



**CITY OF ROOSEVELT PARK  
CITY COUNCIL MEETING**

**AGENDA**

**January 15, 2024**

**6:15 p.m.**

1. Council Work Session
2. Call to Order and Roll Call
3. Pledge of Allegiance
4. Invocation by Councilmember Goodman
5. Public Comment on Agenda Items
  
6. Approval of Consent Agenda
  - a. Regular Agenda
  - b. Minutes of the January 8, 2024- Regular City Council Meeting
  - c. List of Bills
  
7. Unfinished Business
  
8. New Business
  - a. MSPS 2024 Summer Tax Collection Agreement- Council Approval
  - b. Maple Grove Engineering Amendment- Council 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

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# City of Roosevelt Park

*A Proud Community*

To: Honorable Mayor and City Council  
From: Jared Olson, City Manager  
Date: January 11, 2024  
Subject: **Monday, January 15, 2024**– 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. **MSPS 2024 Summer Tax Collection Agreement- Council Approval**- As has occurred annually for the last several decades, Mona Shores Public Schools has forwarded an approved resolution to allow the summer tax collection by the City of Roosevelt Park for the 2024 year.
- b. **Maple Grove Engineering Amendment- Council Approval**- Within the 2023-2025 regional Transportation Improvement Plan (TIP), the City of Roosevelt Park was approved for a \$232,000 federal transportation funding grant for 2025. As such, the design engineering by Prien and Newhof was approved to proceed in 2023 and design work is nearing completion and as discussed in the previous council meeting, an additional \$100,000 of grant funds have been allocated to include Broadway between Henry and Maple Grove. As such a contract amendment needs to occur to begin the Broadway portion.

If you have questions, please contact me.



**CITY OF ROOSEVELT PARK  
CITY COUNCIL  
MEETING MINUTES  
January 8, 2024**

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

**PRESENT:**       **Council Members:** Mayor Aaron Langlois, Mayor Pro-Tem Sutton,  
Diane Goodman, Fawn Cruz, Stacey Burmeister, Noah Crossno, Matt Johnson

**STAFF:**         City Manager Jared Olson, City Clerk Ann Wisniewski, City Attorney John Schrier, Chief  
Shawn Bride, DPW Superintendent Ben VanHoeven

**ABSENT:**        **none**

**WORK SESSION**

**Council discussed Agenda Items:**

- 2024 Eastland Engineering Quotes – MDOT Grant Project=Council Approval
- Personnel and Finance Committee – Set Meeting Time and Date
- Public Works Committee – Set Meeting Time and Date
- Public Safety Committee – Set Meeting Time and Date
- Ad Hoc Senior Millage Committee – Set Meeting Time and Date
- Roosevelt Park Day Committee – Set Meeting Time and Date
- List of Bills

**Special Guests:**

- None

**Mayor Langlois called the Council meeting to order at 6:37 p.m.**

**2023-240**        **ROLL CALL**  
City Clerk Ann Wisniewski called roll call.

**2023-241**        **INVOCATION**  
Council Member Burmiester provided the Invocation.

**2023-242**        **PUBLIC COMMENT ON AGENDA ITEMS**  
None

**2023-243**

**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 - Motion Passes

**2023-244**

**UNFINISHED BUSINESS**

None

**2023-245**

**NEW BUSINESS**

**8A. 2024 Eastland Engineering Quotes – MDOT Grant Project – Council Approval**

Mayor Langlois moved to approve the bid as presented from Moore and Bruggink for A total cost of \$80,500 and give the City Manager approval to move forward after Contract is reviewed by legal counsel. This motion was supported by Mayor Pro-Tem Sutton.

Roll Call: 7 Ayes, 0 Nays – Motion Passes

**8B. Personnel and Finance Committee – Set Meeting Time and Date**

Council member Goodman moved to set the next meeting of the Personal and Finance Committee for Tuesday January 16, 2024, at 4:00 pm. This motion was supported by Council Member Crossno.

Roll Call: 7 Ayes, 0 Nays - Motion Passes

**8C. Public Works Committee – Set Meeting Time and Date**

Council Member Burmeister moved to set the next meeting of the Public Works Committee for Thursday February 22, 2024, at 4:00 pm. This motion was supported by Council Member Cruz.

Roll Call: 7 Ayes, 0 Nays - Motion Passes

**8D. Public Safety Committee – Set Meeting Time and Date**

Council Member Goodman moved to set the next meeting of the Public Safety Committee for Thursday January 18, 2024, at 4:00 pm. This motion was supported by Council Member Burmeister.

Roll Call: 7 Ayes, 0 Nays – Motion Passes

**8E. Ad Hoc Senior Millage Committee – Set Meeting Time and Date**

Council Member Cruz moved to set the next meeting of the Ad Hoc Senior Millage Committee for Thursday January 11, 2024, at 4:30 pm. This motion was supported By Council Member Crossno.

Roll Call: 7 Ayes, 0 Nays – Motion Passes

**8F. Roosevelt Park Day Committee – Set Meeting Time and Date**

Mayor Langlois moved to set the next meeting of the Roosevelt Park Day Committee For Thursday February 8, 2024, at 4:30 Pm. This motion was supported by Council Member Burmeister.

Roll Call: 7 Ayes, 0 Nays – Motion Passes

**2023-246**      **COUNCIL COMMENTS**  
Council members shared comments.

**2023-247**      **DEPARTMENT HEAD REPORTS**  
Department Heads shared comments.

**2023-248**      **PUBLIC COMMENTS**  
None

**2023-249**      **ADJOURNMENT**  
Mayor Langlois moved to adjourn the meeting at 7:01 p.m. This motion was supported by Mayor Pro-Tem Sutton and carried unanimously.

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Ann Wisniewski, City Clerk

**CITY OF ROOSEVELT PARK**

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

**COUNCIL LIST**

CHECK NUMBER	VENDOR NAME	DESCRIPTION	Invoice #	INVOICE AMT
4309 (E)	ACCIDENT FUND	WORKERS COMP - FEB	1001088944	1,094.20
			<b>Check Total</b>	<b>1,094.20</b>
4310 (E)	BANK OF AMERICA BUSINESS CARD	WATER	010824	7.98
			<b>Check Total</b>	<b>7.98</b>
4311 (E)	BANK OF AMERICA BUSINESS CARD	JACK, NITRILE GLOVES	122723	203.98
			<b>Check Total</b>	<b>203.98</b>
4312 (E)	BLUE CARE NETWORK OF MI	RETIREE HEALTH CARE - FEB	240090001677	1,641.36
			<b>Check Total</b>	<b>1,641.36</b>
4313 (E)	BLUE CROSS BLUE SHIELD OF MICH	RETIREE HEALTH CARE - FEB	176914892	2,171.43
			<b>Check Total</b>	<b>2,171.43</b>
4314 (E)	CITY OF MUSKEGON-WATER DEPT	WATER USE - ACCT # 199340201	110623	23,357.40
		SEWER ACCT # 199342701	112923	1.50
		SEWER ACCT # 199342801	110623	53.12
		WATER USE - ACCT # 199340201	121123CR	(7,260.45)
			<b>Check Total</b>	<b>16,151.57</b>
4315 (E)	CLASSIC STAMP & SIGNS	NAME PLATES	79217	24.00
			<b>Check Total</b>	<b>24.00</b>
4316 (E)	CONSUMERS ENERGY	1000 0015 1900 2848 ASHLAND	207147404261	107.72
			<b>Check Total</b>	<b>107.72</b>
4317 (E)	CONSUMERS ENERGY	1000 0015 2536 - 896 W BROADWAY	207147404274	60.68
			<b>Check Total</b>	<b>60.68</b>
4318 (E)	CONSUMERS ENERGY	1000 0460 5042 3105 ROOSEVELT	203766996588	44.55
			<b>Check Total</b>	<b>44.55</b>
4319 (E)	CONSUMERS ENERGY	1000 0460 5166 3106 ROOSEVELT	203766996589	122.64
			<b>Check Total</b>	<b>122.64</b>
4320 (E)	CONSUMERS ENERGY	1000 0597 2995 1168 CORNELL	206525366537	32.99
			<b>Check Total</b>	<b>32.99</b>
4321 (E)	CONSUMERS ENERGY	1000 0616 4881 1580 GARRISON	205724745437	294.56
			<b>Check Total</b>	<b>294.56</b>
4322 (E)	CONSUMERS ENERGY	1000 0616 6274 3064 GLENSIDE	205724745438	29.82
			<b>Check Total</b>	<b>29.82</b>
4323 (E)	CONSUMERS ENERGY	1000 0622 0758 1344 GREENWICH RD	205724745439	29.52
			<b>Check Total</b>	<b>29.52</b>
4324 (E)	CONSUMERS ENERGY	1000 0628 6080 1502 HAVERHILL	203500046381	33.71
			<b>Check Total</b>	<b>33.71</b>
4325 (E)	CONSUMERS ENERGY	1000 0678 0280 898 W BROADWAY	206169611595	95.47



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ROOSEVELT PARK, MI 49441  
(231) 755-3721

**COUNCIL LIST**

Thursday, January 11, 2024

CHECK NUMBER	VENDOR NAME	DESCRIPTION	Invoice #	INVOICE AMT
			<b>Check Total</b>	<b>95.47</b>
4326 (E)	CONSUMERS ENERGY	1000 0777 1684 880 OAKRIDGE	202432158434	508.50
			<b>Check Total</b>	<b>508.50</b>
4327 (E)	CONSUMERS ENERGY	1000 0783 4730 901 POST RD	202076198035	29.66
			<b>Check Total</b>	<b>29.66</b>
4328 (E)	CONSUMERS ENERGY	1000 0832 5373 3278 GERMAINE	201097374673	37.76
			<b>Check Total</b>	<b>37.76</b>
4329 (E)	CONSUMERS ENERGY	1000 0864 3968 1267 LAMBERT	203322053118	37.19
			<b>Check Total</b>	<b>37.19</b>
4330 (E)	CONSUMERS ENERGY	1000 0849 1167 3163 MAPLE GROVE	203322053119	29.24
			<b>Check Total</b>	<b>29.24</b>
4331 (E)	CONSUMERS ENERGY	1000 0864 2272 1140 SHERWOOD	202343163102	29.66
			<b>Check Total</b>	<b>29.66</b>
4332 (A)	BORGMAN TREE SERVICE	TREE REMOVAL	4125	3,475.00
			<b>Check Total</b>	<b>3,475.00</b>
4333 (A)	BRICKLEY DELONG CPA	AUDIT SERVICES	1241822	3,000.00
			<b>Check Total</b>	<b>3,000.00</b>
4334 (A)	CITY OF NORTON SHORES	FIRE PROTECTION OCT-DEC	23-0003019	62,500.00
			<b>Check Total</b>	<b>62,500.00</b>
4335 (A)	EHIM	ANNUAL COBRA ADMINISTRATION FEES	ADM00031507	100.00
			<b>Check Total</b>	<b>100.00</b>
4336 (A)	FIRESTONE COMPLETE AUTO CARE	DPW TRAILER	09192023	99.45
			<b>Check Total</b>	<b>99.45</b>
4337 (A)	KENT COMMUNICATIONS INC	MAIL COURIER SERVICE - DEC	8876-156207	2,721.48
			<b>Check Total</b>	<b>2,721.48</b>
4338 (A)	MORSE, AARON	VISION/DENTAL REIMBURSEMENT	VISION0124	48.60
			<b>Check Total</b>	<b>48.60</b>
4339 (A)	REPUBLIC SERVICES	WASTE REMOVAL SERVICES - DEC	0240-	15,536.90
			<b>Check Total</b>	<b>15,536.90</b>
4340 (A)	WEST MICHIGAN UNIFORM	DPW UNIFORM CLEANING	5792464	50.00
			<b>Check Total</b>	<b>50.00</b>
38261	ASHLEY IRRIGATION	WELLS PARK IRRIGATION INCLUDING SPRING S	13129	8,100.00
			<b>Check Total</b>	<b>8,100.00</b>
38262	CITY OF MUSKEGON-WATER DEPT	WATER USE - ACCT # 199340001	12182023	21,594.89
			<b>Check Total</b>	<b>21,594.89</b>
38263	PRO CLEAN SOLUTIONS			



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

**COUNCIL LIST**

Thursday, January 11, 2024

CHECK NUMBER	VENDOR NAME	DESCRIPTION	Invoice #	INVOICE AMT
		CLEANING SERVICES - DEC	ROO010124	225.00
			<b>Check Total</b>	<b>225.00</b>
			<b>Report Total</b>	<b>140,269.51</b>





**CITY OF ROOSEVELT PARK  
CITY COUNCIL MEETING  
January 15, 2024**

<b>Item:</b> Mona Shores 2024 Summer Tax Collection	<b>Date:</b> January 15, 2024
<b>Summary:</b> The attached agreement with Mona Shores Public Schools will allow the City to collect in the summer of the next calendar year, 50% of non-homestead ad valorem tax, voter approved bond debt and sinking fund tax, at a cost of \$3.00 per parcel paid to the City. This agreement is effective for the 2024 summer tax collection process and will expire June 30, 2025.	
<b>Financial Impact:</b> \$3.00 per parcel is reimbursed to the City for the collection.	
<b>Recommendation:</b> Move to authorize the attached agreement with Mona Shores Public Schools for 2024 summer tax collection.	
<b>Signature:</b>	<b>Title:</b> City Manager

**AGREEMENT FOR PAYMENT OF EXPENSES  
FOR COLLECTION OF SUMMER TAXES**

**THIS AGREEMENT** made this \_\_\_\_ day of \_\_\_\_\_, between **MONA SHORES PUBLIC SCHOOLS** of 121 Randall Road, Norton Shores, MI 49441 (hereinafter referred to as the "District") and the **CITY OF ROOSEVELT PARK**, 900 Oak Ridge Road, Roosevelt Park, MI 49441 (hereinafter referred to as the "City") to govern a payment of expenses pursuant to Public Act 333 of 1982.

**WHEREAS**, the School has resolved to levy fifty percent (50%) of school property taxes, including debt service and sinking fund as authorized by voters, in the summer of each calendar year and;

**WHEREAS**, the School and the City agree that the City will collect in the summer of each calendar year fifty percent (50%) of the:

non-homestead ad valorem tax,  
voter approved bond indebtedness, and  
sinking fund tax as authorized by voters;

**WHEREAS**, MCL 380.1611 and 1613 allow the City to charge for reasonable expenses incurred by them for the assessment of and collecting school taxes described herein to the extent that those expenses are in addition to the normal processing expenses associated with the assessment and collecting of ad valorem taxes during the same period.

**NOW THEREFORE IT IS CONVENANTED AND AGREED AS FOLLOWS:**

1. That the District shall pay the City the amount of Three Dollars (\$3.00) per parcel for each and every "tax paying" parcel of land located within the School boundary, in the City, so as to defer the expenses incurred in the collection of the summer school taxes
2. That the City shall remit tax monies received every two weeks from July 1<sup>st</sup> of each calendar year, that being the date of billing, until March 1<sup>st</sup> of the following consecutive calendar year.
3. That the School shall remit payment of the fees required by this Agreement within thirty (30) days after receipt of the billing. This billing shall not be presented before September 1 of the year of the summer billing.
4. That late penalties charged by the City will be remitted to the school district as received.
5. That the School and the City agree to review the terms of this Agreement upon thirty (30) days notice of termination by either party. This agreement is effective for the 2024 summer tax collection process and expires June 30, 2025.

**MONA SHORES PUBLIC SCHOOLS**

By Bill O'Brien  
Bill O'Brien

Its: Superintendent

**CITY OF ROOSEVELT PARK**

By \_\_\_\_\_

Its:

**Annual Summer Tax Resolution**

Muskegon Area Intermediate School District (the "District")

A Regular meeting of the board of education of the District (the "Board") was held in the Board Room, within the boundaries of the District, on the 16th day of October, 2023, at 5:30 o'clock in the p.m. (the "Meeting").

The Meeting was called to order by Mary Schaab Vice, President.

Present: Members Mary Schaab, Lisa Tyler, Wanda Lee Suits, Mike Weessies  
Absent: Members Diwght Vines

The following preamble and resolution were offered by Member Ms. Tyler and supported by Member Mr. Weessies:

**WHEREAS**, this Board previously adopted a resolution to impose a summer tax levy to collect 100% of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. Pursuant to the Revised School Code, MCL 380.1 et seq., the Board invokes for 2024 its previously-adopted ongoing resolution imposing a summer tax levy of 100% of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board and requests that each city and/or township in which the District is located collect those summer taxes.

2. The Superintendent or designee is authorized and directed to forward to the governing body of each city and/or township in which the District is located a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2024 in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the appropriate governing bodies on or before December 31, 2023.

3. Pursuant to and in accordance with Revised School Code Section 1613(1), the Superintendent or designee is authorized and directed to negotiate on behalf of the District with the governing body of each city and/or township in which the District is located for the reasonable expenses for collection of the District's summer tax levy that the city and/or township may bill under Revised School Code Sections 1611 or 1612. Any such proposed agreement shall be brought before this Board for its approval or disapproval.

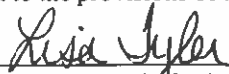
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members Mary Schaab, Lisa Tyler, Wanda Lee Suits, Mike Weessies  
Nays: Members None

Resolution declared adopted.

  
Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Muskegon Area Intermediate School District, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

  
Secretary, Board of Education





October 23, 2023

To Whom It May Concern:

The MAISD Board of Education has determined to implement a 100% summer school property tax levy in 2024. This action is effective for the 2024 summer tax and is restricted by Board resolution to those municipal units in which the local school district is concurrently imposing its own summer tax. In addition, if a local district is levying a 50% summer tax, MAISD will also be levying a 50% summer tax. We expect our 2024 levy to be for 4.6773 mills, subject to the Headlee and Truth in Taxation process.

MAISD is asking local districts that are implementing a summer tax to again negotiate a combined ISD and local school tax collection fee with their townships and cities. MAISD will reimburse the local districts for our prorated share of the tax collection fees based upon the total MAISD summer tax levied millage less the enhancement millage, divided by the combined ISD plus local district total summer tax millage (including debt retirement, if applicable.)

Example: A local district has a 100% summer tax collection on 18 mills operating and 7 mills debt for a total of 25 mills. The MAISD expects to have 100% summer tax collection on 3.6942 mills (4.6773 mills less the 0.9831 enhancement mill) resulting in a total summer tax levy of 28.6942 mills. MAISD would pay  $3.6942 / 28.6942$  or 12.87% of the negotiated summer tax collection fee.

It is generally agreed that there should be little or no extra cost to the city or township because the MAISD levies a summer tax along with the local school district. This method has been a fair way to avoid having cities and townships double charge schools for summer tax collection costs and to equitably distribute the charges between the MAISD and the local district.

If you have any questions or need any additional information, please contact me at 231-767-7207.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Schulentz", is written over a light blue horizontal line.

Mike Schulentz  
Associate Superintendent for Administrative Services

kg  
Enclosure

MONA SHORES PUBLIC SCHOOLS  
ANNUAL SUMMER TAX RESOLUTION

A regular meeting of the Mona Shores Public Schools Board of Education was held at 121 Randall Road, Norton Shores, MI, on the 4th day of December, 2023, at 7:00 o'clock p.m.

The meeting was called to order by President Stan Miller.

PRESENT: Stan Miller, Christine Burnaw, Kandace Boysen, Jeanne Cooper-Kuiper, Mary McClellan

ABSENT: Jay Keessen, Aaron Eckert

The following preamble and resolution were offered by Member Christine Burnaw and supported by Member Jeanne Cooper-Kuiper. WHEREAS, this board of education by resolution of December 19, 1983, determined to impose a summer property tax levy to collect one-half of school property taxes, including debt services upon property located within the Mona Shores Public School District, beginning with 1984 and continuing from year to year until specifically revoked by this board of education.


NOW, THEREFORE BE IT RESOLVED THAT:

1. This board of education, pursuant to 1982 PA 333, hereby invokes for 2024 imposing a summer property tax levy of up to 100 percent of school property taxes, including debt service, upon property located within the Mona Shores Public School District, beginning with 2011 and continuing from year to year until specifically revoked by this board of education and requests each city and/or township in which this district is located and in which a local school district or city is concurrently imposing a summer property tax levy to collect those summer taxes.
2. The Superintendent or his/her designee is authorized and directed to forward to the governing body of each city and/or township in which this district is located and in which a local school district or city is concurrently imposing a summer property tax levy, a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis, and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2024 in the amount as specified in this resolution. Such forwarding for the resolutions and the requests to collect the summer tax levy shall be sent so that they are received by the appropriate governing bodies before July 1, 2024.
3. Pursuant to and in accordance with Section 1613 (1) of the School Code, the Superintendent or his/her designee is authorized and directed to negotiate on behalf of this district with the governing body of each city and/or township in which the district is located for the reasonable expenses for collection of the district's summer property tax levy that the city and/or township may bill under MCLA 280.1611. Any such proposed agreement shall be brought before this board for its approval or disapproval.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Stan Miller, Christine Burnaw, Kandace Boysen, Jeanne Cooper-Kuiper, Mary McClellan

Nays: None

Resolution Passed.

  
Kandace Boysen, Secretary  
Mona Shores Public Schools Board of Education



**CITY OF ROOSEVELT PARK  
CITY COUNCIL MEETING  
January 15, 2024**

<b>Item:</b> Engineering for Maple Grove/Broadway-Amendment	<b>Date:</b> January 15, 2024
<p><b>Summary:</b> While we finally close the door on the construction portion of the 2023 Glenside Redevelopment project, staff is already looking forward to the next projects in line. As of now, the next Major Street Fund project is going to be the complete resurfacing of Maple Grove from Broadway to Norton for the 2025 construction year. This is already grant funded in the amount of \$232,000 by state and federal STUL funding.</p> <p>As such, the design engineering by Prien and Newhof was approved to proceed in 2023. Design work is nearing completion and as discussed in the previous council meeting, an additional \$100,000 has now been allocated to include Broadway between Henry and Maple Grove. As such a contract amendment needs to occur to begin the Broadway portion.</p> <p>To date, the total project has now received \$408,000 of outside funding and requires a minimum match of \$81,600 for eligible construction costs. Engineering is not included in the funds and thus are the sole responsibility of the City to manage.</p>	
<p><b>Financial Impact:</b> The total cost will be spread out between FY 24 and FY 2025 with only the design cost of \$9,500 being in FY 2024. Construction and project costs will be allocated in the budgeting process for FY 2025.</p>	
<p><b>Recommendation:</b> To approve the proposal and service amendment with Prien and Newhof for engineering services as presented for the upcoming 2025 Maple Grove/Broadway Reconstruction project and authorize the City Manager to sign the attached proposal.</p>	
<b>Signature:</b>	<b>Title:</b> City Manager

January 11, 2024

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

Re: Professional Engineering Services Amendment for Maple Grove Road and Broadway  
Resurfacing

Dear Jared:

We are pleased to have the opportunity to provide this proposal for engineering services for the milling and resurfacing of Broadway Avenue between Maple Grove and Henry Street. This project will be added to the planned Maple Grove Resurfacing project. This proposal is based on the City's intent to obtain funding through the MDOT TIP for FY2024 to fund the Broadway portion only. The Maple Grove portion is already funded in FY2025.

The projects will be combined and obligated under the FY2024 project schedule as we have discussed with you. This will require Maple Grove to be obligated as advance construction in FY2024. The construction will occur in 2025, however.

### **Design Phase to Include Broadway**

Our proposed scope of work for the design phase will include the following:

- Preliminary design meeting with city
- Prepare construction plans in Log format (8-1/2" x 11" size plans) to be added to the Maple Grove Project Log
- Prepare MDOT Special Provisions
- Review pavement cores to verify subbase and design requirements (cores assumed to be by others)
- Design sidewalk ADA ramps to meet current standards
- Prepare MDOT programming application (including environmental clearances) – combined with Maple Grove
- Design review meeting with city
- Attend Grade Inspection meeting – combined with the Maple Grove project
- Coordinate with MDOT to prepare contract documents
- Respond to questions during bidding and review bids (advertising and bidding is conducted by MDOT)

Note: Assumes no utility, manhole, or curb and gutter replacements needed, also does not include any alterations of the current brick paver cross walks within the roadway. Existing brick sidewalk ramps will be replaced with concrete.

### **Construction Phase for Maple Grove/Broadway combined project**

Our proposed scope of work for the construction phase for both Broadway and Maple Grove will include the following:

- Schedule and attend preconstruction meeting and prepare meeting minutes;
- Provide Construction Observation meeting MDOT LAP requirements based on 10 hours a day for 9 days for Broadway and 10 hours a day for 18 days for Maple Grove;
- Provide assistance with sidewalk ramp layout construction staking is not needed for LOG project);
- Provide concrete and HMA testing as required by MDOT;
- Provide a MDOT certified Office Technician to complete MDOT required paperwork, including payroll review, payment applications, and contract modifications up through project close out.

We assume construction will be completed in 6 weeks, with approximately 4 weeks for Maple Grove and 2 weeks for Broadway.

### **Fees**

For the Broadway Design we propose a total not-to-exceed cost of \$9,500 added to the original Maple Grove project based on our estimate of time and materials.

For the construction phase services we propose a total not-to-exceed cost of \$36,000 for Maple Grove and \$17,300 for Broadway based on the assumed construction schedule of 4 weeks for Maple Grove and 2 weeks for Broadway.

We understand that your intent is to complete this project under the FY2024 MDOT planning schedule. We propose to target an August 2024 obligation date, which will require 90% plans and specifications be submitted to MDOT by May 6, 2024, and final plans and specifications submitted to MDOT by July 5, 2024. Bidding will be in the fall of 2024 and construction will be in 2025.

There is savings to the City by combining these projects as it eliminates some redundancies in MDOT paperwork and project administration. All pricing related to Broadway is assuming that the work is completed as a single project combined with Maple Grove.



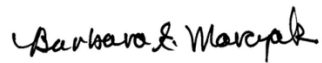
Mr. Jared Olson  
January 11, 2024  
Page 3

We suggest that the City have Soils and Structures perform a few pavement cores to verify current HMA thickness. These costs are not included above.

If you have any questions, or would like to discuss this further, please let us know.

Sincerely,

**Prein&Newhof**



Barbara E. Marczak, P.E.

C: Ben VanHoven, w/encl.

Enclosure: Estimated Professional Fees

## Professional Fees Worksheet- MDOT Local Agency Project - Log Job added to Maple Grove

Broadway - Roosevelt Road to Henry 1500 feet

<i>Staff Member</i>	Sen Proj Man II	Engineer	Proj. Man.	Senior Tech. III	Tech IV	Sen Eng	Sub-	Mileage	Total
<b>Design Engineering</b>									
Preliminary design meeting	1		1					15	\$400
Collect and review information		1	1						\$300
Pavement cores and hand auger borings (by City)									\$0
ADA ramps		2		15	7				\$3,600
Detour, maintenance of traffic, pavement markings, and signage			1	4					\$800
Modify construction plans in Log format		2		12					\$2,200
Special Provisions and Details for Log Bidding Package			2	3					\$800
Design Review Meeting (80%) w/ City	1		1					15	\$400
MDOT Programing Application			2						\$300
Crash Analysis as required by MDOT			2						\$300
Revisions from city review		1		1					\$300
Final Engineer's Estimate		1							\$100
Bidding Assistance (MDOT bids)									\$0
<b>Subtotal</b>	<b>2</b>	<b>7</b>	<b>10</b>	<b>35</b>	<b>7</b>	<b>0</b>	<b>\$0</b>	<b>30</b>	<b>\$9,500</b>
<b>Construction Engineering</b>									
Communication with Stake Holders	1		2						\$500
Biweekly Progress Meeting (assume 0)									\$0
Construction Staking (not needed for LOG job)									\$0
Construction Observation (Includes all density testing and scheduling HMA Plant Testing)**			1		90		\$1,500		\$13,000
Office Technician, Review material submittals and certifications, Pay Estimates, Contract Modifications, payroll reviews, maintain MDOT Files.			4			8			\$1,800
Project Closeout/ Record Plans			9			4			\$2,000
<b>Subtotal</b>	<b>1</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>90</b>	<b>12</b>	<b>\$1,500</b>	<b>0</b>	<b>\$17,300</b>
<b>Grand Total</b>	<b>3</b>	<b>7</b>	<b>26</b>	<b>35</b>	<b>97</b>	<b>12</b>	<b>\$1,500</b>	<b>30</b>	<b>\$26,800</b>

\*\* We have based our inspection estimate on 4 weeks.

## Professional Fees Worksheet- MDOT Local Agency Project - Log Job

Maple Grove - Broadway to Norton

<i>Staff Member</i>	Sen Proj Man II	Sen Eng	PM	Senior Tech.	Tech IV	Clerical	Sub-	Mileage	<b>Total</b>
<b>Construction Engineering - Maple Grove</b>									
Preconstruction Meeting	2		6					10	\$1,400
Biweekly Progress Meeting (assume 0)									\$0
Construction Staking (not needed for LOG job)									\$0
Construction Observation (Includes all density testing and scheduling HMA Plant Testing)**					180		\$3,000	150	\$25,000
Office Technician, Review material submittals and certifications, Pay Estimates, Contract Modifications, payroll reviews, maintain MDOT Files.	2	24	10						\$5,500
Project Closeout/ Record Plans		25				5			\$4,100
<b>Subtotals</b>	<b>4</b>	<b>49</b>	<b>16</b>	<b>0</b>	<b>180</b>	<b>5</b>	<b>\$3,000</b>	<b>160</b>	<b>\$36,000</b>
<b>Grand Total</b>	<b>4</b>	<b>49</b>	<b>16</b>	<b>0</b>	<b>180</b>	<b>5</b>	<b>\$3,000</b>	<b>160</b>	<b>\$36,000</b>

\*\* We have based our inspection estimate on 4 weeks.