CITY OF ROOSEVELT PARK
CITY COUNCIL MEETING
AGENDA
November 4, 2019
6:15 p.m.

1. Work Session
2. Call to Order and Roll Call
3. Pledge of Allegiance
4. Invocation by Councilmember Neiser

5. Public Comment on Agenda Items

6. Approval of Consent Agenda
    a. Regular Agenda
    b. Minutes of October 21, 2019 City Council Meeting
    c. Minutes of October 29, 2019 Joint Board Meeting.
    d. List of Bills

7. Old Business
    a. None

8. New Business
    a. Investment Policy Amendment
    b. Resolution of Appreciation-Mayor Pro Tem Andy O'Riley

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

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CITY OF ROOSEVELT PARK

CITY COUNCIL MEETING MINUTES

October 21, 2019

This meeting was called to order by Mayor Allan Lowe at 6:13 p.m.

PRESENT: Mayor Allan Lowe, Mayor Pro Tem Andy O'Riley, **Council Members:** Greg Neiser, Michael Sutton, Melissa Klos, Aaron Langlois, and Mirelda Sanchez Tokarczyk

STAFF: City Manager Jared Olson, City Kate Cunningham, City Clerk Ann Wisniewski, City Attorney John Schrier

WORK SESSION

Council discussed Agenda Items:

- MRMTA Opt-Out Ordinance- Second Read
- Fee Schedule Amendments
- List of Bills

Special Guests:

- Allison Purgiel from Muskegon Area District Library- gave update on up-coming library activities.

Mayor Lowe called the regular meeting to order at 6:33 p.m.

ROLL CALL

2019-169 City Ann Wisniewski called roll call.

2019-170 **INVOCATION**

Mayor Al Lowe provided the invocation.

2019-171 **PUBLIC COMMENT ON AGENDA ITEMS**

Jana Silvis 2873 Roosevelt Rd. shared comments
Carlos Sanchez 975 Post Rd. shared comments

2019-172 **CONSENT AGENDA**

Council Member Neiser moved to approve the consent agenda. This motion was supported by Mayor Pro Tem O'Riley.
Roll Call: 7 Ayes, 0 Nays, 0 Absent

2019-173 **Old BUSINESS**

None

2019-174 **NEW BUSINESS**

8A. MRMTA Opt-Out Ordinance Second Read

Council Member Klos moved to approve the second read and adopt the MRMTA Opt-Out Ordinance as presented. This motion was supported by Council Member Neiser.

Roll Call: 7 Ayes, 0 Nays, 0 Absent

2019-175 **8B. Fee Schedule Amendments**

Council Member Tokarczyk moved to approve the amendments to the Master Fee Schedule. This motion was supported by Council Member Klos.

Roll Call: 7 Ayes, 0 Nays, 0 Absent

2019-176 **COUNCIL COMMENTS**

Council Members shared comments

2019-177 **DEPARTMENT HEAD REPORTS**

Department heads, shared comments.
Council Member Tokarczyk made a motion that City Manager must have all evaluations done on all department heads and to make these evaluations available to Council members before the November 4th Council meeting. Also included in motion that the City Council do evaluation on the City Manager by the next scheduled meeting of November 4, 2019. This motion was not supported and the motion failed.

2019-178 **PUBLIC COMMENT**

Brian Holmen 858 Post Rd, shared comment.
Carim Calkins 3190 Rockland Rd, shared comment.
Carlos Sanchez 975 Post Rd, shared comments.

2019-179 **ADJOURNMENT**

Mayor Pro Tem O'Riley moved to adjourn the meeting at 7:26 pm. This motion was supported by Council Member Sutton and carried unanimously.

Ann Wisniewski, City Clerk

CITY OF ROOSEVELT PARK
RP City Council/Norton Shores City Council/Mona Shores School Board
WORK SESSION MINUTES
October 29, 2019

Meeting was called to order by Mona Shores School Board Member Stan Miller at 6:00 p.m.

PRESENT: **Council Members:** Melissa Klos, Greg Neiser, Andy O'Riley, Michael Sutton, Aaron Langlois and Mirelda Sanchez Tokarczyk
Norton Shores Council Members and Mona Shores School Board Members

STAFF: City Manager Jared Olson, City Clerk Ann Wisniewski, Chief of Police David Boone

WORK SESSION

Councils discussed Agenda Items:

- City of Norton Shores Economic Development and Capital Projects
- City of Roosevelt Park Economic Development and Capital Projects
- Mona Shores Schools Superintendent Bond Update and School Resource Officer Update

2018-202 **ROLL CALL**
Introductions by each member all around

2018-203 **PUBLIC COMMENT**
Darek DeMar 4053 Churchill Scouts troop leader, shared comments
Suzie F. representing Representative John Bumstead 13183 Spruce Grant Newaygo MI, Shared comments.

2018-205 **Approval of MSSB Minutes from their last meeting**
Minutes approved unanimously

2018-208 **PUBLIC COMMENT**
NONE

2018-209 **OTHER BUSINESS**
Roundtable Discussion.

2018-214 **ADJOURNMENT**
All Councils adjourned at 7:42 p.m.

Ann Wisniewski, City Clerk

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

COUNCIL LIST

Thursday, October 31, 2019

CHECK NUMBER	VENDOR NAME	DESCRIPTION	Invoice #	INVOICE AMT
36722	BORGMAN TREE SERVICE			
		CONTRACT SERVICES		7,936.50
		CONTRACT SERVICES		7,936.50
			Check Total	**15,873.00**
1087(E)	BANK OF AMERICA BUSINESS CARD			
		PLOW TRUCK LIGHT	101035	129.95
			Check Total	**129.95**
1088(E)	BANK OF AMERICA BUSINESS CARD			
		PD MOBILE RADIO CORDS	11436610770	15.00
			Check Total	**15.00**
1089(E)	BANK OF AMERICA BUSINESS CARD			
		OFFICE SUPPLIES - CITY HALL	11437505023	78.40
			Check Total	**78.40**
1090(E)	BANK OF AMERICA BUSINESS CARD			
		ADOBE ACROBAT PRO	1097577458	190.67
			Check Total	**190.67**
1091(E)	BLUE CARE NETWORK OF MI			
		RETIREE HEALTH CARE NOV 2019	20191101	2,134.16
			Check Total	**2,134.16**
1092(E)	BLUE CROSS BLUE SHIELD OF MICH			
		RETIREE HEALTH CARE NOV 2019	20191101	1,177.97
			Check Total	**1,177.97**
1093(E)	CITY OF MUSKEGON-WATER DEPT			
		WATER USE - ACCT # 0199340001	20191004	22,117.14
			Check Total	**22,117.14**
1094(E)	CITY OF MUSKEGON-WATER DEPT			
		WATER USE - ACCT # 0199340201	20191005	16,889.18
			Check Total	**16,889.18**
1095(E)	CITY OF MUSKEGON-WATER DEPT			
		SEWER/2700 W SHERMAN	20191005	27.57
			Check Total	**27.57**
1096(E)	CITY OF MUSKEGON-WATER DEPT			
		SEWER ACCT # 199342701	20191005	1.50
			Check Total	**1.50**
1097(E)	CITY OF MUSKEGON-WATER DEPT			
		SEWER ACCT # 199342801	20191005	46.20
			Check Total	**46.20**
1098(E)	CONSUMERS ENERGY			
		1030 2926 0835 49441 LED LIGHT RD	60101197625	13.93
			Check Total	**13.93**
1099(E)	CONSUMERS ENERGY			
		1030 2926 0835 49441 LED LIGHT RD	60101197625	78.98
			Check Total	**78.98**
1100(E)	CONSUMERS ENERGY			
		1030 2926 0835 49441 LED LIGHT RD	60101197626	144.63
			Check Total	**144.63**
1101(E)	CONSUMERS ENERGY			
		1030 2926 0835 49441 LED LIGHT RD	60101197626	213.68
			Check Total	**213.68**
1102(E)	CONSUMERS ENERGY			
		1030 2926 0835 49441 LED LIGHT RD	60101197626	282.02
			Check Total	**282.02**
1103(E)	CONSUMERS ENERGY			

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CHECK NUMBER	VENDOR NAME	DESCRIPTION	Invoice #	INVOICE AMT
		1030 2926 0835 49441 LED LIGHT RD	60101197626	355.24
			Check Total	**355.24**
1104(E)	CONSUMERS ENERGY			
		1030 2926 0835 49441 LED LIGHT RD	60101197626	453.67
			Check Total	**453.67**
1105(E)	DTE ENERGY			
		GAS 900 OAKRIDGE RD	20191016	47.47
			Check Total	**47.47**
1106(E)	DTE ENERGY			
		GAS 3106 ROOSEVELT RD	20191016	30.59
			Check Total	**30.59**
1107(E)	DTE ENERGY			
		GAS 1572 GARRISON	20191016	33.17
			Check Total	**33.17**
1108(E)	FRONTIER			
		PHONE 23175537220101715	20191019	77.83
			Check Total	**77.83**
1109(E)	TRUGREEN PROCESSING CENTER			
		LAWN SERVICES	112544178	813.70
			Check Total	**813.70**
1110(E)	TRUGREEN PROCESSING CENTER			
		VEGETATION CONTROL	112544468	309.00
			Check Total	**309.00**
1111(E)	US BANK EQUIPMENT FINANCE			
		COPY MACHINE LEASE NOV 2019	397257387	147.99
			Check Total	**147.99**
1112(A)	APPLIED IMAGING			
		COPY MACHINE USAGE	1433229	291.98
			Check Total	**291.98**
1113(A)	ASPHALT PAVING, INC.			
		PATCH	44136	80.62
			Check Total	**80.62**
1114(A)	EMERGENCY SERVICES LLC			
		DEC 2019 MONTHLY LABOR	13921	640.00
			Check Total	**640.00**
1115(A)	FLEX ADMINISTRATORS, INC.			
		ANNUAL RENEWAL FLEX ADMINISTRATION	105097	175.00
			Check Total	**175.00**
1116(A)	WEST MICHIGAN UNIFORM			
		DPW UNIFORM CLEANING	5351038	61.80
		DPW UNIFORM CLEANING	5353109	46.40
			Check Total	**108.20**
36724	ADVANCE AUTO PARTS			
		BRAKE CLEANER	53829283917	29.88
		TRUCK LIGHT	53829295921	16.27
			Check Total	**46.15**
36725	BURNS RONALD			
		DENTAL REIMBURSEMENT	DENTAL09201	139.20
			Check Total	**139.20**
36726	FONKERT ELECTRIC LLC			
		FLAG LIGHT REPAIR	20191018	275.00
			Check Total	**275.00**
36727	KLOS, MELISSA			

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CHECK NUMBER	VENDOR NAME	DESCRIPTION	Invoice #	INVOICE AMT
		MML DETROIT CONFERENCE TRAVEL REIMBURS	20190927	226.20
			Check Total	**226.20**
36728	MUSKEGON CENTRAL DISPATCH 911			
		NOV 2019 FEES	1900000016	3,465.00
			Check Total	**3,465.00**
36729	MUSKEGON CNTY TREASURER			
		SEPT DOG LICENSES	0000175300	818.00
		ASSESSMENT SERVICES	0000175308	7,925.00
		WASTE WATER/BOND PMTS	20191015	33,250.86
			Check Total	**41,993.86**
36730	MUSKEGON COUNTY NATURE CLUB			
		REFUND OF COMMUNITY CENTER RENTAL	20190131	350.00
			Check Total	**350.00**
36731	SHORELINE INSURANCE AGENCY			
		TREASURER BOND RENEWAL	1067	145.00
			Check Total	**145.00**
36732	SUTTON, CHRISTINE			
		TREE LIGHTING REIMBURSEMENT	20191010	95.27
		TREE LIGHTING SUPPLIES REIMBURSEMENT	2295704	285.81
			Check Total	**381.08**
36733	W.M.C.J.T.C. ATTN: LORI BOEVE			
		FALL PAYMENT	4069	219.15
			Check Total	**219.15**
36734	WEST MICHIGAN RUBBER & SUPPLY			
		BRASS PIPE FITTINGS	I-75468-0	24.13
			Check Total	**24.13**
			Report Total	**110,243.21**

City of Roosevelt Park

To: Honorable Mayor and City Council
From: Jared Olson, City Manager
Date: October 31, 2019
Subject: **Monday, November 4, 2019** – CITY COUNCIL MEETING

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

COUNCIL WORK SESSION:

a. **Campbell Robotics Engineering STEAM Team Presentation**- As discussed in previous city council meetings, the Campbell Elementary Robotics team was tasked with a project based around their community. They created and issued a survey in regard to property use within the Glenside corridor of the City. They will be doing a five-minute presentation on those results.

b. **Active Agenda Items**

COUNCIL MEETING:

a. **Investment Policy Amendment-** Per state law, the City of Roosevelt Park must maintain a formal Investment Policy. Staff is requesting several minor updates to reflect changes in state law and coverage.

b. **Resolution of Appreciation-**As Mayor Pro-Tem O'Riley's term on the board is expiring, a resolution of appreciation has been created.

Please contact me if you have any questions.

Agenda Item 8a

CITY OF ROOSEVELT PARK
CITY COUNCIL MEETING
November 4, 2019

Item: City of Roosevelt Park Investment Policy Update	**Date:** November 4, 2019
As a requirement of the Michigan Municipal Finance Act, the City of Roosevelt Park must have an approved investment policy. As such, as state and federal requirements change, the city must do the same. Attached is a memo from the Roosevelt Park Treasurer and the draft amendments to the current investment policy. The changes are highlighted within the draft.	
Financial Impact: None	
Recommendation: Approve the updated City of Roosevelt Park Investment Policy as amended.	
Signature:	**Title:** City Manager

To: Jared Olson, City Manager

From: Kate Cunningham, City Treasurer

Subject: Recommendation to update City Investment Policy

The City's Investment Policy has not been updated since 2006. I recommend the attached updates to our policy to open up additional investment opportunities in compliance with all current amendments to Public Act 20 of 1943 which governs investments of surplus public funds.

Respectfully,

Kate Cunningham, City Treasurer

CITY OF ROOSEVELT PARK
Investment Policy

This policy is the investment policy of the City of Roosevelt Park, a Michigan municipal corporation, with offices located at 900 Oak Ridge Road, Roosevelt Park, Michigan. Throughout this policy, the City of Roosevelt Park will be referred to as the "City".

1.0 PURPOSE:

It is the policy of the **City of Roosevelt Park** to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state statutes and local ordinances governing the investment of public funds.

2.0 SCOPE:

This investment policy applies to all transactions involving the financial assets and related activity of **City of Roosevelt Park** except for its employee pension funds and its employee deferred compensation funds, which are organized and administered separately. These funds are accounted for in the annual financial report and include the following funds:

-General Fund
-Special Revenue Funds
-Capital Project Funds
-Enterprise Funds (Water and Sewer Funds)
-Debt Service Funds
-Special Service Funds
-Internal Service Funds
-Trust and Agency Funds *(Including the Current Tax Fund)*
-Any new fund created by the governing body, unless specifically exempted by the governing body.

3.0 OBJECTIVES

Funds of the **City of Roosevelt Park** will be invested in accordance with Michigan Public Act 20 of the Public Acts of 1943, as amended, and in accordance with the following objectives in order of priority.

3.1 Safety – Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.

3.2 Diversification – The investments shall be diversified by specific maturity dates, individual financial institution(s) of a specific class of securities in order

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that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

3.3 Liquidity – The investment portfolio will remain sufficiently liquid to meet all operating requirements which might be reasonably anticipated.

3.4 Return on Investment – The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and cash flow characteristics of the portfolio.

4.0 DELEGATION OF AUTHORITY:

Management responsibility for the investment program is hereby delegated to the **City of Roosevelt Park Treasurer,** who shall establish written procedures and internal controls for the operation of the investment program, consistent with the investment policy. No person may engage in investment transactions except as provided under the terms of this policy and procedures established by the Treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials and shall be responsible for all transactions undertaken.

In the exercise of this fiduciary responsibility, the Treasurer, with approval from the City Manager, shall have the authority to determine which maturity dates, kinds of investment instruments and which institutions best meet the cash management needs and objectives of the City subject to the provisions of this policy.

5.0 ETHICS AND CONFLICT OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair or create the appearance of an impairment of their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Manager any material financial interests in financial institutions that conduct business with the unit, and they shall further disclose any large personal financial investment positions that could be related to the performance of the City's portfolio. The City Manager will then forward the information to the City Council. Employees and officers shall subordinate their personal investment transactions to those of the City, particularly with regard to the time of purchase and sales.

6.0 AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The Treasurer will maintain a list of financial institutions, which have been authorized by the City Council on an annual basis, to provide investment and depository services. No public deposit shall be made except in a qualified public depository as established by State Law.

All financial institutions and or broker/dealers who desire to become qualified bidders for investment transactions or depositories must supply the Treasurer with the following: Audited financial statements for the most recent fiscal year; a signed acknowledgement of receipt of the City's investment policy and agreement to comply, proof of National Association of Security Dealers certification where applicable; and proof of State registration where applicable.

7.0 AUTHORIZED INSTRUMENTS:

In accordance with Public Act 20 of the Public Acts of 1943, as amended, the surplus funds of the **City of Roosevelt Park** may be invested as follows:

a) Bonds, securities, and other obligations of the United States or an agent or instrumentality of the United States Government.

b) Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution. The financial institution must be:

   i. A state or nationally chartered bank or a state or federally chartered savings and loan association, savings bank or credit union;
   ii. Whose deposits are insured by an agency of the United States government, and
   iii. That maintains a principal office located in the State of Michigan under the laws of this State or the United States.

c) Commercial paper rated at the time of purchase within the highest classification established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.

d) Repurchase agreements consisting of instruments listed in subdivision (a).

e) Bankers' acceptances of United States banks.

f) Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.

g) Mutual funds registered under the investment company act of 1940, maintain a $1.00 per share net asset value.

h) Obligations described in subdivisions (a) through (g) if purchased through an interlocal agreement under the urban cooperation act of 1967.

i) Investment pools organized under the surplus funds investment pool act, 1982 PA 367, 129.111 to 129.118.

8.0 SAFEKEEPING AND CUSTODY:

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the **City of Roosevelt Park Treasurer** shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third party custodian designated by the Treasurer and evidenced by safekeeping receipts as determined by the Treasurer.

9.0 PRUDENCE:

In managing its investment portfolio, City officials shall avoid any transactions that might impair public confidence. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The above standard is established as the standard for professional responsibility and shall be applied in the context of managing the overall portfolio. Investment officers of the City acting in accordance with State Statute, this Investment Policy, written procedures as may be established and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that deviations from expectations are reported in a timely fashion, and appropriate actions are taken to control adverse developments. Information indicating a loss or prospective loss of capital on existing investments must be shared with the City Manager immediately upon notification. The City Manager will then forward that information to the City Council no later than the next available City Council meeting.

10.0 INVESTMENT PERFORMANCE AND REPORTING:

The Treasurer shall submit an annual investment report that provides interest earned by fund, as well as an overview of the different types of accounts that were utilized over the past fiscal year and average interest rate each of these accounts yielded. Said report will be submitted to the City Manager for distribution to the City Council on a timely basis, after completion of the City's annual audit.

11.0 INVESTMENT POLICY ADOPTION:

The City's investment policy shall be adopted by resolution of the City Council. The policy shall be reviewed at the direction of the City Manager, the City Council, or when necessitated by State Statutory revision. Modifications made at that time must be approved by the City Council of the City of Roosevelt Park.

Policy Established: April 3, 2006

CERTIFICATION

I hereby certify that I have received the Investment Policy of **City of Roosevelt Park,** have personally read the Investment Policy, and agree to comply with the terms of the Investment Policy regarding the investment of the **City of Roosevelt Park** funds. Any investment not conforming with the investment policy will be disclosed promptly. We also pledge to exercise due diligence in informing the City of all foreseeable risks associated with financial transactions.

_____
Institution

_____
Address

_____
Authorized Official & Title

_____ _____
Signature Date

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Agenda Item 8b

CITY OF ROOSEVELT PARK
CITY COUNCIL MEETING
November 4, 2019

Item: Resolution of Appreciation- Mayor Pro Tem O'Riley	**Date:** November 4, 2019
The council is being asked to present a resolution of appreciation for outgoing Mayor Pro Tem Andy O'Riley.	
Financial Impact: None	
Recommendation: Present the resolution of appreciation to Mayor Pro Tem O'Riley for his commitment and volunteerism to the residents and community of the City of Roosevelt Park.	
Signature:	**Title:** City Manager