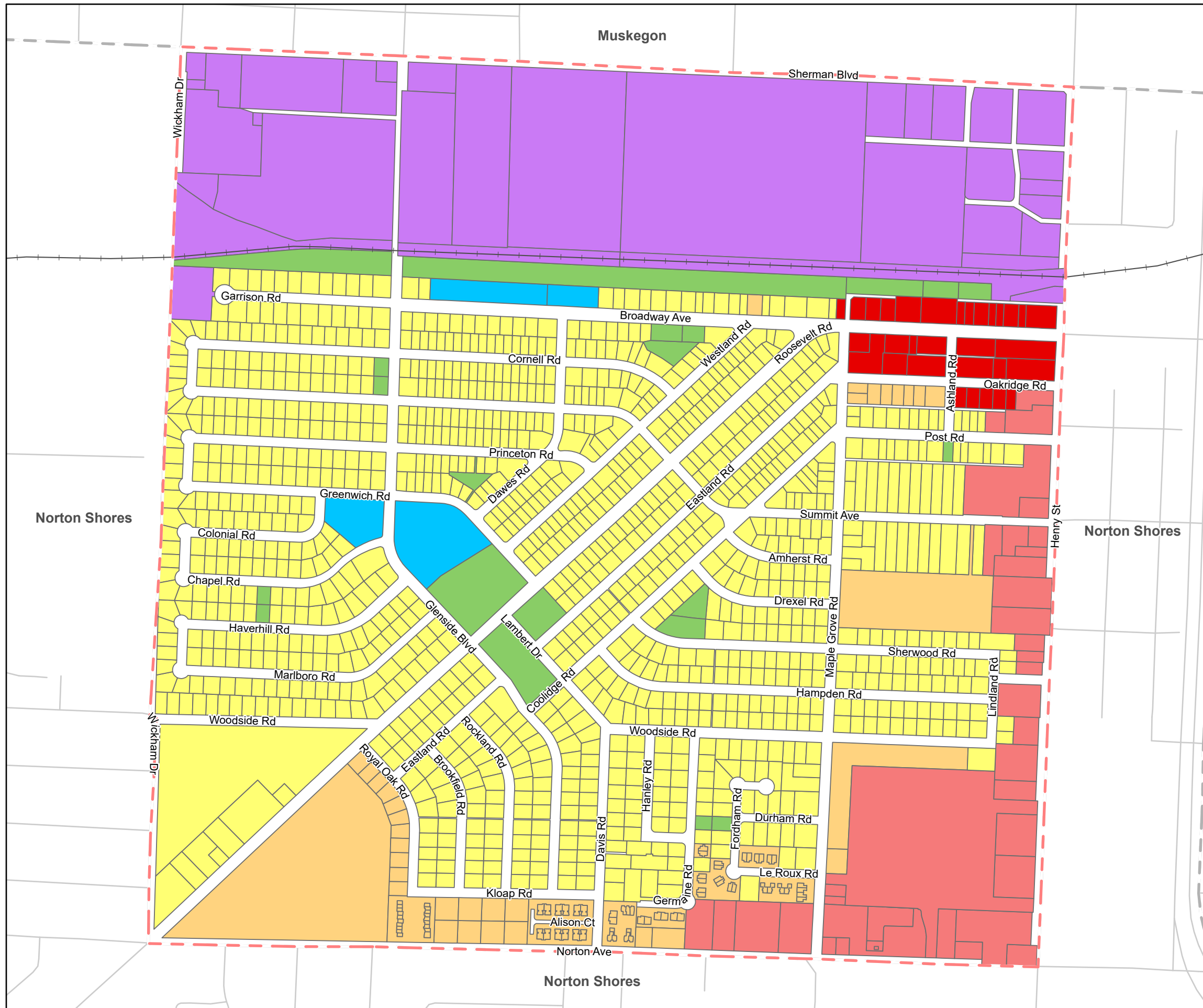
January 20, 2020

## Legend

- Roosevelt Park Boundary
- Other Municipal Boundaries
- Railroads
- Roads
- Existing Land Use**
- Single Family Residential
- Park
- Institutional
- Multi-Family Residential
- Industrial
- Commercial
- Vacant



**SOURCES**  
 Basemap Source: Michigan Center for Geographic Information, Version 17a.  
 Data Source: Muskegon County Parcel Data 2020. McKenna 2020.



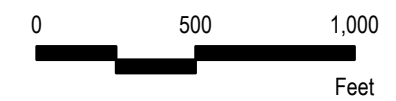
# Future Land Use

City of Roosevelt Park, Michigan

January 20, 2020

## Legend

- Roosevelt Park Boundary
- Other Municipal Boundaries
- Roads
- Railroads
- Neighborhood Preservation
- Park
- Institutional
- Multi-Family
- Enterprise
- Downtown
- Corridor Mixed Use



SOURCES  
 Basemap Source: Michigan Center for Geographic Information, Version 17a.  
 Data Source: Muskegon County Parcel Data 2020. McKenna 2020.





**CITY OF ROOSEVELT PARK  
CITY COUNCIL MEETING  
April 17, 2023**

|   |                             |
|---|-----------------------------|
| <b>Item</b> RPYA Street Closure Request-2023 Opening Day Ceremony   | <b>Date:</b> April 17, 2023 |
| <p>As in past years the Roosevelt Park Youth Athletics Association will be hosting their annual opening day kick off event on April 29<sup>th</sup>.</p> <p>As such, over a thousand members of our community are expected to be present for the event and the RPYA organizers are requesting the ability to close off the section of Roosevelt Road between Glenside and Greenwich. This will allow for the safe movement of the attendees between the fields and the park along with allow for enough space to host the event.</p> <p>Attached is written request from the RYPA which has been reviewed and by both the Police Chief and DPW Superintendent who have no major concerns.</p> |                             |
| <b>Financial Impact:</b> None   |                             |
| <b>Recommendation:</b> City Council review the request for street closure and move to approve the request a presented and recommended by staff.   |                             |
| <b>Signature:</b>   | <b>Title:</b> City Manager  |

## Jared D. Olson

---

**From:** RPYA Baseball <rpyabaseball@gmail.com>  
**Sent:** Friday, April 14, 2023  
**To:** Jared D. Olson  
**Subject:** Re: Road Closure Request

Hi Jared,

Pete Gawkowski President of RPYA here. We would like to request to close Roosevelt rd on Saturday April 29th from 9am to the completion of our final game. Let me know if you need anything else.

Thanks for your consideration,  
Pete





**CITY OF ROOSEVELT PARK  
CITY COUNCIL MEETING  
April 17, 2023**

|   |                             |
|---|-----------------------------|
| FY 2022 General Fund Unbudgeted Growth Allocation   | <b>Date:</b> April 17, 2023 |
| <p>During the March 20<sup>th</sup> City Council meeting, the Council approved the allocation of \$15,000 of unbudgeted fund balance growth be allocated towards the City's pension funding. In coordinating those additional payments with MERS, staff has learned of a significant grant opportunity and is requesting approval to postpone the pension payment to determine state available funding.</p> <p>As outlined in March, the City recently received its annual audit report of its MERS pension plan. As of December 31, 2021, the City is funded at 93% and the City's Unfunded Actuarial Accrued Liability (UAAL) is \$550,938. Therefore, staff recommended that the City make a lump sum contribution of \$15,000 from the City's General Fund balance to increase the funding level and reduce the unfunded liability.</p> <p>The attached memo from the City Treasurer outlines the formal ramifications of the possible grant and the funding request that we will be submitted. As of now, it appears that grant awards would be made in August and thus the postponement of the additional funding would occur in the final quarter of the fiscal year if the grant request were not funded.</p> <p><b>Recommendation:</b> Per the attached staff recommendation, the City Council is asked to move to postpone the additional pension payment approved in March in the amount of \$15,000 until the fourth quarter of the FY23 pending the "Protecting MI Pension" awards announcement.</p> |                             |

# City of Roosevelt Park

---

To: Honorable Mayor and City Council  
From: Kate Dibble, City Treasurer  
Date: 4/13/2023  
Subject: Protecting MI Pension Grant Program

The Protecting MI Pension Program was created to help Michigan's underfunded municipal pension systems. Under the Fiscal Year 2022-23 budget, the Michigan Department of Treasury (Treasury) was appropriated \$750 million to establish and operate a local unit municipal pension principal payment grant program for qualified retirement systems with a funded ratio below 60%, as defined in the Protecting Local Government Retirement and Benefits Act, Public Act 202 of 2017.

On April 6, 2023, I received confirmation that The City of Roosevelt Park is eligible for the Protecting MI Pension Grant. Program guidelines and applications are not available at this time, however are stated to be released April 15<sup>th</sup>. Applications are due by June 15<sup>th</sup> and will be reviewed until July 15<sup>th</sup>. Grant Payment Award notifications will be sent July 17<sup>th</sup> and local units must submit the grant award agreements to Treasury by August 7<sup>th</sup>. Funds will be disbursed by August 30<sup>th</sup>. Grant amounts are limited to \$170 million or the amount allowing units to reach a maximum of 60% funded as of the report filed December 31, 2021. If necessary, pro-ratio calculations may be done by Treasury in the event maximum grants requested are over the appropriation of \$750 million.

Our funding level per Treasury as of 12-31-21 was 53%, or \$3,596,111 funded of a \$6,787,082 liability. This is based on our Form 5572 FY ending 2020. Based on this data, our grant award amount (if pro-ratio calculations are not necessary) is \$476,138. This award will then be deposited into our MERS DB pension plan.

As of our most recent Form 5572 submission, after the pension bond contribution, we are at 93.3% funded. With this addition grant contribution, we will be at 99.1% funded based on the most recent pension report. Based on this information, I recommend we postpone the approved \$15,000 contribution to our pension as discussed at the 3/20/23 meeting to avoid potential over funding.

Thank you,

Kate Dibble, MiCPT  
City Treasurer



## TREASURY

### Protecting MI Pension Grant Program

View the Preliminary List of Qualified Retirement Systems

## Protecting MI Pension Grant Program

### Click to go to section:

- [Program Description](#)
- [Grant Qualifications](#)
- [Grant Timeline](#)
- [Forms and Applications](#)
- [Payment Distribution Process](#)
- [Reporting Requirements](#)
- [Guidance](#)
- [Contact Information](#)

### Program Description

The Protecting MI Pension Program was created to help Michigan's underfunded municipal pension systems. Under the [Fiscal Year 2022-23 budget](#), the Michigan Department of Treasury (Treasury) was appropriated \$750 million to establish and operate a local unit municipal pension principal payment grant program for qualified retirement systems with a funded ratio below 60%, as defined in the Protecting Local Government Retirement and Benefits Act, [Public Act 202 of 2017](#).

Key to understanding the Protecting MI Pension: Michigan Local Pension Grant Program is the definition of "qualified retirement system", "qualified unit", and "contractual benefit enhancement".



(a) “Qualified retirement system” means a retirement pension benefit within a retirement system, as defined in section 3 of the protecting local government retirement and benefits act, [2017 PA 202, MCL 38.2803](#), of a qualified unit, with a funded ratio below 60 based on the last report filed as required by section 5 of the protecting local government retirement and benefits act, [2017 PA 202, MCL 38.2805](#), as of December 31, 2021.

(b) “Qualified unit” means a city, county, township, village, or road commission that operates a qualified retirement system.

(c) “Contractual benefit enhancement” means any change to the current benefit policy for active members in a qualified retirement system that increases the actuarially determined contribution rate or decreases the funded ratio of the system. This does not include wage and salary increases.

## Grant Qualifications

Grant funds will be made to cities, villages, townships, counties, and road commissions with a qualified retirement system with a funded ratio less than 60% based on the last report filed as required by section 5 of the protecting local government retirement and benefits act, 2017 PA 202, MCL 38.2805, as of December 31, 2021. Local units of government that reported a funded ratio below 60% to Treasury as of December 31, 2021, can be found below.

- [Preliminary List of Michigan Pension Systems with a Funded Ratio of Less than 60% as of December 31, 2021](#)
- [Pension Data Discrepancy Form](#)

## Grant Timeline

Treasury will implement the Protecting MI Pension Program like other special grant programs were previously administered. Below is an overview and timeline of a phased approach to implementation.

| Date              | Description  |
|-------------------|--|
| Early-February    | Website Live   |
| Mid/Late February | Publish Preliminary Qualified Local Government Funded Ratios as of |

|  |   |
|--|---|
|  | December 31, 2021   |
| March 31, 2023                                 | Local Government Data Discrepancy Response Deadline           |
| April 6, 2023 and TBD                          | Pension Grant Webinar   |
| April 15, 2023                                 | Program Guidelines Due  |
| April 17 <sup>th</sup> – June 15 <sup>th</sup> | Submission of Applications                                    |
| June 15, 2023                                  | Application Submission Deadline                               |
| June 15 <sup>th</sup> -July 15 <sup>th</sup>   | Application Review Period                                     |
| TBD  | Pro-ration Calculation If Needed                              |
| July 17, 2023                                  | Grant Payment Award Notification Period                       |
| August 7, 2023                                 | Deadline for Local Government to Submit Grant Award Agreement |
| August 30, 2023                                | Last Date to Disburse Funds                                   |
| August 30, 2024                                | Audit of Payments to Retirement Systems                       |

## Forms and Applications

To file a claim, qualified units must submit the Protecting MI Pension Program Application and Affidavit to Treasury as soon as April 17, 2023, but no later than June 15, 2023. Qualified retirement systems will be notified of grant award amounts in August 2023, with payment disbursements no later than August 30, 2023.

## Payment Distribution Process

Funds shall be disbursed to qualified retired systems by the Department of Treasury no later than August 30, 2023.

## Reporting Requirements

The qualified unit shall be subject to corrective action plan monitoring by the Municipal Stability Board for 5 years following receipt of any grant award.

## Guidance and Information

The Department of Treasury shall develop, and publish on the department website, program guidelines, an application process, and the associated application materials no later than April 15, 2023. The department of treasury must accept applications from qualified units beginning April 15, 2023, and ending on June 15, 2023.

- [Protecting MI Pension Grant Program Announcement February 28, 2023](#)
- [Protecting MI Pension Grant Webinar Presentation April 6, 2023](#)
- [Protecting MI Pension Grant Webinar Presentation Recording April 6, 2023](#)

## Contact Information

For more information about this grant program, visit:

**Website:** [www.michigan.gov/MIPensionGrant](http://www.michigan.gov/MIPensionGrant)

**Email:** [Treasury-MIPensionGrant@michigan.gov](mailto:Treasury-MIPensionGrant@michigan.gov)



### Protecting MI Pension Grant Program

Copyright State of Michigan

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.

March 2023

# MONTHLY REPORTS



Shawn C. Bride  
Chief of Police

## Chief's Monthly Summary

March 2023 saw an increase in the overall number of calls for service, as well as the number of arrests and reports cleared by arrest. As arrests tend to be somewhat time-consuming events, the available self-initiated patrol time dipped as an inverse result, as the number of traffic stops and resulting citations issued leveled and diminished slightly respectively. Overall the efforts put forth and work product of the Officers continue to be much improved over comparison months in the previous year.

March saw the beginning of our training schedule for line staff. Officers Heaton, Gaiser, and Sgt. deJong spent a week (40 hours) attending an intensive evidence technician and collection course. This vital training has an instant benefit for the Officers, Department, and most importantly our Citizens as these skills and abilities learned can and have been put into effect immediately on calls for service. We will be investing in, conducting, and attending continuing education and officer knowledge, skills, and abilities improvements as the rest of the year progresses.

Currently, I am an active member on a very pro-active board and user group of Police Executives and Leaders who are working with Muskegon Central Dispatch, and our new Records Management System (RMS) vendor Central Square to transfer our current RMS system data into our new RMS system, CS Pro. This system is due to come on line in the fourth quarter of this year. A tremendous amount of programming, trouble shooting, and training is currently ongoing as we map out and bring on-line a system that should enhance records keeping and county wide law enforcement productivity for the next decade.

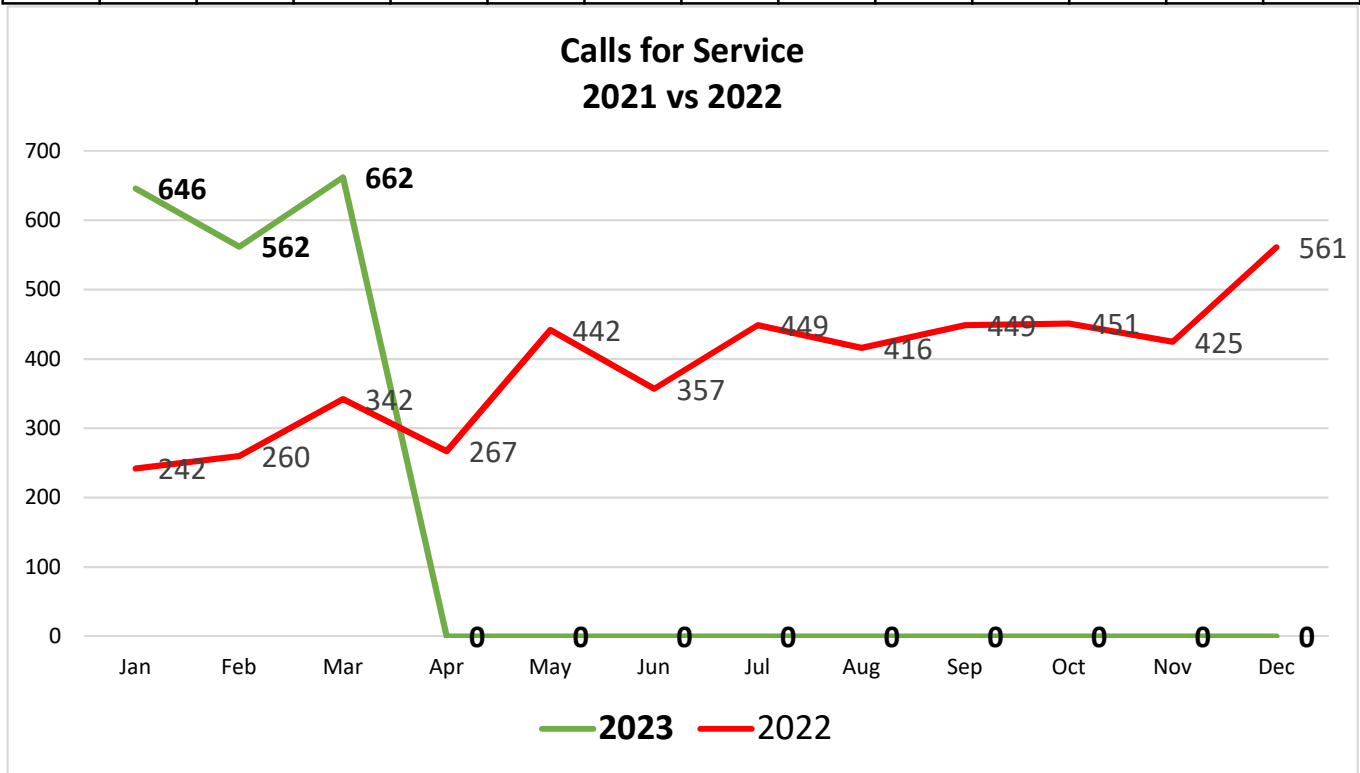
On behalf of the staff of RPPD, I would like to thank you all once again for your support and your trust in us. We appreciate the opportunities to exhibit for you, our residents, visitors, and business partners, "Roosevelt Park Excellence."

Shawn Bride,

Chief of Police

**Calls for Service:**

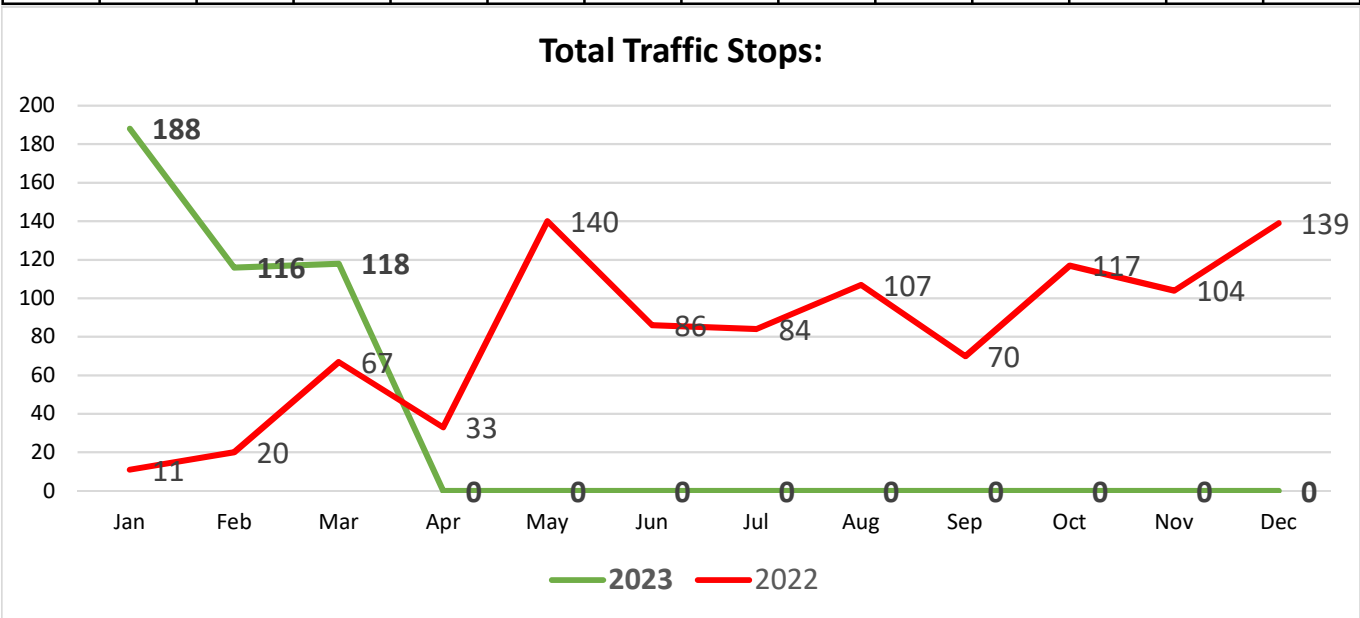
|      | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| 2023 | 646 | 562 | 662 | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 1870  |
| 2022 | 242 | 260 | 342 | 267 | 442 | 357 | 449 | 416 | 449 | 451 | 425 | 561 | 4661  |



**Traffic Safety Activities**

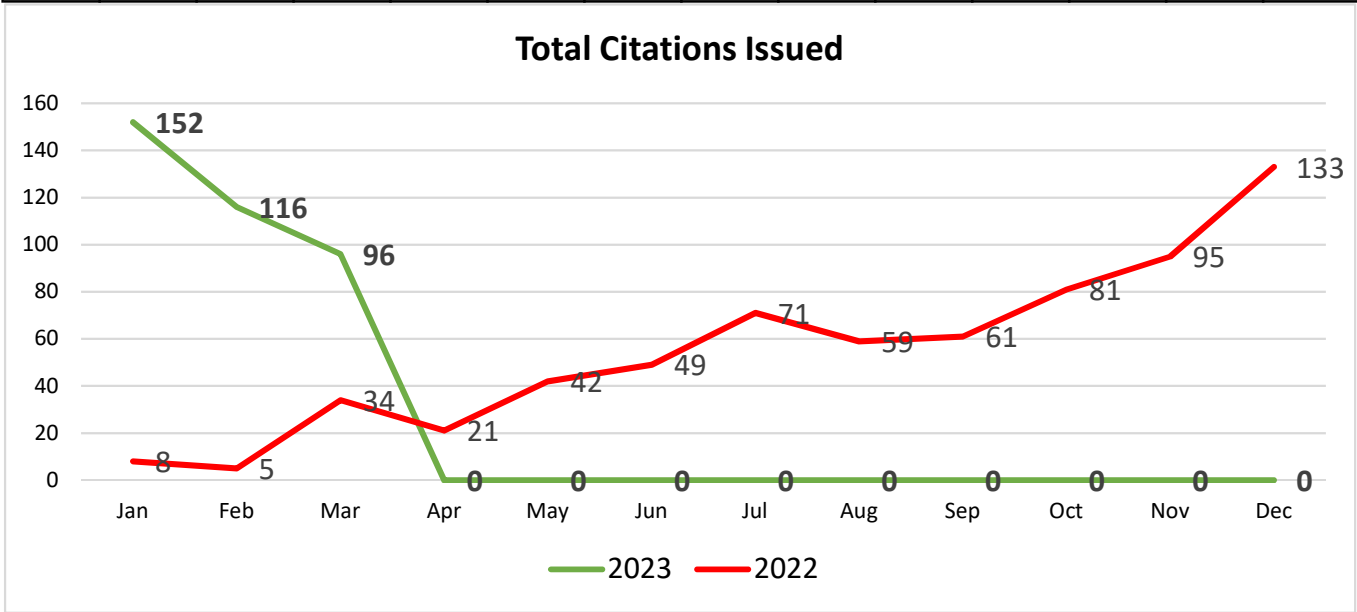
**Total Traffic Stops:**

|      | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| 2023 | 188 | 116 | 118 | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 422   |
| 2022 | 11  | 20  | 67  | 33  | 140 | 86  | 84  | 107 | 70  | 117 | 104 | 139 | 978   |



**Total Citations Issued:**

|      | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| 2023 | 152 | 116 | 96  | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 364   |
| 2022 | 8   | 5   | 34  | 21  | 42  | 49  | 71  | 59  | 61  | 81  | 95  | 133 | 659   |

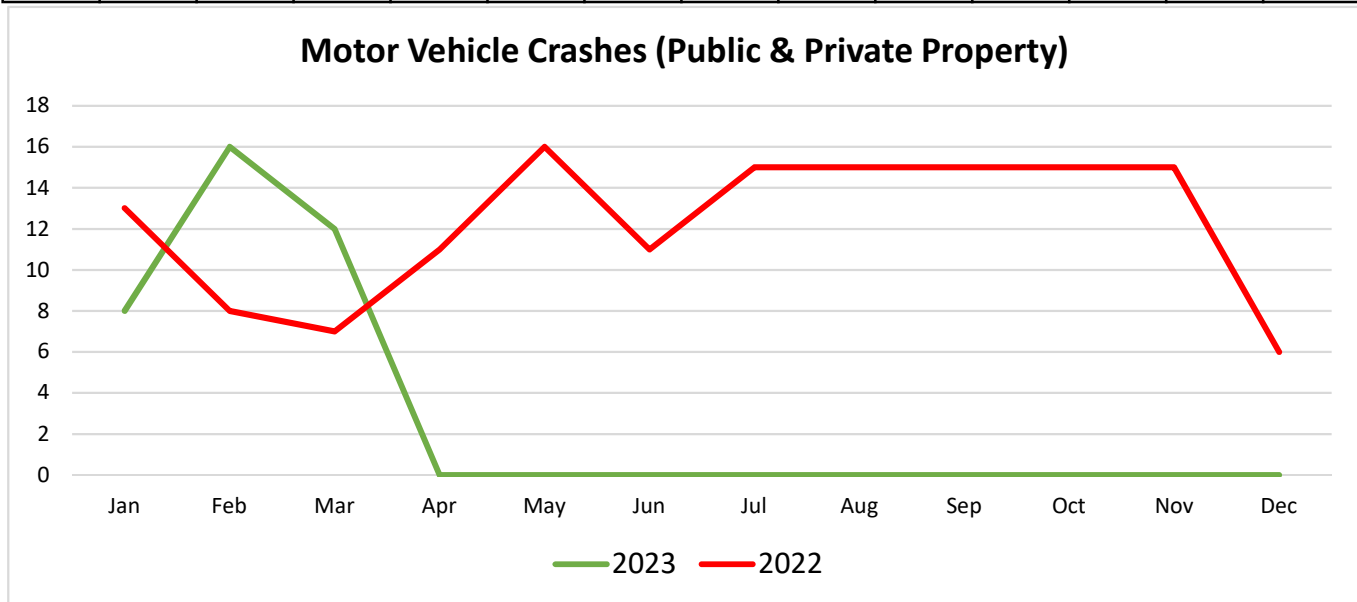


**OWI Arrests:**

|      | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| 2023 | 0   | 0   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 1     |
| 2022 | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 1   | 2   | 0   | 0   | 3     |

**Motor Vehicle Crashes (Public & Private Property):**

|      | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| 2023 | 8   | 16  | 12  | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 36    |
| 2022 | 13  | 8   | 7   | 11  | 16  | 11  | 15  | 15  | 15  | 15  | 15  | 6   | 147   |





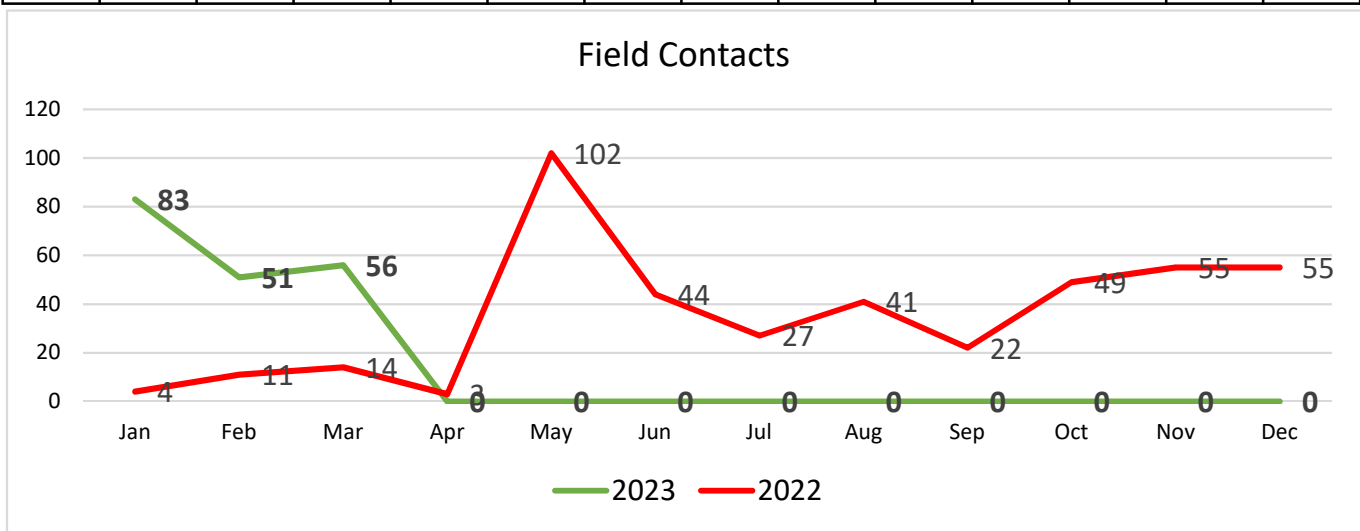
### Top 5 Crash Locations:

|    |  |
|----|--|
| #1 | 3285 Henry St (Walmart)                |
| #2 | W. Sherman Blvd @ Henry St             |
| #3 | 3298 Roosevelt Rd (Tiffany Woods Apts) |
| #4 | W Summit Ave @ Henry St                |
| #5 | Roosevelt Rd @ Norton Av               |

### Crimes, Reports, and Arrest Activities

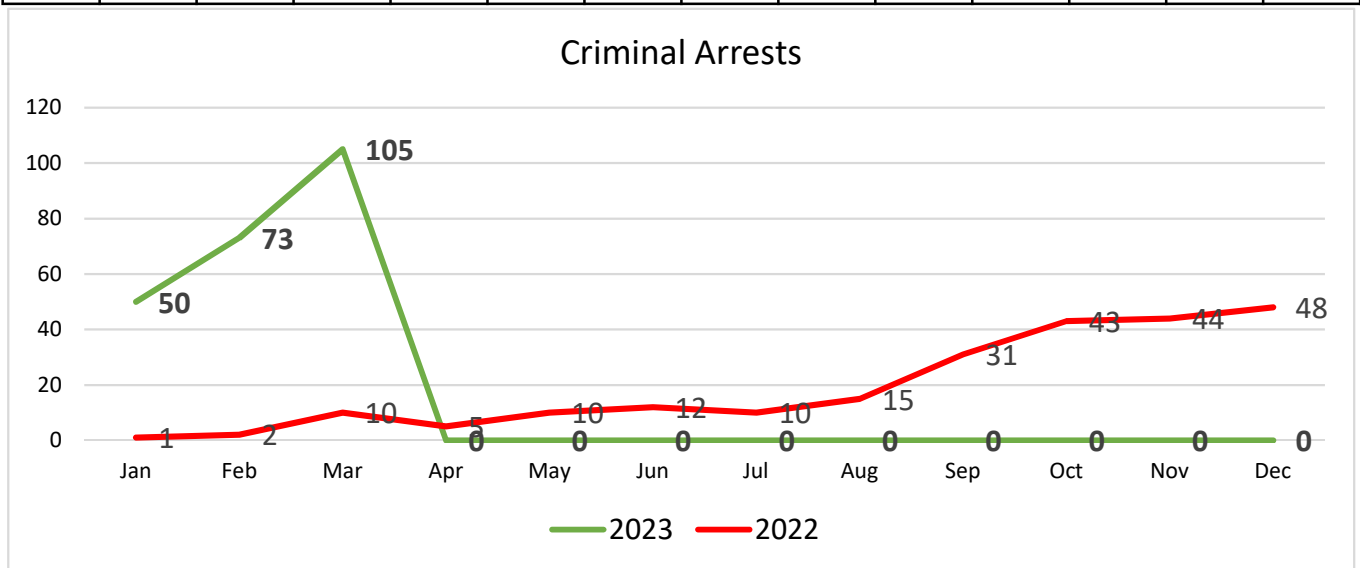
#### Field Contacts:

|      | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| 2023 | 83  | 51  | 56  | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 190   |
| 2022 | 4   | 11  | 14  | 3   | 102 | 44  | 27  | 41  | 22  | 49  | 55  | 55  | 427   |



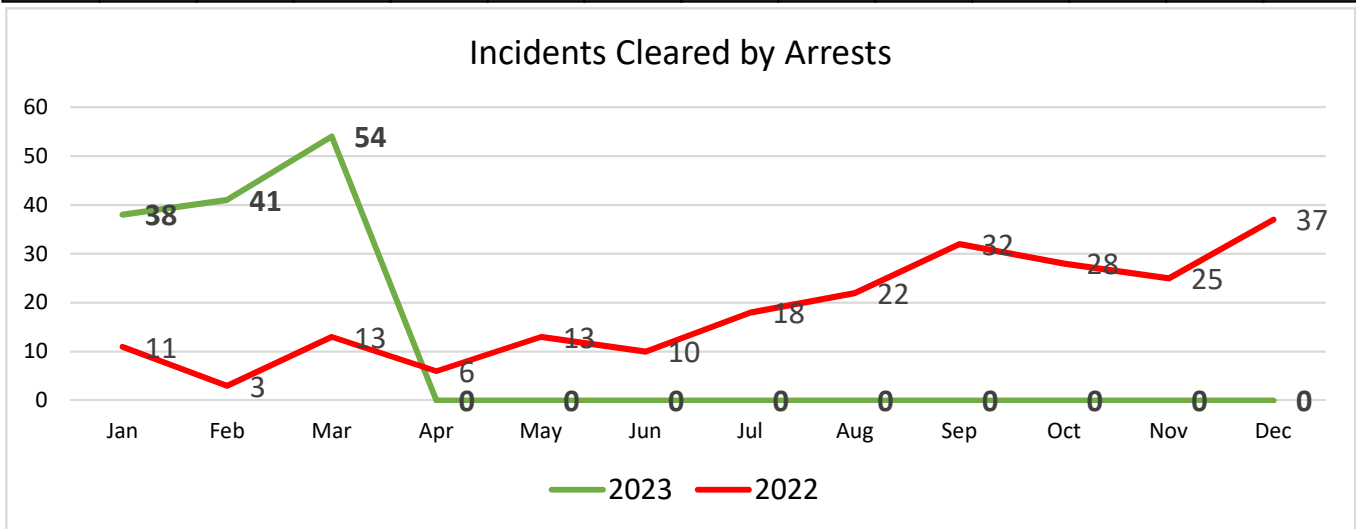
#### Criminal Arrests:

|      | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| 2023 | 50  | 73  | 105 | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 228   |
| 2022 | 1   | 2   | 10  | 5   | 10  | 12  | 10  | 15  | 31  | 43  | 44  | 48  | 231   |



**Incidents Cleared by Arrests:**

|      | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| 2023 | 38  | 41  | 54  | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 133   |
| 2022 | 11  | 3   | 13  | 6   | 13  | 10  | 18  | 22  | 32  | 28  | 25  | 37  | 218   |



**Incident Reports:**

|      | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| 2023 | 203 | 221 | 221 | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 645   |
| 2022 | 138 | 140 | 172 | 127 | 215 | 181 | 233 | 221 | 249 | 213 | 184 | 193 | 2266  |



**Medicals/Overdoses/Suicida/Check Wellbeing:**

|      | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| 2023 | 25  | 39  | 27  | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 91    |
| 2022 | 33  | 43  | 42  | 28  | 35  | 26  | 39  | 37  | 33  | 37  | 46  | 29  | 428   |

**Larcenies/Frauds:**

|      | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| 2023 | 29  | 31  | 18  | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 78    |
| 2022 | 28  | 19  | 26  | 21  | 26  | 27  | 30  | 25  | 34  | 39  | 32  | 26  | 333   |

**Assaults:**

|      | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| 2023 | 1   | 1   | 4   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 6     |
| 2022 | 1   | 1   | 2   | 2   | 4   | 3   | 6   | 7   | 6   | 2   | 2   | 2   | 38    |



# Muskegon Area Medication Disposal Program

*In coordination with the National DEA Take-back Program*

## MEDICATION & SHARPS COLLECTION

FREE

Drop off your unused or expired medications for proper disposal. Properly disposing of your unused medications, both over-the-counter and prescription, reduces the risk of accidental poisoning, environmental contamination, and misuse. Mark out patient information prior to drop off.

**Sharps accepted in appropriate containers**  
**Vaping devices accepted** (Please do not disassemble)

**Saturday, April 22, 2023**

10:00 AM - 2:00 PM

**Norton Shores Fire Department**

1100 E. Pontaluna Rd.  
Norton Shores, MI 49444

To learn more visit [www.mamdp.org](http://www.mamdp.org) or call 231-672-3201

Daily medication take-back sites are available, with locations listed on our website.

Become a fan and join the conversation on *Facebook*

### SHARPS SPONSOR:

Hospital Network Healthcare Services

### COALITION MEMBERS:

City of Muskegon Police

Health Project

Trinity Health Muskegon Hospital

Trinity Health Pharmacy

Muskegon County Sheriff

Norton Shores Police

### COMMUNITY PARTNERS:

CALL 2-1-1

City of Muskegon

City of Norton Shores

Drug Free Muskegon

Lakeshore Regional Entity

Muskegon Fire Dept.

Muskegon Township Fire Dept.

Muskegon Opiate Task Force

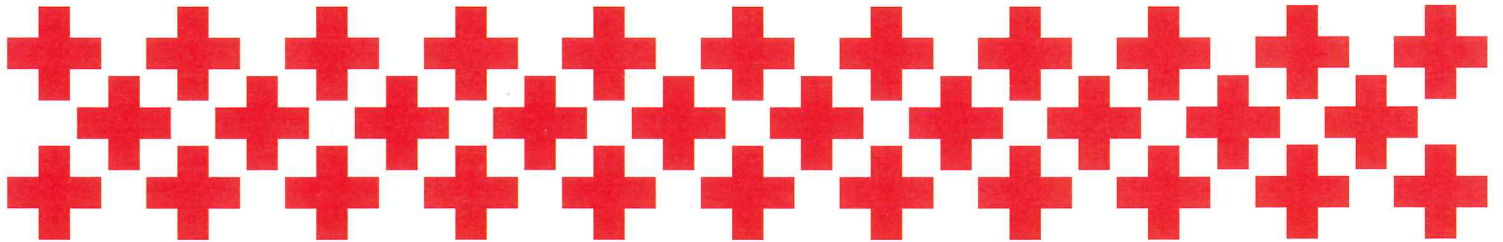
Norton Shores Fire Dept.

Public Health - Muskegon County

Senior Resources

**American Red Cross**

*Give blood.* Help save lives.



**Blood Drive**  
**City of Roosevelt Park**

Community Center  
3150 Glenside Blvd, Muskegon

**Monday, May 8, 2023**  
**12:00 p.m. to 5:45 p.m.**

For an appointment visit [RedCrossBlood.org](https://RedCrossBlood.org) and enter sponsor code: RooseveltPark,  
or call 1-800-RED CROSS (1-800-733-2767).



Scan to be directed to  
RapidPass®

**Streamline your donation experience and save up to 15 minutes by visiting [RedCrossBlood.org/RapidPass](https://RedCrossBlood.org/RapidPass) to complete your pre-donation reading and health history questions on the day of your appointment.**



Scan to schedule  
an appointment.

## Jared D. Olson

---

**From:** MDOT-OED-CategoryB <MDOT-OED-CategoryB@michigan.gov>  
**Sent:** Tuesday, April 11, 2023 11:28 AM  
**To:** MDOT-OED-CategoryB  
**Subject:** TEDF Category B FY2024 & FY2025 Program - Now Accepting Applications

Dear Prospective Applicant:

MDOT Office of Economic Development is now accepting applications for the Community Service Infrastructure Fund (CSIF), commonly referred to as TEDF Category B. As background, the Category B program was created and designed as a stop gap measure to provide additional road funding to the smallest communities in Michigan, particularly those with limited ability to fund road projects. The recent supplemental appropriation will allow for the continuation of the annual program for several grant cycles.

The program will continue in a similar manner as in previous years; however, please thoroughly review the information, application, instructions, and FAQ at the Category B website found through [www.Michigan.gov/TEDF](http://www.Michigan.gov/TEDF) for full understanding of application guidelines and program parameters.

New this year, each eligible agency can submit up to two applications for each program year. To best gauge interest and forecast the program budget over the next few years, eligible applicants are permitted to submit up to two applications for 2024 construction **or** up to two applications for 2025 construction. Applications will be reviewed and scored independently.

The following parameters apply:

**Eligible applicants:** Villages and small cities with a population of 10,000 or less per the 2020 census.

**Eligible project type:** Eligible projects include reconstruction, replacement, rehabilitation, or capital preventative maintenance of city or village streets and stormwater improvements needed for the road project. Only costs directly associated with the roadway construction and associated stormwater improvements are eligible for funding or match credit. Preliminary engineering (design), right-of-way acquisition, construction engineering (project oversight), water/sanitary, and sidewalk are not eligible costs.

**Maximum grant:** 50% of eligible costs, up to \$250,000. For agencies submitting two applications, depending on the number and quality of received applications, there is potential for two awards.

**Program priorities:** Each application is reviewed and independently scored based upon a consistent set of criteria:

- The extent to which an agency has the ability to fund road projects, based on 2022 real/personal property value proportional to population.
- Projects on local roads - as they have fewer eligible funding sources.
- Projects paired with other infrastructure projects - to encourage efficiencies and coordination.
- Projects done together with another agency's project - to encourage lower prices and other efficiencies.
- Preventive maintenance projects - to encourage better asset management practices.
- Points are reduced for agencies that received a grant from the program in the past.
- Adjustments to ensure geographic balance to the announcement.

Any grants approved for FY 2024 funding will be awarded contingent on continued appropriations by the legislature. Dependent on the volume of applications, we anticipate 2024 award announcements to be made by mid-

September 2023, with funding available after October 1, 2023, for implementation in 2024. Projects submitted for 2025 projects will be reviewed in early 2024.

Applications and supporting documentation are due to [MDOT-OED-CategoryB@Michigan.gov](mailto:MDOT-OED-CategoryB@Michigan.gov) by 5 p.m. on Thursday, June 15, 2023, and must be complete (including all required information and documents) to be considered for funding.

Sincerely,



Michael B. Kapp  
Administrator, Office of Economic Development



---

**"The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin."**

**Letting of April 07, 2023**

**Letting Call:** 2304 022

**Project:** STUL 61000-205401

**Local Agreement:** 23-5037

**Start Date:** 10 days after award

**Low Bid:** \$896,162.07

**Engineer Estimate:** \$866,723.50

**Pct Over/Under Estimate:** 3.40 %

**Completion Date:** May 17, 2024

**Description:**

0.25 mi of hot mix asphalt reconstruction shared use path, concrete curb and gutter, curb ramps, signing and pavement marking on Glenside Boulevard from north of Broadway Avenue northerly to Sherman to Boulevard in the city of Roosevelt Park, Muskegon County. This is a Local Agency project.

5.00 % DBE participation required

| Bidder                           | As-Submitted   |
|----------------------------------|----------------|
| Brenner Excavating, Inc.         | \$896,162.07   |
| Kamminga & Roodvoets, Inc.       | \$995,225.55   |
| Jackson-Merkey Contractors, Inc. | \$995,919.50   |
| McCormick Sand, Inc.             | \$1,007,675.00 |
| Milbocker and Sons, Inc.         | \$1,198,553.70 |

**Total Number of Bidders:** 5



April 10, 2023

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

Dear Jared,

Enclosed is the Muskegon Area District Library's proposal for bringing a mobile version of our Summer Reading Program to Community Center Park. Pending approval by the City of Roosevelt Park, this initiative would begin the week of June 19, 2023 and run throughout the summer.

The Muskegon Area District Library looks forward to extending our outreach efforts to the residents of your City. While we know many Roosevelt Park residents visit other MADL locations, hosting this program in Center Park helps establish both the Library and the Park as vibrant, third places that serve the diverse needs of our shared community.

Please let me know if I can provide any additional information or details regarding this proposal. I do look forward to attending a City Council meeting in May and would be happy to talk more about this opportunity at that time, if desired.

Sincerely,

Ron L Suszek, Director

## SERVING MUSKEGON AT 10 COMMUNITY BRANCHES



**Proposal to Provide Summer Reading Programming at  
Community Center Park,  
Roosevelt Park, Muskegon County, Michigan**

- 1. Objective/Term.** The Muskegon Area District Library (MADL) is proposing a mobile-based, reading program that delivers Library services and materials to the residents of Roosevelt Park. This program will utilize the MADL Bookmobile, which facilitates the loaning of thousands of titles and items as well as structured programming developed to engage a wide demographic of users, particularly infant to middle school aged. The program will run from June 19, 2023 through the summer.

MADL's annual Summer Reading Program is one of our most popular and successful initiatives. Engaging users throughout the summer, particularly young readers, is fundamental for preserving and improving reading scores and abilities. While a large percentage of Roosevelt Park residents frequent MADL's branch locations, specifically Norton Shores Branch Library, bringing this program to the community has a high potential to attract new users as well as help solidify the Library's identity as a community partner and a valuable, critical asset. Placing this service within the Community Center Park also enhances visibility of the park as an essential community space that meets a wide range of needs. It is a centrally located, safe space that facilitates civic life through shared experiences and activities.

- 2. Services to be Provided by the Muskegon Area District Library:**

- A scheduled, weekly Bookmobile visit at Community Center Park. The MADL Bookmobile makes available thousands of items for residents to browse and checkout.
- Full-service Adult and Youth Summer Reading Program facilitated by MADL Bookmobile and staff.
- A weekly, literacy-based event, primarily focusing on young readers, provided in coordination with the Bookmobile stop. This event will include a participatory reading activity, such as a Storytime or other interactive element.
- Other activities and events that support our Summer Reading Program and that can be accommodated via mobile services may also be scheduled if availability of venue permits.

**SERVING MUSKEGON AT 10 COMMUNITY BRANCHES**