



CITY OF ROOSEVELT PARK CITY COUNCIL MEETING

AGENDA

August 18, 2025

6:15 p.m.

1. Council Work Session
2. Call to Order and Roll Call
3. Pledge of Allegiance
4. Invocation by Councilmember Crossno
5. Public Comment on Agenda Items

6. Approval of Consent Agenda
 - a. Regular Agenda
 - b. Minutes of August 4, 2025- Regular City Council Meeting
 - c. List of Bills

7. Unfinished Business
8. New Business
 - a. Roosevelt Park Day Committee-Set Meeting Time and Date
 - b. Finance Committee-Set Meeting Time and Date
 - c. Ordinance Amendment-Sec. 6.2B Use Chart-Second Read (draft)
 - d. Poverty Exemption Policy-Updated Language approval

9. Public Comment

Please state your name and home address
Please limit comments to 3 minutes per individual presentation
(City Council Rules of Procedure: 10/7/2011)

10. Comments from the Mayor and City Council
11. Reports from City Manager, City Attorney & Department Heads
12. Adjournment

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



City of Roosevelt Park

A Proud Community

To: Honorable Mayor and City Council
From: Jared Olson, City Manager
Date: August 15, 2025
Subject: **Monday, August 18, 2025**– CITY COUNCIL MEETING

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

1. **Active Agenda Items**

COUNCIL MEETING:

- a. **Roosevelt Park Day-Set Final-Committee Meeting**- Staff is requesting the City Council review and set a Roosevelt Park Day committee meeting. The objective of this meeting is to finalize all needed plans for the event and thus staff recommend the afternoon of Wednesday, September 3rd.
- b. **Finance Committee Meeting**-Staff is recommending the board set a date and time for the next Finance Committee meeting on August 26th if at all possible.
- c. **Zoning Ordinance Amendment-Sec. 6.2B Use Chart-Second Read (Draft)** - The Roosevelt Park Planning Commission met on July 28th to review and hold a public hearing for a proposed ordinance update within the Central Business District that reflects the actual current uses. The Planning Commission made a formal recommendation for this action and thus the City Council approved the first read of the ordinance during the August 4th meeting and set the second read for the following meeting. The amendment and second read is attached.
- d. **Poverty Exemption Policy-Updated Language approval**- The Muskegon County Department of Equalization, who also contractually serves as the City Assessor, underwent a State of Michigan records audit and passed with flying colors. The only note on the City of Roosevelt Parks records and roll was a notice to update language in the Poverty Exemption Policy to better clarify and reflect state law.

If you have questions, please contact me.



**CITY OF ROOSEVELT PARK
CITY COUNCIL
MEETING MINUTES
August 4, 2025**

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

PRESENT: Council Members: Mayor Aaron Langlois, Mayor Pro-Tem Michael Sutton, Noah Crossno, Diane Goodman, Stacey Burmeister, Matt Johnson, Donald Nilson

STAFF: City Manager Jared Olson, City Clerk Ann Wisniewski, City Attorney Brennen Gorman, Police Chief Shawn Bride

ABSENT: None

UNFINISHED BUSINESS

- None

WORK SESSION

Council discussed Agenda Items:

- Roosevelt Park Day Committee – Set Meeting Date and Time
- Zoning Ordinance Amendment – Sec. 6.2B Use Chart – First Read (Draft)
- Ad Hoc Senior Millage Committee – Set Meeting Date and Time
- Planning Commission Resignation – Council Acceptance
- List of Bills

Special Guests:

- none

Mayor Pro-Tem Sutton called the Council meeting to order at 6:26 p.m.

2025-123 **ROLL CALL**
City Clerk Ann Wisniewski called roll call.

2025-124 **INVOCATION**
Council Member Goodman provided the Invocation.

2025-125 **PUBLIC COMMENT ON AGENDA ITEMS**
None

2025-126 **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: 7 Ayes, 0 Nays, 0 Absent Motion Passes

2025-127 **UNFINISHED BUSINESS**

None

2025-128 **NEW BUSINESS**

8A. Roosevelt Park Day Meeting – Time and Date

Council Member Goodman moved to set the next Roosevelt Park Day Meeting for Monday August 11th at 4:30 pm. This motion was supported by Mayor Pro Tem Sutton.
Roll Call: 7 Ayes, 0 Nays, 0 Absent Motion Passes

8B. Zoning Ordinance Amendment -Sec. 6.2B First Read (Draft)

Council Member Burmeister moved to approve the first read of the Zoning Ordinance Amendment Sec 6.2B as written. This motion was supported by Council Member Crossno.

Roll Call: 7 Ayes, 0 Nays, 0 Absent Motion Passes

8C. Ad Hoc Senior Millage Committee – Set Time and Date

Council Member Nilson moved to set the next meeting of the Ad Hoc Senior Millage Committee for Monday August 11th at 4:00 pm. This Motion was supported by Council Member Goodman.

Roll Call: 7 Ayes, 0 Nays, 0 Absent Motion Passes

8D. Planning Commission Resignation – Council Acceptance

Council Member Goodman moved to accept the resignation of Tyra Jonas from the Roosevelt Park Planning Commission. This Motion was supported by Council Member Johnson.

Roll Call: 7 Ayes, 0 Nays, 0 Absent Motion Passes

2025-129 **COUNCIL COMMENTS**

Council members shared comments.

2025-130 **DEPARTMENT HEAD REPORTS**

Department heads shared comments.

2025-131 **PUBLIC COMMENTS**

Angela Fox 1949 Austin Muskegon, shared comments

2025-132 **ADJOURNMENT**

Mayor Langlois moved to adjourn the meeting at 6:55 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 |
|--------------|--|-------------|--|---|
| 5685 (E) | ACCIDENT FUND WORKERS COMP | | 1001750714 | 1,696.60 |
| | | | Check Total | 1,696.60 |
| 5686 (E) | ADVANCE AUTO PARTS PD CRUISER WINDOW CLEANER | | 538252191241 | 20.65 |
| | | | Check Total | 20.65 |
| 5687 (E) | BANK OF AMERICA BUSINESS CARD ELECTION DINNER | | 080525 | 71.60 |
| | | | Check Total | 71.60 |
| 5688 (E) | BANK OF AMERICA BUSINESS CARD MOVIE IN THE PARK - TROLLS PC MOUSE WEED BRUSH OFFICE SUBSCRIPTION DUES THRU 9/26 RETURN - WEED TRIMMER HEAD | | 2538042-1 111445172519 111091511456 E0400WXQA6 30768 111724619601 | 325.00 8.98 31.98 43.73 159.00 (29.98) |
| | | | Check Total | 538.71 |
| 5689 (E) | BANK OF AMERICA BUSINESS CARD 2025 MML CONVENTION 9/17 TO 9/19 CROSSNO 2025 MML CONVENTION 9/17 TO 9/19 NILSON | | 2025MMLCONV 2025MMLCONV | 650.00 650.00 |
| | | | Check Total | 1,300.00 |
| 5690 (E) | BANK OF AMERICA BUSINESS CARD ELECTION LUNCH ELECTION WATER/SNACKS | | 080525 080425 | 65.92 11.99 |
| | | | Check Total | 77.91 |
| 5691 (E) | BANK OF AMERICA BUSINESS CARD S3/S4 WATER TEST REVIEW 10/29-10/30 EQUIPMENT REPAIR - BACKHOE | | 102925 W39769 | 760.00 3,053.91 |
| | | | Check Total | 3,813.91 |
| 5692 (E) | BANK OF AMERICA BUSINESS CARD S BINERS - PD OIL - PD CRUISERS | | 082425 080525 | 7.36 51.47 |
| | | | Check Total | 58.83 |
| 5693 (E) | BLUE CARE NETWORK OF MI RETIREE HEALTHCARE | | 252200014047 | 2,449.09 |
| | | | Check Total | 2,449.09 |
| 5694 (E) | BLUE CROSS BLUE SHIELD OF MICH RETIREE HEALTHCARE | | 210236540 | 2,534.92 |
| | | | Check Total | 2,534.92 |
| 5695 (E) | CONSUMERS ENERGY 1000 0015 1900 2848 ASHLAND | | 207148109450 | 52.25 |
| | | | Check Total | 52.25 |
| 5696 (E) | CONSUMERS ENERGY 1000 0015 2536 - 896 W BROADWAY | | 207148109459 | 53.46 |
| | | | Check Total | 53.46 |
| 5697 (E) | CONSUMERS ENERGY 1000 0015 6057 936 OAKRIDGE GUL 2 | | 207148097862 | 1,706.54 |
| | | | Check Total | 1,706.54 |
| 5698 (E) | CONSUMERS ENERGY 1000 0017 0686 3106 ROOSEVELT RD | | 207148097863 | 17.45 |
| | | | Check Total | 17.45 |
| 5699 (E) | CONSUMERS ENERGY | | | |



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 |
|--------------|---------------------|--------------------------|--------------------|-----------------|
| | 1000 0038 | 5011 TRAFFIC LIGHTS | 201810067826 | 270.43 |
| | | | Check Total | 270.43 |
| 5700 (E) | CONSUMERS ENERGY | | | |
| | 1000 0460 | 5042 3105 ROOSEVELT | 201098249532 | 59.82 |
| | | | Check Total | 59.82 |
| 5701 (E) | CONSUMERS ENERGY | | | |
| | 1000 0460 | 5166 3106 ROOSEVELT | 201098249533 | 392.74 |
| | | | Check Total | 392.74 |
| 5702 (E) | CONSUMERS ENERGY | | | |
| | 1000 0597 | 2995 1168 CORNELL | 204390815678 | 31.51 |
| | | | Check Total | 31.51 |
| 5703 (E) | CONSUMERS ENERGY | | | |
| | 1000 0616 | 4881 1580 GARRISON | 204034844660 | 539.78 |
| | | | Check Total | 539.78 |
| 5704 (E) | CONSUMERS ENERGY | | | |
| | 1000 0616 | 6274 3064 GLENSIDE | 204034844661 | 29.44 |
| | | | Check Total | 29.44 |
| 5705 (E) | CONSUMERS ENERGY | | | |
| | 1000 0622 | 0758 1344 GREENWICH RD | 204034844662 | 29.06 |
| | | | Check Total | 29.06 |
| 5706 (E) | CONSUMERS ENERGY | | | |
| | 1000 0678 | 0280 898 W BROADWAY | 204657760695 | 85.10 |
| | | | Check Total | 85.10 |
| 5707 (E) | CONSUMERS ENERGY | | | |
| | 1000 0777 | 1684 880 OAKRIDGE | 203322920753 | 986.85 |
| | | | Check Total | 986.85 |
| 5708 (E) | CONSUMERS ENERGY | | | |
| | 1000 0832 | 5373 3278 GERMAINE | 201187216991 | 29.25 |
| | | | Check Total | 29.25 |
| 5709 (E) | CONSUMERS ENERGY | | | |
| | 1000 0864 | 3968 1267 LAMBERT | 202788963111 | 38.30 |
| | | | Check Total | 38.30 |
| 5710 (E) | CONSUMERS ENERGY | | | |
| | 1000 0849 | 1167 3163 MAPLE GROVE | 202788963112 | 28.69 |
| | | | Check Total | 28.69 |
| 5711 (E) | CONSUMERS ENERGY | | | |
| | 1000 0864 | 2272 1140 SHERWOOD | 202788963113 | 28.69 |
| | | | Check Total | 28.69 |
| 5712 (E) | CONSUMERS ENERGY | | | |
| | 1030 2926 | 0835 49441 LED LIGHT RD | 205903554799 | 1,863.26 |
| | | | Check Total | 1,863.26 |
| 5713 (E) | ETNA SUPPLY COMPANY | | | |
| | | SHERWOOD PARK IRRIGATION | S106407605.0 | 158.90 |
| | | SHERWOOD PARK IRRIGATION | S106418550.0 | 192.00 |
| | | | Check Total | 350.90 |
| 5714 (E) | FERGUSON SUPPLY CO. | | | |
| | | 3/4 X 1 UNION | 0219882-1 | 40.58 |
| | | | Check Total | 40.58 |
| 5715 (E) | FRONTIER | | | |
| | | DPW INTERNET - AUG | 0825 | 44.99 |
| | | | Check Total | 44.99 |
| 5716 (E) | KENDALL ELECTRIC | | | |



CITY OF ROOSEVELT PARK

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

COUNCIL LIST

3/4
 Wednesday, August 13, 2025

| CHECK NUMBER | VENDOR NAME | DESCRIPTION | Invoice # | INVOICE AMT |
|--------------|-------------------------------|--|--------------------|------------------|
| | | BROADWAY LIGHT POLE | S115760256 | 5,104.03 |
| | | | Check Total | 5,104.03 |
| 5717 (E) | WEX BANK | | | |
| | | GAS (DPW 324.644, PD 600.791) | 106374306 | 2,499.77 |
| | | | Check Total | 2,499.77 |
| 5718 (A) | BORGMAN TREE SERVICE | | | |
| | | TREE REMOVAL | 4597 | 6,275.00 |
| | | | Check Total | 6,275.00 |
| 5719 (A) | D & J SEWER CLEANERS | | | |
| | | WATER SERVICE DDA | 8708 | 3,200.00 |
| | | WATER SERVICE 915 W SUMMIT | 8709 | 2,700.00 |
| | | GLENSIDE LIGHT POLE DIRECTIONAL DRILLING | 8717 | 1,150.00 |
| | | SHERWOOD PARK IRRIGATION TAP | 8718 | 2,250.00 |
| | | | Check Total | 9,300.00 |
| 5720 (A) | FLEX ADMINISTRATORS, INC. | | | |
| | | FLEXIBLE SPENDING ADMINISTRATION | 1497672 | 43.50 |
| | | | Check Total | 43.50 |
| 5721 (A) | KATHYS ALTERATIONS & REPAIRS | | | |
| | | PD UNIFORMS | 201142 | 10.00 |
| | | | Check Total | 10.00 |
| 5722 (A) | KENT COMMUNICATIONS INC | | | |
| | | POSTAGE SERVICES | 8876-167043 | 121.30 |
| | | WATER BILL POSTAGE ESTIMATE | PA-Q242180 | 740.06 |
| | | | Check Total | 861.36 |
| 5723 (A) | MACQUEEN EQUIPMENT LLC | | | |
| | | MONTHLY VEHICLE LABOR - SEPT | 22988 | 882.00 |
| | | | Check Total | 882.00 |
| 5724 (A) | MOORE & BRUGGINK, INC. | | | |
| | | NON-MOTORIZED PATHWAY | 250128.1-6 | 3,686.25 |
| | | SUMMIT RESURFACING | 250129.1-6 | 1,724.01 |
| | | | Check Total | 5,410.26 |
| 5725 (A) | MUSKEGON CENTRAL DISPATCH 911 | | | |
| | | IMPRIVATA FEES - PD | 2500002662 | 90.36 |
| | | IMPRIVATA FEES - CITY HALL | 2500002671 | 79.86 |
| | | IT SERVICES | 2500002673 | 588.12 |
| | | IMPRIVATA FEES - PD | 2500002712 | 80.32 |
| | | IMPRIVATA FEES - CITY HALL | 2500002688 | 79.86 |
| | | | Check Total | 918.52 |
| 5726 (A) | NORTH SHORE ACE HARDWARE | | | |
| | | GAS EDGER | 1539061 | 403.84 |
| | | | Check Total | 403.84 |
| 5727 (A) | PARMENTER LAW | | | |
| | | GENERAL LEGAL | 292231 | 1,881.00 |
| | | PROSECUTIONS | 292232 | 532.00 |
| | | | Check Total | 2,413.00 |
| 5728 (A) | PLANTENGA'S CLEANERS | | | |
| | | PD UNIFORM CLEANING | 0725 | 12.00 |
| | | | Check Total | 12.00 |
| 5729 (A) | PREIN & NEWHOF, P.C | | | |
| | | BROADWAY/MAPLE GROVE SERVICES | 90397 | 13,392.00 |
| | | | Check Total | 13,392.00 |
| 5730 (A) | PRO CLEAN SOLUTIONS | | | |



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ROOSEVELT PARK, MI 49441
(231) 755-3721

COUNCIL LIST

| CHECK NUMBER | VENDOR NAME | DESCRIPTION | Invoice # | INVOICE AMT |
|--------------|-------------------------------------|--------------------------|---------------------|-------------------|
| | | BUILDING CLEANING | R00080125 | 375.00 |
| | | | Check Total | 375.00 |
| 5731 (A) | REPUBLIC SERVICES # 240 | WASTE REMOVAL - JULY | 0240- | 27,421.75 |
| | | | Check Total | 27,421.75 |
| 5732 (A) | WEST MICHIGAN UNIFORM | DPW UNIFORM CLEANING | 5938212 | 50.00 |
| | | DPW UNIFORM CLEANING | 5939628 | 50.00 |
| | | | Check Total | 100.00 |
| 5733 (A) | WHITE RIVER ELECTRIC LLC | DAVIES PARK ELECTRICAL | 3252 | 2,528.10 |
| | | | Check Total | 2,528.10 |
| 38576 | ASHLEY IRRIGATION | MAPLE GROVE IRRIGATION | 2593 | 948.80 |
| | | MAPLE GROVE IRRIGATION | 2596 | 589.30 |
| | | BROADWAY IRRIGATION | 2597 | 744.70 |
| | | GLENSIDE IRRIGATION | 2599 | 420.00 |
| | | BALL FIELD IRRIGATION | 2600 | 588.00 |
| | | GLENSIDE IRRIGATION | 2603 | 227.00 |
| | | | Check Total | 3,517.80 |
| 38577 | CITY OF MUSKEGON | TRACKLESS REPAIR | 25-0010858 | 242.31 |
| | | | Check Total | 242.31 |
| 38578 | GORDON FOOD SERVICE | ELECTION FOOD | 080625 | 15.98 |
| | | | Check Total | 15.98 |
| 38579 | GREAT LAKES SEWER & SEPTIC CLEANING | PORTABLE RESTROOM - JULY | 1929,2047,21 | 120.00 |
| | | PORTABLE RESTROOM | 2351 | 30.00 |
| | | | Check Total | 150.00 |
| 38580 | PAUL SCHULTZ TRUCKING AND EXCAVATIN | TOP SOIL | 16802 | 700.00 |
| | | | Check Total | 700.00 |
| | | | Report Total | 101,817.53 |



**CITY OF ROOSEVELT PARK
CITY COUNCIL MEETING
August 18, 2025**

| | |
|--|------------------------------|
| Roosevelt Park Day Meeting Time and Date-September | Date: August 18, 2025 |
| As we continue the planning for the 2025 RP day event, the upcoming Roosevelt Park Day event planning discussion needs to continue. Staff is recommending the afternoon of Wednesday September 3 rd . | |
| Financial Impact: None | |
| Recommendation: Set a committee meeting for the 2025 Roosevelt Park Day Planning Committee. | |
| Signature: | Title: City Manager |



**CITY OF ROOSEVELT PARK
CITY COUNCIL MEETING
August 18, 2025**

| | |
|---|------------------------------|
| Finance and Personnel Committee- Set Meeting Time and Date | Date: August 18, 2025 |
| The next meeting date and time for the Roosevelt Park Day Committee Meeting is needed. This is to discuss ongoing operations, upcoming projects, and the five-year capital outlay plan. | |
| Financial Impact: None | |
| Recommendation: Set a time and date for the next Finance and Personnel Committee meeting. | |
| Signature: | Title: City Manager |



**CITY OF ROOSEVELT PARK
CITY COUNCIL MEETING
CITY HALL
August 18, 2025**

| | |
|--|------------------------------|
| Second Read (Draft)-Sect. 6.2B Use Ordinance Amendment | Date: August 18, 2025 |
| <p>During the July 28th Roosevelt Park Planning Commission meeting, a formal public hearing was held as to review and take comment on the amendment to the current section 6.2B table of uses to reflect the Central Business District change as follows;</p> <p>An Ordinance amending the allowed uses in the Central Business District.</p> <p>The City Council of Roosevelt Park hereby ordains:</p> <p><i>SECTION 1. Section 6.2B, Table of Uses, shall be amended to separate the current combined land use category—vehicle service stations, oil change establishments, vehicle repair establishments (excluding body shops), and vehicle washes—into two distinct uses:</i></p> <ol style="list-style-type: none"> <i>1. Vehicle service stations, oil change establishments, and vehicle repair establishments (excluding body shops)</i> <i>2. Single Stall Vehicle washes</i> <p><i>The first use shall remain Not Permitted in the CBD District, while vehicle washes shall be permitted by right.</i></p> <p>As such, the Planning Commission had discussion and reviewed the changes as they will allow for the existing long-term use of single-stall vehicle wash operations within the Central Business District. This better defines the existing use and dimensional requirements of the operations. City Council approved the first read of the zoning ordinance amendment on August 4th and set the second read for the 18th.</p> | |
| <p>Recommendation: Move to adopt the second and final read of the updated Section 6.2b of the City of Roosevelt Park zoning ordinance as presented and unanimously recommended by the Planning Commission.</p> | |
| Signature: | Title: City Manager |



MCKENNA

Memorandum



TO: Roosevelt Park Planning Commission
FROM: Christopher Khorey, ACIP, Vice President
SUBJECT: **Zoning Amendment Regarding Car Washes in the CBD District**
DATE: May 15, 2025

A valued local business in Roosevelt Park is currently unable to expand due to its classification as a nonconforming use under the existing zoning ordinance. The following draft amendment proposes allowing vehicle washes by right in the Central Business District, removing this barrier and supporting the business's continued growth.



City of Roosevelt Park, Michigan

Draft Resolution

An Ordinance amending the allowed uses in the Central Business District.

The City Council of Roosevelt Park hereby ordains:

SECTION 1. Section 6.2B, Table of Uses, shall be amended to separate the current combined land use category—vehicle service stations, oil change establishments, vehicle repair establishments (excluding body shops), and vehicle washes—into two distinct uses:

1. Vehicle service stations, oil change establishments, and vehicle repair establishments (excluding body shops)
2. Single Stall Vehicle washes

The first use shall remain Not Permitted in the CBD District, while vehicle washes shall be permitted by right.



**CITY OF ROOSEVELT PARK
CITY COUNCIL MEETING
August 18, 2025**

| | |
|--|-----------------------------------|
| 2025 Property Tax Poverty Exemption Resolution-REVISION | Date: August 18, 2025 |
| <p>The Muskegon County Department of Equalization, who also contractually serves as the City Assessor, underwent a State of Michigan records audit and passed with great results. The only note on the City of Roosevelt Park's records and roll was a notice to update language in the Poverty Exemption Policy to better clarify and reflect state law. As we have annually adopted this policy, it was reviewed by the State of Michigan and found to be in need of one brief section of language change.</p> <p>The corresponding email from Donna Vandervies (Muskegon County Equalization Director) explains the change and what is included. The attached updated resolution and draft are attached also.</p> | |
| <p>Financial Impact: None</p> | |
| <p>Recommendation: Move to approve the revised and amended resolution for poverty exemption with resolution 25-11 per the State of Michigan recommendation.</p> | |
| <p>Signature:</p> | <p>Title: City Manager</p> |

Jared D. Olson

From: Vandervries, Donna
Sent: Tuesday, July 29, 2025 11:01 AM
To: Messenger, Annette; Jared D. Olson
Subject: Audit by state

Importance: High

Good Morning –

We passed our audit. The state requires some changes in the poverty policy as follows. We must re-adopt the policy.

MiSuite (missing or not labeled information), upload and let me know it's there, please:

Poverty needs to be re-adopted: The Poverty Exemption Guidelines need to be updated with legislation changes made per PA 253 of 2020. The clauses in the Asset Test "Under no circumstances shall a hardship exemption be granted to any applicant who owns any interest in marketable real estate in addition to their principal residence. Under no circumstances shall a hardship exemption be granted to any applicant who owns any interest in a recreational vehicle." need to be removed. Asset test is not to exceed \$1,000 (liquid).

The total value of assets includes the above to determine if total assets are above or within your limit. Let me know if you have any questions.

Thanks.

Donna VanderVries
Muskegon County Equalization Director
231-724-6726
173 E Apple Avenue
Muskegon MI 49442

City of Roosevelt Park County of Muskegon

Resolution No. 25-11

RESOLUTION FOR POVERTY EXEMPTION



WHEREAS, the adoption of guidelines for poverty exemptions is required of the Roosevelt Park City Council; and

WHEREAS, the principal residence of persons, who the Supervisor/Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u) and as amended by PA 253 of 2020; and

WHEREAS, pursuant to PA 390 of 1994 and PA 253 of 2020, the City of Roosevelt Park, Muskegon County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

1. Be an owner of and occupy as a principal residence the property for which an exemption is requested.
2. File a claim with the supervisor/assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year or a signed State Tax Commission Form 4988, Poverty Exemption Affidavit.
3. File a claim reporting that the combined assets of all persons do not exceed the current guidelines. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
4. Produce a valid driver's license or other form of identification if requested.
5. Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
6. Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services.
7. The application for an exemption shall be filed after January 1, but one day prior to the last day of the December Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the supervisor/assessor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption.

BE IT FURTHER RESOLVED, this resolution is made a part of the minutes of the City of Roosevelt Park meeting on August 18, 2025.

At a regular meeting of the City Council of the City of Roosevelt Park, held in the Council Chambers at the Roosevelt Park City Hall, 900 Oak Ridge Road, on the 18th day of August, 2025, the foregoing resolution was moved for adoption by Council Member _____.
This motion was supported by Council Member _____.

Upon roll call vote, the following voted:

Ayes: _____
Nays: _____
Absent: _____

RESOLUTION DECLARED ADOPTED

Ann Wisniewski, City Clerk
Date: August 18, 2025

**POLICY AND GUIDELINES FOR POVERTY EXEMPTIONS FROM TAXATION
CITY OF ROOSEVELT PARK
YEAR OF 2025
AS REQUIRED BY PA 390 OF 1994 and PA 253 of 2020**

In order to comply with the General property Tax Act, P.A. 206 of 1893 as amended, Section 211.7u, which reads: "The homestead of persons who, in the judgment of the supervisor and board of review, by reason of poverty, are unable to contribute toward the public charges is eligible for exemption in whole or in part from taxation under this act", the following policy for applicants requesting consideration for poverty exemptions will be followed:

1. All requests for Poverty Exemption must be made on the form(s) provided by the State of Michigan. Handicapped or infirmed applicants may call the assessor's office to make necessary arrangements for assistance.
2. Applications may be filed with the City of Roosevelt Park Assessing Department after January 1, but before the day prior to the last day of the March, July or December Board of Review.
3. Applications are to be reviewed by the Board of Review, and may be reviewed without the applicant being present. However, the Board of Review may request that any or all applicants be physically present to respond to any questions the Board of Review may have. This means an applicant may be called to appear on short notice.
4. The applicant(s) may have to answer questions regarding financial affairs, health, the status of people living in his/her home before the board, at a meeting which is open to the public at large.
5. The Board of Review will use as a basis for the granting of such exemption the following listed items and requirements.
 - a. Public Act 390 of 1994 and as amended by PA 253 of 2020, also known as MCL 211.7u.
 - b. Bulletin No. 6, June 6, 2017, Michigan Department of Treasury, State Tax Commission to include the definitions and requirements. (A copy of Bulletin 6 is on file at the City for review or purchase).
 - c. Poverty thresholds as provided by the United States Office of Management and Budget. Income is defined in Bulletin No. 6. (Specific poverty thresholds list is attached).
 - d. Asset thresholds for the entire household as determined by the City of Roosevelt Park. (Specific requirements thresholds list is attached).
 - e. Specific requirements by the City of Roosevelt Park that must be met before the application will be considered for approval. Be advised that some of the listed requirements are included as part of P.A. 390 of 1994 and as amended by PA 253 of 2020. (Specific requirements list is attached).
 - f. Data submitted to the board by the petitioner.
 - g. Testimony taken from petitioner and information gathered from any source the board may wish to use.
6. Any successful applicant may be subject to personal investigation by the City. This would be done to verify information submitted or statements made to the assessor or

board of review In regard to the applicant's property tax abatement claim. Should any representation by the applicant appear to be false¹ the exemption shall be denied.

7. Applications for poverty exemption are for one year only. A new application must be submitted for the following year.
8. The supervisor, or secretary of the Board of Review, will keep minutes of all proceedings before the Board of Review and all meetings must be held in a municipal building and pursuant to the Open Meetings Act.
9. The Board of Review shall follow this policy when considering all requests for a poverty exemption. The same standards shall apply to each applicant in an assessment year.
10. Poverty Exemptions denied by the Board of Review may be appealed to the Michigan Tax Tribunal by July 31st of the current year or within 35 days of denial at a July or December Board of Review.

Michigan Tax Tribunal
PO Box 30232
Lansing1 MI 48909
Phone: 517-373-3003
Fax: 517-373-1633
Email: taxtrib@michigan.gov

**SPECIFIC REQUIREMENTS FOR POVERTY EXEMPTION
(As adopted by the City Council)**

In addition to the requirements outlined in PA 390 of 1994, also known as MCL 211.7u and PA 253 of 2020 as amended, the following apply:

1. Applicant must provide current copy of deed or land contract showing ownership in principal residence.
2. Applicant must provide copies of the most recent Michigan Income Tax Return for all persons residing in the principal residence, including Homestead Property Tax Credit Claim [MI 1041 CR-1 (Senior) or CR-4 (General) if he/she is required to file a state income return.
3. Applicant must provide copies of most recent Federal Income Tax Return (1040) for all persons residing in the principal residence, if he/she is required to file federal income return. If applicant is not required to file income tax returns, they must indicate this on the application.
4. Any applicant or person residing in the principal residence who is not required to file Michigan or Federal Income Tax Return is required to file an affidavit (Treasury Form 4988).
5. Applicant must provide copies of W-2 forms or 1099 forms pertaining to tax forms presented.
6. Applicant must provide a copy of a current Michigan driver license or state identification card for identification.
7. The Board of Review will apply a three (3) part test to determine the eligibility and amount of the exemption.
 - I. THE INCOME TEST:
An eligible applicant must meet the published federal poverty income standards as determined annually.
 - II. THE ASSET TEST:
A poverty exemption shall not be granted to any applicant whose total assets exceed \$1,500, not including the primary residence.

III. INCOME FROM OTHER SOURCES TEST:

If the Board of Review determines that the applicant has or should have income from other sources, such as relatives, dependents, friends, they may add this income to the applicant's reported income and if the resulting sum of these incomes is greater than the Federal Poverty Income Standards, then a poverty exemption will be denied. If the amount of the income added to the applicant's reported income and the resulting sum is less than the Federal Poverty Income Standards, then a poverty exemption may be granted.

Granting a poverty exemption does not relieve the taxpayer of the burden of special assessments levied against the property. Special Assessments will still be due and payable.

8.

| 2024 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA | |
|---|--------------------------|
| Persons in family/household | Poverty guideline |
| 1 | \$15,060 |
| 2 | \$20,440 |
| 3 | \$25,820 |
| 4 | \$31,200 |
| 5 | \$36,580 |
| 6 | \$41,960 |
| 7 | \$47,340 |
| 8 | \$52,720 |
| For families/households with more than 8 persons, add \$5,380 for each additional person. | |

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.

MUSKEGON FOOD WASTE COMPOSTING PILOT

COMPOSTING

Starting on August 2nd, Green Michigan will offer a compost drop-off program at the Muskegon Farmers Market from 8:00 AM to 2:00 PM on Saturdays. This is a three-month trial to gain insight and interest on how best to serve Muskegon residents, businesses, and organizations. If successful, the program will expand.

See the attached flyer for items that can be brought to the market for composting. Unlike backyard composting, items like meat, dairy, and bones can be composted with us. By recycling and composting, you can significantly reduce landfill waste.

COSTS

Green Michigan is a West Michigan based nonprofit, and pricing is kept low to help cover costs and reduce any barriers to participation. Volunteer shifts are also available, and one 3-hour shift covers composting costs for the month.

HOUSEHOLDS

SINGLE DROP OFF - \$3 a visit (up to two 5-gallon buckets)
MONTHLY COMPOSTING - \$10 a month (unlimited)

BUSINESSES & VENDORS

CONTACT US FOR PRICING

VOLLUNTEER OPPORTUNITES

Help us collect food waste, reduce contamination, and educate participants on the program. No composting experience is required. One 3-hour shift covers your composting costs for a month, and anyone over the age of 12 can volunteer.

SIGN UP →



**VISIT OUR WEBSITE
FOR MORE DETAILS**

*Learn
more*



green
michigan
.org

QUESTIONS?

CONTACT - angela@greenmichigan.org





COMPOST RIGHT MUSKEGON

Take a pause to
compost right



Did you know you can bring compostable materials to the Muskegon Farmers Market on Saturdays from 8 AM until 2 PM. Keep food scraps out of the landfill and help us turn food waste into nutritious compost. Even better, we take items you cannot compost at home

ACCEPTED AT FARMERS MARKET

FRUITS



VEGETABLES



MEAT, BONES & DAIRY



PERSONAL CARE



YARD WASTE



BPI CERTIFIED DINNERWARE



LEFTOVERS



PAPER PRODUCTS



COFFEE & TEA



NOT ACCEPTED

PLASTIC & PRODUCE BAGS



PET WASTE



NON CERTIFIED DINNERWARE



FEMININE PRODUCTS



PRODUCE STICKERS

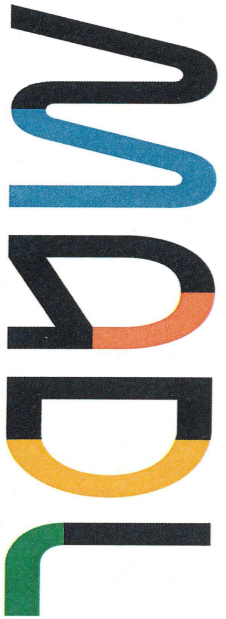


Learn
more



green
michigan
.org





MUSKEGON AREA DISTRICT LIBRARY

Thank you so much for allowing us time to speak to the Roosevelt Park City Council about MADL's millage. We are excited to say that our operational millage passed on August 5 thanks to support from community members like you! We look forward to serving our communities for 10 more years.

Thank you so much!

MADL