



**CITY OF ROOSEVELT PARK  
CITY COUNCIL MEETING**

**AGENDA**

**January 16, 2023**

**6:15 p.m.**

1. Council Work Session
2. Call to Order and Roll Call
3. Pledge of Allegiance
4. Invocation by Councilmember Burmeister
5. Public Comment on Agenda Items
  
6. Approval of Consent Agenda
  - a. Regular Agenda
  - b. Minutes of the January 9, 2023, Regular City Council Meeting
  - c. List of Bills
  
7. Unfinished Business
  
8. New Business
  - a. MSPS 2023 Summer Tax Collection Agreement- Council Approval
  - b. Roosevelt Park Day Committee- Set Meeting Time and Date
  - c. Public Works Committee-Reschedule of January Meeting
  
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 12, 2023  
Subject: **Monday, January 16, 2023**– CITY COUNCIL MEETING

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

1. **Agewell Services-** Kris Collee on behalf of Agewell Services will be giving a brief presentation on their services and upcoming opportunities for senior activities throughout our community.
2. **Active Agenda Items**

COUNCIL MEETING:

- a. **MSPS 2023 Summer Tax Collection Agreement- Council Approval-** As has occurred annually for the last several decades, Mona Shores Public Schools as forwarded an approved resolution to allow the summer tax collection by the City of Roosevelt Park for the 2023 year.
- b. **Set Roosevelt Park Day Committee Meeting-** The first committee meeting of the year needs to be scheduled.
- c. **Public Works Committee-Reschedule of January Meeting-** Due to scheduling conflicts, the previously set January 26<sup>th</sup> Public Works Committee needs to be set for a new date and time.

If you have questions, please contact me.



**CITY OF ROOSEVELT PARK  
CITY COUNCIL  
MEETING MINUTES  
January 9, 2023**

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,  
Greg Neiser, Diane Goodman, Noah Crossno, Fawn Cruz, Stacey Burmeister

**STAFF:**         City Manager Jared Olson, City Clerk Ann Wisniewski, City Attorney Sawyer Rozgowski,  
Chief Shawn Bride

**ABSENT:**        none

**WORK SESSION**

**Council discussed Agenda Items:**

- Assessor Accessibility/Communication Policy-Council Approval
- Personnel and Finance Committee- Ste Meeting Time and Date
- Public Works Committee- Set Meeting Time and Date
- Public Safety Committee-Set Meeting Time and Date
- List of Bills

**Special Guests:**

- None

**Mayor Langlois called the Council meeting to order at 6:28 p.m.**

**2022-175**        **ROLL CALL**  
City Clerk Ann Wisniewski called roll call.

**2022-176**        **INVOCATION**  
Council Member Mayor Langlois provided the Invocation.

**2022-177**        **PUBLIC COMMENT ON AGENDA ITEMS**  
None

**2022-178**        **CONSENT AGENDA**  
Council Member Crossno moved to approve the consent agenda. This motion was supported by Council Member Neiser.  
Roll Call: 7 Ayes, 0 Nays. Motion Passes

**2022-179**        **UNFINISHED BUSINESS**  
None

**2022-180**

**NEW BUSINESS**

**8A. City Assessor Accessibility Policy – Council Approval**

Council Member Cruz moved to approve the Roosevelt Park Assessor Accessibility Policy as presented to fulfill the requirements of PA660 of 2018. This motion was Supported by Council Member Goodman.

Roll Call: 7 Ayes, 0 Nays. Motion Passes

**8B. Personnel and Finance Committee- Set Meeting**

Council Member Goodman moved to set the next meeting of the Personnel and Finance Committee for January 10, 2023, at 3:45 pm. This motion was supported by Council Member Mayor Pro-Tem Sutton.

Roll Call: 7 Ayes, 0 Nays. Motion Passes

**8C. Public Works Committee – Set Meeting**

Council member Neiser moved to set the next meeting of the Public Works Committee For Thursday January 26, 2023, at 4:30 pm. This motion was supported by Council Member Burmeister.

Roll Call: 7 Ayes, 0 Nays. Motion Passes

**8D. Public Safety Committee – Set Meeting**

Council member Burmeister moved to set the next meeting of the Public Safety Committee for Wednesday January 25, 2023, at 5:00 pm. This motion was supported by Council Member Crossno.

Roll Call: 7 Ayes, 0 Nays. Motion Passes

**2022-181**

**COUNCIL COMMENTS**

Council members shared comments.

**2022-182**

**DEPARTMENT HEAD REPORTS**

Department Heads shared comments.

**2022-183**

**PUBLIC COMMENTS**

Mike Ciulis 1543 Cornell, Shared Comments

**2022-184**

**ADJOURNMENT**

Mayor Langlois moved to adjourn the meeting at 7:08 p.m. This motion was supported by Council Member Crossno 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
3485 (E)	BANK OF AMERICA BUSINESS CARD	GARAGE HEATERS - PD, DPW PLANER, HEADPHO	112456761057	533.92
			<b>Check Total</b>	<b>533.92</b>
3486 (E)	BANK OF AMERICA BUSINESS CARD	WATER/SODA MEETINGS	01092023	20.77
			<b>Check Total</b>	<b>20.77</b>
3487 (E)	BLUE CROSS BLUE SHIELD OF MICH	RETIREE HEALTH CARE	156170816	1,952.78
			<b>Check Total</b>	<b>1,952.78</b>
3488 (E)	HOME DEPOT CREDIT SERVICES	PICNIC TABLES, RP DAY BAR, SHOP SUPPLIES	1214-1222	294.14
			<b>Check Total</b>	<b>294.14</b>
3489 (E)	STANDARD INS. CO.	LIFE INSURANCE - DEC ADJUSTMENT	12302022	33.95
			<b>Check Total</b>	<b>33.95</b>
3490 (A)	EHIM	COBRA ADMINISTRATION FEES 2023	ADM00029482	120.00
			<b>Check Total</b>	<b>120.00</b>
3491 (A)	FLEX ADMINISTRATORS, INC.	FLEXIBLE SPENDING ADMINISTRATION	639357	39.15
			<b>Check Total</b>	<b>39.15</b>
3492 (A)	HOLDREN, GERALD	VISION REIMBURSEMENT	01092023VISI	820.56
			<b>Check Total</b>	<b>820.56</b>
3493 (A)	MISS DIG SYSTEM, INC.	2023 MISS DIG MEMBERSHIP	20230380	1,291.03
			<b>Check Total</b>	<b>1,291.03</b>
3494 (A)	WEST MICHIGAN DOCUMENT SHREDDING	SHREDDING SERVICES	125310	42.00
			<b>Check Total</b>	<b>42.00</b>
3495 (A)	WEST MICHIGAN UNIFORM	DPW UNIFORM CLEANING	5694986	50.00
		DPW UNIFORM CLEANING	5696860	50.00
			<b>Check Total</b>	<b>100.00</b>
37975	CITY OF MUSKEGON	WATER SAMPLING	23-0008784	213.50
			<b>Check Total</b>	<b>213.50</b>
37976	FIRESTONE COMPLETE AUTO CARE	FLAT REPAIR - TRACKLESS	157929	145.46
		TIRE VALVE REPLACEMENT	158312	15.46
			<b>Check Total</b>	<b>160.92</b>
37977	MUSKEGON COUNTY CLERKS' ASSOC.	CLERK DUES	2023DUES	30.00
			<b>Check Total</b>	<b>30.00</b>
37978	PRO CLEAN SOLUTIONS	BUILDING CLEANING	ROO010123	225.00
			<b>Check Total</b>	<b>225.00</b>
37979	SHORT ELLIOTT HENDRICKSON, INC	COMMUNITY CENTER RENO DESIGN SERVICES	439610	2,391.52
			<b>Check Total</b>	<b>2,391.52</b>
37980	VANDERLAAN, SCOTT	UB refund for account: COLO-001484-0000-	01/11/2023	59.64
			<b>Check Total</b>	<b>59.64</b>



**CITY OF ROOSEVELT PARK**

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

**COUNCIL LIST**

Thursday, January 12, 2023

CHECK NUMBER	VENDOR NAME	DESCRIPTION	Invoice #	INVOICE AMT
			Report Total	8,328.88



**CITY OF ROOSEVELT PARK  
WORK SESSION  
January 16, 2023**

<b>Item:</b> Agewell Services Presentation-Work Session	<b>Date:</b> January 16, 2023
<b>Summary:</b> Kris Collee who is the Executive Director for our local Agewell Services organization will be in attendance for the work session to present past program data and discuss other organizational opportunities.	
<b>Signature:</b>	<b>Title:</b> City Manager



**City of Roosevelt Park Data**  
**Residents Currently Served by AgeWell Services Programs**

AgeWell Services of West Michigan (AgeWell Services) has many City of Roosevelt Park residents who participate in one or more of our offered programs. These programs are funded through a variety of sources, including, but not limited to, the Aging, Community Living and Supports Bureau (ACLS Bureau) (formerly Area Agency on Senior Aging (AASA) (federal and state), Muskegon County Senior Millage (local), Medicaid Waiver, program income (donations from participants) and other charitable donations, such as community foundations and businesses. City of Roosevelt Park has almost 1,000 residents 60 and older. We want to take the opportunity to share this important data with you.

Program	Program Description	Residents			Units Provided			Metric Highlights
		FY2021	FY2122	FY2223*	FY2021	FY2122	FY2223*	
Meals on Wheels	Hot, nutritious home delivered meals for adults 60 and older who are homebound.	14	13	7	2,228	1,651	339	Provided more at home emergency meals in FY2021 compared to FY2122.
Lunch & Activity Centers	Neighborhood center, each unique to their community with activities and meal options.	105	85	0	620	480	0	Drop in attendance and meals in FY2122 is related to fewer curbside meal distributions.
Senior Transportation Program	Door-to-door, no-cost non-emergency medical transportation for low income Muskegon County adults 60 and older.	6	4	1	175	81	1	79 rides (45%) provided for 1 resident in FY2021. Rides no longer needed in FY2122.
Wellness Program	1. Wellness Center redefines age by providing comprehensive and affordable wellness around many needs for adults 55 and older. 2. Senior Center Activities is the wellness on the road at not cost to Muskegon County adults 55 and older.	18	27	13	499	746	115	Wellness Center at Tanglewood Park closed in FY2021 due to the pandemic. 17 City of Roosevelt Park residents participated in two sessions of Zumba (at Community Center) and one session of yoga (at TWP).
SafeSeniors	Identify, advocate and seek justice for adult victims of abuse, neglect or exploitation.	Between Oct 1, 2018 – Sep 30, 2022, there have been 8 total cases in City of Roosevelt Park. 2 are active / pending and 6 are closed / charged. In FY2122, 9,398 outreach materials provided.						33% increase in cases and 270% increase in outreach materials in FY2122 compared to FY2021.
Discount Dining	Discounted dining in a restaurant style at the Driftwood Café at Tanglewood Park.	No data, but available for City of Roosevelt Park residents.						

Cost Per Unit (CPU)

- CPU for 1 Meals on Wheels meal = \$11.92 per meal. Annual cost in FY2122 = \$19,680.
- CPU for 1 Lunch & Activity Centers meal = \$11.32 per meal.
- CPU for 1 one-way Senior Transportation ride = \$43 per one-way ride. Annual cost in FY2122 = \$3,483.

Data Notes

- FY2021 is Oct 1, 2020 – Sep 30, 2021; FY2122 is Oct 1, 2021 – Sep 30, 2022; and FY2223 is Oct 1, 2022 – Sep 30, 2023 (data only through Nov 30, 2022).\*
- Funding sources for above data is all funding sources.





**City of Roosevelt Park  
Muskegon County Senior Millage Municipality Allocation  
FY2122 Metrics Report**

Between Oct 1, 2021 – Sep 30, 2022 (FY2122), AgeWell Services of West Michigan (AgeWell Services) received a total of \$7,028 from City of Roosevelt Park through their Muskegon County Senior Millage municipality allocation. The total allocation was split in a “Summer of Wellness” series including three Lunch & Learns, a seated yoga series at Tanglewood Park and two sessions of Zumba at the City of Roosevelt Park Community Center.

An additional \$865 was carried over from Oct 1, 2020 – Sep 30, 2021 (FY2021) and used in FY2122.

Please note that there was \$1,040 remaining from FY2122 allocation that will be used between Oct 1, 2022 – Sep 30, 2023 (FY2223).

Lunch & Learns

Lunch & Learns were hosted in May, July and September at the City of Roosevelt Park Community Center. Details of each Lunch & Learn are detailed below –

*May 2022*

The first Lunch & Learn was held on Thursday, May 19, 2022. 23 of 45 hot meals were served trayed and provided to attendees once attendees chose their seat. 88% of attendees were City of Roosevelt Park residents. The remaining 22 hot meals were provided as to-go meals for attendees once the Lunch & Learn was finished. Hot meals were trayed and served once participants chose their seat. The menu was old fashioned meatloaf and gravy, mashed potatoes, peas, Normandy vegetable blend, diced peaches, sweet bread and butter, a special dessert from Ryke’s Bakery and drinks (milk, water and coffee).

The learn portion was a presentation from Margaret Sass-Simon, who is an audiologist with the [Hearing Wellness Center](#) in Norton Shores, MI. Attendees were able to learn about the importance of ear and hearing health in ensuring older adults can hear as well as possible.

*July 2022*

The second Lunch & Learn was held on Thursday, July 28, 2022. 32 older adults attended, with 71% of attendees City of Roosevelt Park residents. 32 of 41 hot meals were served congregate style by City of Roosevelt Park City Council members. The remaining nine hot meals were trayed up as to-go meals for attendees. The menu was roast beef and gravy, mashed potatoes, cali vegetable blend, green beans, fruit yogurt, wheat roll / margarine, a special dessert and drinks (milk, water and coffee).

**City of Roosevelt Park  
Muskegon County Senior Millage Municipality Allocation  
FY2122 Metrics Report Continued**

*July 2022 con't.*

The learn portion was a [SafeSeniors](#) presentation titled “Not Everyone is A Friend”. Chris Burnaw, SafeSeniors Coordinator, presented information on the SafeSeniors program, how to spot scammers and how to protect themselves and others.

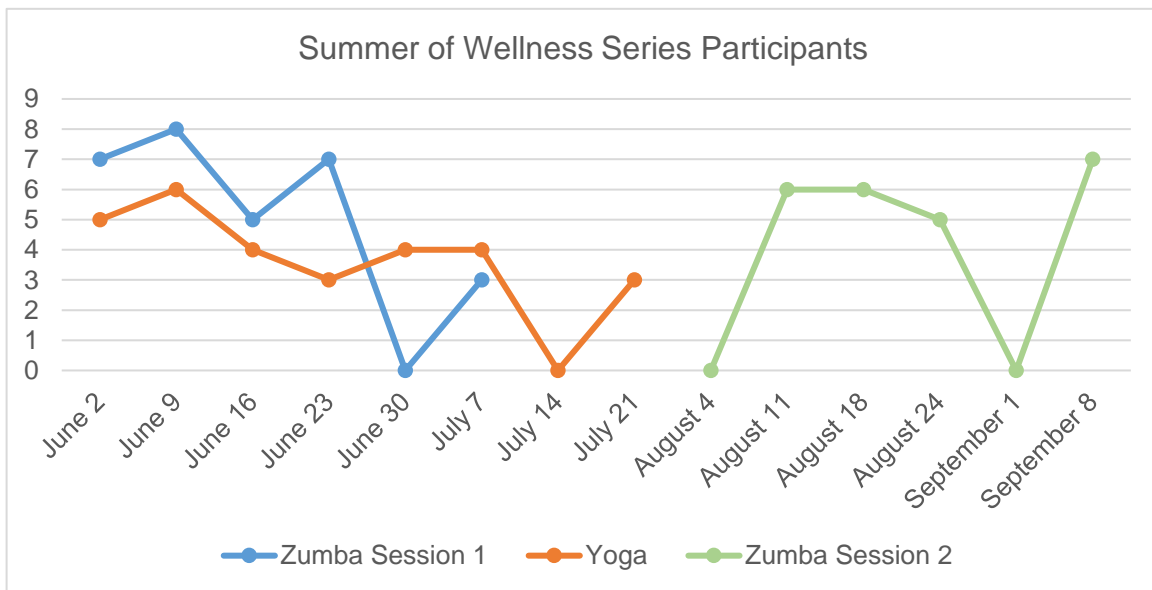
*September 2022*

The final Lunch & Learn was held on Tuesday, September 27, 2022. 27 older adults attended, with 100% of attendees City of Roosevelt Park residents. 27 of 45 hot meals were served congregate style by City of Roosevelt Park City Council members. The remaining 18 hot meals were trayed up as to-go meals for attendees. The menu was Salisbury steak and gravy with mashed potatoes, peas, fruit cocktail, wheat roll / margarine, a special dessert and drinks (milk, water and coffee).

The learn portion was a presentation from Lisa Sullivan, who is the Information & Referral Specialist with [Disability Network West Michigan](#). Attendees were able to learn about a variety of information including, but not limited to, Muskegon County Senior Millage transportation program, Smart 9-1-1 and emergency preparedness.

Wellness

City of Roosevelt Park residents were able to participate in three separate wellness opportunities. Two 6-week Zumba classes were held at the City of Roosevelt Park Community Center and one 8-week yoga class was held at AgeWell Services’ Wellness Center at Tanglewood Park. Please note that there could be potential duplicates between dates and attendees, as the same attendees attended classes.



Thank You

We are extremely grateful for our partnership with City of Roosevelt Park to extend services to older adults in Muskegon County through our collaborative efforts. We look forward to hopefully partnering again this new fiscal year.



**CITY OF ROOSEVELT PARK  
CITY COUNCIL MEETING  
January 16, 2023**

<b>Item:</b> Mona Shores 2023 Summer Tax Collection	<b>Date:</b> January 16, 2023
<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 2023 summer tax collection process and will expire June 30, 2024.	
<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 2023 summer tax collection.	
<b>Signature:</b>	<b>Title:</b> City Manager

MONA SHORES PUBLIC SCHOOLS  
ANNUAL SUMMER TAX RESOLUTION

A regular meeting of the Mona Shores Public Schools Board of Education was held at 1121 Seminole Road, Norton Shores, MI, on the 5th day of December, 2022, 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, Wesley Wilson

ABSENT: Jay Keessen, Mary McClellan

The following preamble and resolution were offered by Member Kandace Boysen and supported by Member Wesley Wilson. 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 2023 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 2023 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, 2023.
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, Wesley Wilson

Nays: None

Resolution Passed.

  
Kandace Boysen, Secretary  
Mona Shores Public Schools Board of Education

**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 2023 summer tax collection process and expires June 30, 2024.

**MONA SHORES PUBLIC SCHOOLS**

By Bill O'Brien  
Bill O'Brien

Its: Superintendent

**CITY OF ROOSEVELT PARK**

By \_\_\_\_\_

Its:

**Muskegon Area Intermediate School District (the "District")  
Annual Summer Tax Resolution**

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 17<sup>th</sup> day of October, 2022, at 5:30 o'clock in the p.m. (the "Meeting").

The meeting was called to order by President Dwight Vines.

Present: Dwight Vines, Mary Schaab, Lisa Tyler, Kevin Donovan, Wanda Lee Suits

Absent: None.

The following preamble and resolution were offered by Member Ms. Suits and supported by Member Mr. Donovan:

**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 2023 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 2023 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 governing bodies on or before December 31, 2022.

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 rescinded.

Ayes: Dwight Vines, Mary Schaab, Lisa Tyler, Kevin Donovan, Wanda Lee Suits

Nays: None

Resolution declared adopted.

  
\_\_\_\_\_  
Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of the 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 "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

  
\_\_\_\_\_  
Secretary, Board of Education



October 19, 2022

To Whom It May Concern:

The MAISD Board of Education has determined to implement a 100% summer school property tax levy in 2023. This action is effective for the 2023 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 2023 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 black ink, appearing to read "Jason R. Helsen". The signature is written in a cursive, flowing style.

Jason Helsen  
Associate Superintendent for Administrative Services

kg  
Enclosure



**CITY OF ROOSEVELT PARK  
CITY COUNCIL MEETING  
January 16, 2023**

<b>Item:</b> Set Roosevelt Park Day Meeting Time and Date	<b>Date:</b> January 16, 2023
As we begin 2023, the upcoming Roosevelt Park Day event planning discussion needs to begin. The next meeting date needs to be set.	
<b>Financial Impact:</b> None	
<b>Recommendation:</b> Set a committee meeting for the next Roosevelt Park Day event	
<b>Signature:</b>	<b>Title:</b> City Manager





**CITY OF ROOSEVELT PARK  
CITY COUNCIL MEETING  
January 16, 2023**

<b>Item:</b> Public Works Committee-Set Meeting	<b>Date:</b> January 16, 2023
A January Public Works Committee was set at the previous City Council meeting however, a scheduling issue has necessitated the rescheduling of that meeting. Staff is recommending January 31 <sup>st</sup> as a possible alternative.	
<b>Financial Impact:</b> None	
<b>Recommendation:</b> Set a time and date for the next Public Works Committee meeting.	
<b>Signature:</b>	<b>Title:</b> City Manager

City of Roosevelt Park

*A Proud Community*

## **Informational Updates**

The following documents are informational updates and documents relating to our community. They are for your information only and no action is requested.

Share this page

## Elected Officials Academy - Advanced Weekender

## Sign In

### Elected Officials Academy Leadership Advanced Weekender

Seasoned elected officials who have attended the EOA "Core Weekender" are ready to jump up to the next level of service with more in-depth knowledge of municipal issues. This weekender will include formal presentations about developing diversity in the workplace, strategic coalition building and stability and collaborative leadership and discussion in a relaxed environment. Participating in Advanced Weekenders is a great way to earn the Elective credits required for Academy Levels Two and Three.

#### Agenda

Friday, May 19, 2023  
Check-in 5:30 pm; A light dinner; Begin 6:00 pm; Adjourn 9:00 pm

Saturday, May 20, 2023  
Check-in 7:30 am; Begin 8:15 am; Lunch; Adjourn 3:00 pm

Please click [here](#) for a faxable registration form

#### Cost Per Person

League Member communities, \$225  
Nonmember Government, \$275

#### Location Information

DoubleTree by Hilton Hotel Bay City - Riverfront  
One Wenonah Park Place  
Bay City, MI 48708

#### Education Credits Approved For This Program

9 EOA

#### When:

5/19/2023 - 5/20/2023

#### Where:

DoubleTree by Hilton Hotel Bay City - Riverfront  
One Wenonah Park Place  
Bay City, MI 48708

**When:** 5/19/2023 - 5/20/2023

**Where:** One Wenonah Park Place  
Bay City, MI 48708

#### Username

#### Password

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## Elected Officials Academy - Core Weekender

## Sign In

### Elected Officials Academy Core Weekender - Spring

All elected municipal officials must have a basic foundation of knowledge upon which to build their effectiveness as community leaders. This weekend seminar offers the most critical information in four short courses—Legal Framework, Leadership Roles & Responsibilities, Financial Management, and Planning & Zoning—in a compact format that facilitates achievement of Level One of the Michigan Municipal League's Elected Officials Academy. The Elected Officials Academy CEOA is a voluntary continuing education program established to encourage and recognize the efforts of local elected officials to become effective leaders. Learn more about the EOA at [eoa.mml.org](http://eoa.mml.org). Upon completion of this program attendees will be able to differentiate between the role of the councilmember and the role of the mayor /president, discuss the Uniform Budgeting and Accounting Act, identify where taxes and revenue sharing come from, use zoning checks and balances, and make effective zoning decisions.

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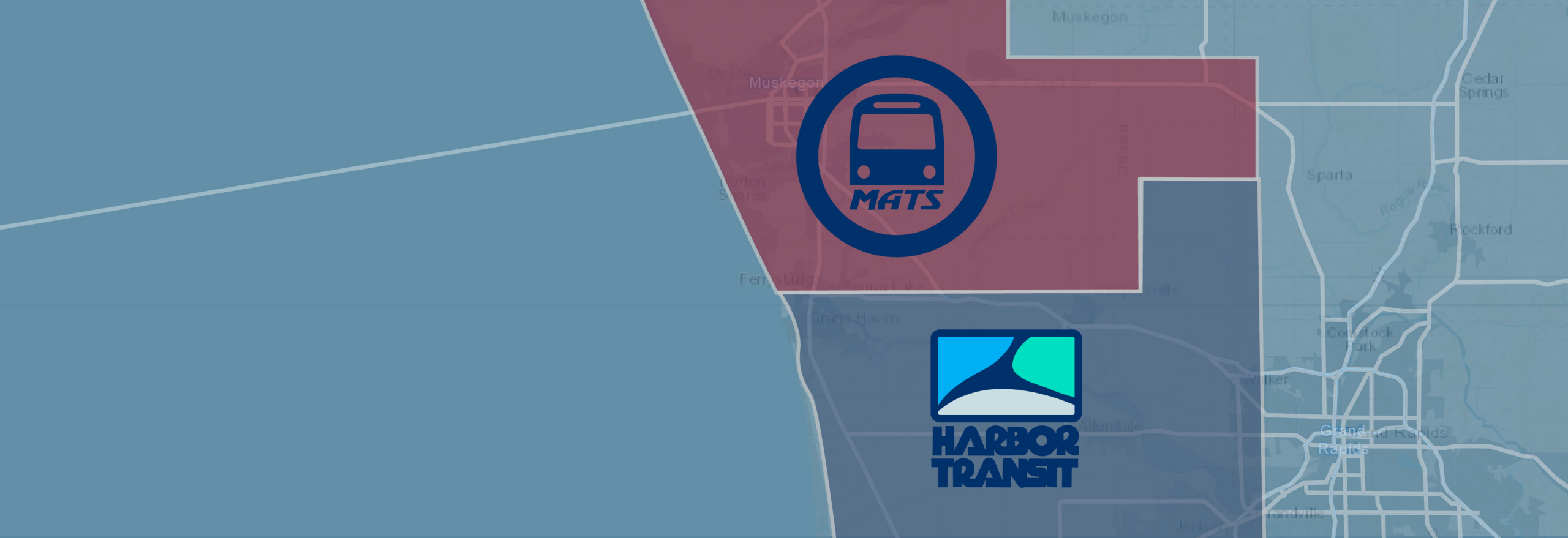
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West Michigan Shoreline Regional Development Commission

# West Michigan Regional Transit Systems Governance & Organizational Transition Study

Municipality City Manager Discussion – September 14, 2022

# Agenda

- Overview of proposed project schedule
- Outline of future deliverables:
  - Financial Plan
  - Articles of Incorporation
  - Authority Bylaws
- Review of precinct map and transit funding
- Next steps

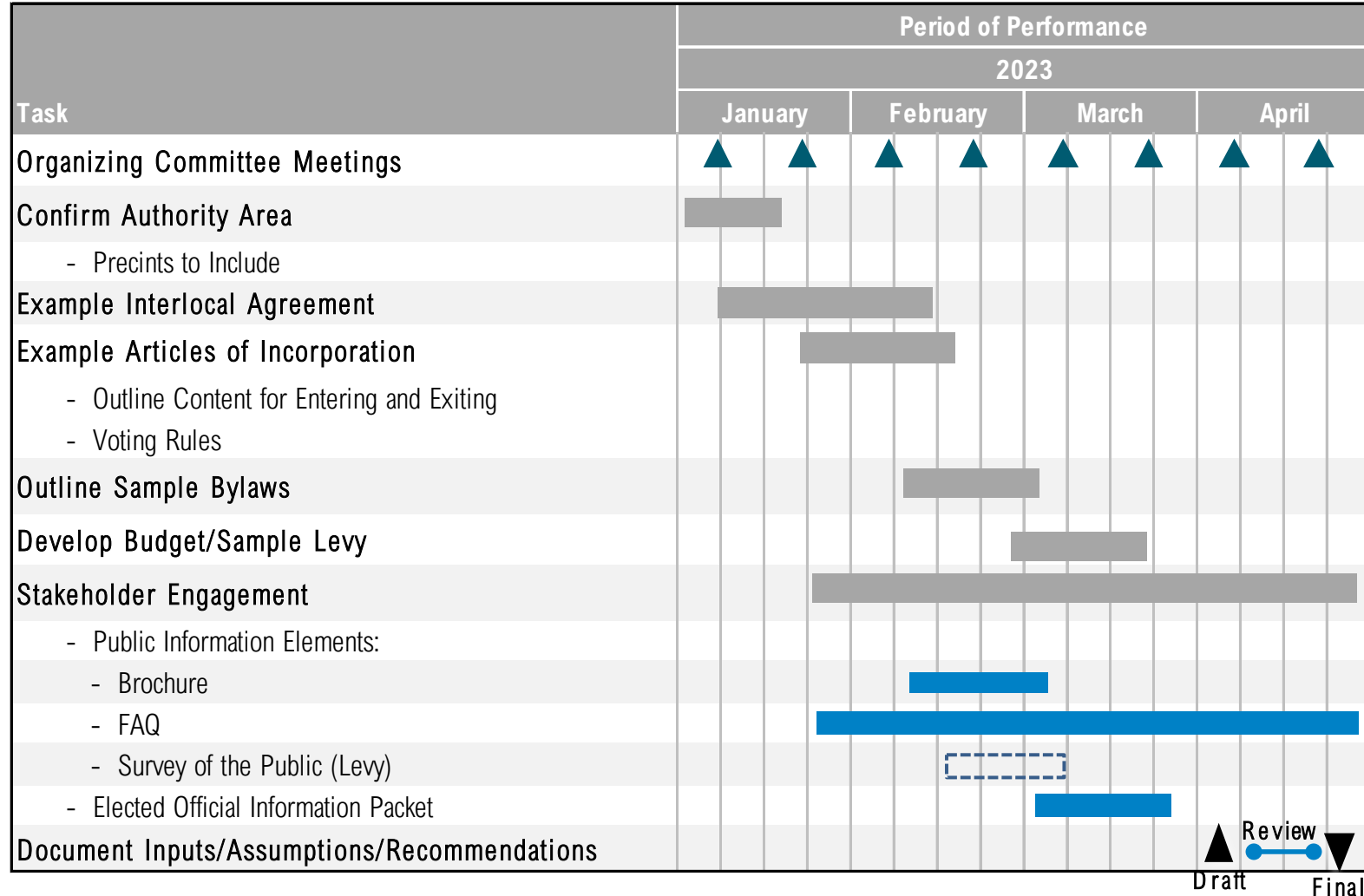
## Articles of Incorporation

- What are we going to do
- Filed with State

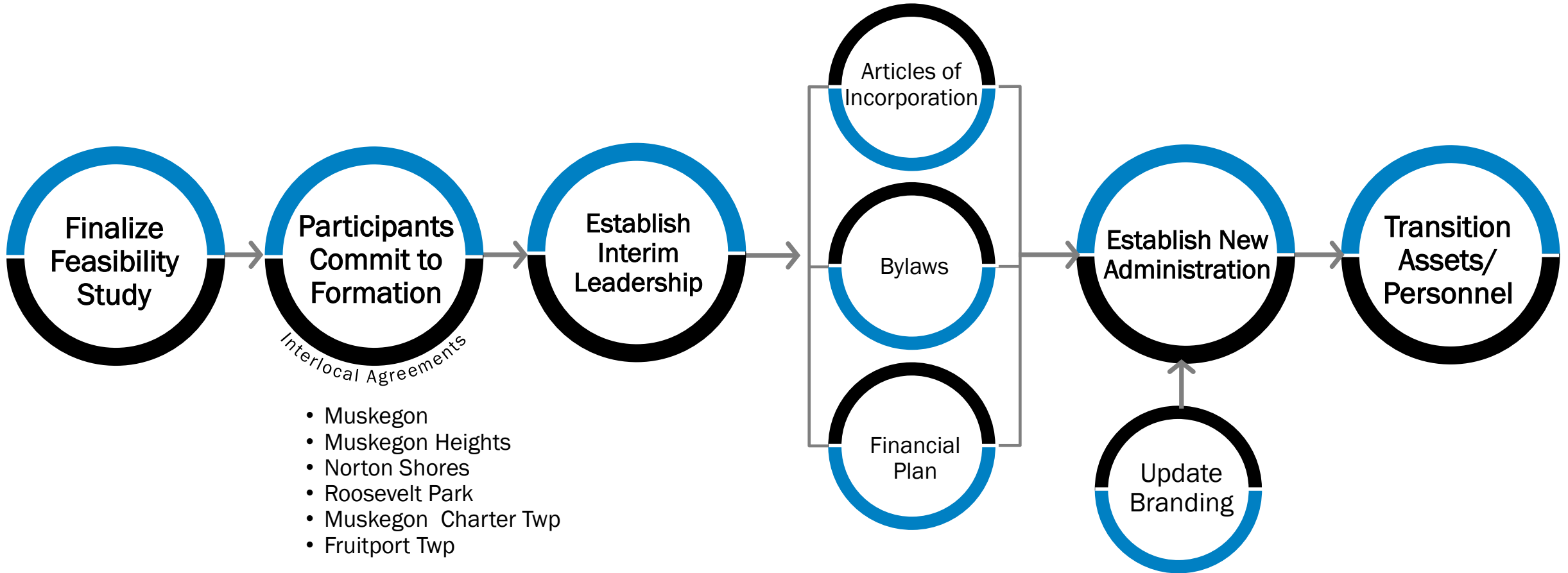
## Bylaws

- How are we going to do it

# Schedule – Through April



# Transition to Transit Authority





# Interlocal Agreements

- Recitals –
- General Provisions:
  - Purpose
  - Service Area
  - Hours
  - Funding
  - Budgeting
  - Board of Directors Concept
- Term of Agreement
- How to Terminate
- Insurance/Indemnification
- Miscellaneous Items (As appropriate)
  - Amending the agreement
  - No third-party beneficiaries
  - Assignment of rights/obligation
  - Preparation
  - Captions
  - Severability of provisions
  - Counterparts

# Sample for Review - Interlocal Agreement

**SOUTHEAST COMMUNITIES  
COUNTYWIDE TRANSIT AUTHORITY REPRESENTATIVE SELECTION PROCESS  
ACT 7 INTERLOCAL AGREEMENT**

WHEREAS, the Urban Cooperation Act, PA7 of 1967, Extra Session (Act 7), provides that a public agency may enter into interlocal agreements with other public agencies to exercise jointly any power, privilege, or authority that the agencies share to in common and that each might exercise separately; and

WHEREAS, the Charter Townships of Augusta and Ypsilanti are local government units in the County of Washtenaw under Act 7 of 1967; and

WHEREAS, it is anticipated that a new countywide transit authority will be incorporated under Public Act 196 to provide public transit service to all of Washtenaw County; and

WHEREAS, it is anticipated that the Public Act 55 transit authority will be dissolved upon passage of a countywide funding ballot proposal and all assets transferred to the new 196 authority; and

WHEREAS, the new Act 196 Authority board will have 15 seats that are allocated based on charter millage and population providing two seats to the South East Communities; and

WHEREAS, the local communities wish to work cooperatively to select a Act 196 Countywide Transit Authority board; and

# Current Muskegon County Area Interlocal Agreements

## Michigan Interlocal Agreement Report

The report below presents all interlocal agreements on file with the Michigan Secretary of State as of October 27, 2020. Interlocal agreements are formal documents that show a joint exercise of power, privilege or authority between two or more government entities or public authorities, such as service-sharing. In Michigan, interlocal agreements are allowed through the [Urban Cooperation Act of 1967, Extra Session, MCL 124.501](#).

County:    
 Municipality:

	Municipalities	Counties	Filing Date	Expiration Date
1.	<b>West Michigan Enforcement Team Agreement (WEMET)</b> Allegan County, Michigan Department of State Police, Muskegon County, Ottawa County	Allegan, Muskegon, Ottawa	1/22/2003	
2.	<b>Lakeshore Behavioral Health Alliance</b> Muskegon County, Ottawa County	Ottawa	8/9/2001	38777
3.	<b>Lakeshore Coordinating Council</b> Allegan County, Berrien County, Cass County, Muskegon County, Ottawa County, Van Buren County	Allegan, Berrien, Cass, Muskegon, Ottawa, Van Buren	6/30/1997	

Source: [Michigan Secretary of State](#)

# Articles of Incorporation

- Name of the public authority
- List of incorporating political subdivisions
  - Precincts of cities/townships:
  - Assumes precincts are the smallest subdivision used
- Purpose of the corporation
- Powers/duties/limits of authority
- Offices and how people are selected to fill them
- Who has the responsibility of filing
- How Articles can be amended

# Sample for Review – Articles of Incorporation

## ARTICLES OF INCORPORATION OF THE OAKLAND COUNTY PUBLIC TRANSPORTATION AUTHORITY

These Articles of Incorporation are executed and adopted by the Oakland County Board of Commissioners pursuant to and in accordance with the provisions of Act 196, Public Acts of Michigan, 1986, as amended (the "Act"), for the purpose of maintaining a public body corporate as required by the Act.

### ARTICLE I

#### Name

The name of the corporation and authority is the Oakland County Public Transportation Authority (the "Authority").

### ARTICLE II

#### Incorporating Units

# Transit Authority Bylaws

- Board of Directors
  - How each board member is appointed, and their term
  - Voting protocols
  - Process for removal of board members and resignation
  - Meeting schedules, quorum requirements, code of conduct
  - Public participation
  - Officer roles and responsibilities
  - Staffing
- Administration and Additional Duties
  - Financial management and funding cycles
  - Audit requirements
- Bylaw Amendment Process

# Officer Roles

- President/Board Chair:
  - Presides over meetings, appoint committee members, call special meetings, voting member.
- Vice President/Board Chair
  - Assumes role of president/chair in the leader's absence.
- Secretary
  - The Secretary keeps minutes of all meetings and tracks all notices.
- Other officers: treasurer, clerk, staff roles, committee chairs

# Bylaws: Transit Authority Board Representation

- CCTA (Kalamazoo, MI)

- Directors are appointed by Kalamazoo County
- Recommendations are made by member jurisdictions
- Recommendations can be overruled only for cause.

<b>Number</b>	<b>Recommendation by:</b>
3	City of Kalamazoo
2	City of Portage
1	Comstock Township
1	Kalamazoo Township
1	Oshtemo Township
3	County; 2 to be representative of rural County areas; 1 to be representative of urban County areas



# Bylaws: Transit Authority Board Representation

- AAATA (Ann Arbor, MI)
  - Ten-member board, appointed by local councils, one-year term
  - 8 from City of Ann Arbor, 1 from Ypsilanti, 1 from Ypsilanti Township
  - Six votes can remove member
  - Vacancies can be filled by election



# Bylaws: Jackson District Library

- City/County District Authority with 7 Board Members
  - Three appointed by Jackson City Council
  - Three appointed by Jackson County Commission
  - One appointed jointly by City Council/County Commission
- Four-year terms, vacancies addressed by appointing city/county



JACKSON  
DISTRICT  
LIBRARY  
A PLACE TO DISCOVER

# Go Forward – Next Topics

- Finish up Bylaws
- Funding:
  - Referendum needed for levy approval
  - Survey overview
- Transferring Discussion:
  - Staff Discussion
  - Assets

# Authority Coverage – Conceptual

- Public Act 196: Smallest Increment of Coverage – Voting Precinct
- Initial Concept – Areas with:
  - Fixed Route
  - Paratransit
  - Go2
- Current Assumption:
  - Full Range of Services Coverage:
    - Muskegon
    - Muskegon Heights
    - Roosevelt Park
  - Partial Services Coverage:
    - Norton Shores
    - Muskegon Township
    - Fruitport Township (Questions Remain as to Precincts to Include)

